SAGE Jisc Read and Publish Webinar 17th June 2020 Q&A

Question:	**Will SAGE be producing any instructional materials for authors on how this is all going to work, or are you expecting HEIs to come up with their own?**
Answer:	yes, we are working on instructional material for authors and bill payers
Question:	**Is the VAT info being updated due to the recent changes relating to e-publications?**
Question:	**Any update on how the 'publish' part of the deal will affect the HMRC tax exemption on the 'read' subscription?**
Answer:	We've been advised that APCs are a service not an equivalent of a print product, so standard rate VAT would be applied
	if that advice changes, we'll be sure to make changes to the system
	for the license fee, Jisc should be in touch about this directly, as we've resolved that with our auditors and JISC have with theirs. short version is that our advice has been that VAT only applies to the OA costs
Question:	**Can we be notified when approved articles become available online?**
Answer:	At the moment to status of the article will be updated in the portal as published. We will look into whether notifications possible
Question:	**I am I correct in thinking that this replaces our current Sage Choice deal? If so when does the Sage Choice deal end and this one begin?**
	That's correct. SAGE have been gracing access to the 2019 agreement, while the 2020 agreement was finalised. The start date for the 2020 agreement is retrospectively set at 1/1/2020. Hybrid APCs have been waived in the meantime, and we are offering retrospective conversion for any articles published under the subscription model where the article entered production from 1/1/2020 onwards.
Question:	**is there a timeframe for changing the license after an article has been e-published?**
Answer:	After publication it would be a retrospective request with no time limit
	just be aware, aside from the articles where we are retrospectively converting articles between the 1st of January and the live data in the portal (which is being done for free), there is a charge for retrospective changes, as we will need to redo a lot of the production work, e.g. typesetting and metadata to add the CC-BY license
Question:	**What we do if the author hasn't chosen a CC-BY licence and is UKRI funded? We would want it to be OA but with a change of licence - would we pick 'I don't know' option?**
Answer:	license selection follows after approval. If they need to change the license selection, they can email us to request the change of license.
	Please email customer service if the licence doesn't meet funder mandate. It may mean the funder hasn't been declared by the author and where possible, this will be included on the article too.
Question:	**Will the article type appear as soon as request come in? Or does the publication need to be accepted first for us to be able to see the article type?**
Answer:	Only articles with the article type "article" will go to the portal
Question:	**Apologies if you already said this but I missed it - for full gold OA journals, does the article come to our portal for pre-approval upon submission, or acceptance?**
Answer:	Acceptance, as it moves into the SAGE Production system
Question:	**Will libraries get an alert when an author has chosen to make their article hybrid OA? Or would we just need to log in to the dashboard regularly. An alert would allow us to advise authors to change the CC licence if needed quickly**
Answer:	No, there isn't an alert to CBP users at this stage. Licence selection can be checked via the article report in the user dashboard.
Question:	**If we still have some funds in a Sage pre-pay account, can we use this money for Gold payments? Thanks**

Answer:	yes, and you can continue to maintain a pre pay account to pay Gold APCs from in the portal managing your balance directly in the portal
Question:	**Question about changing eligibility decision - is this possible?**
Answer:	Yes, need to contact the OA customer service team quickly and probably contact the author directly to stop them from taking erroneous action.
Question:	**Is it still 5 days response time for Gold process - if institution needed to contact author refunding before responding?**
Answer:	that's what shows on the screen, but no automated action happens at the end of that period. There isn't an enforced time limit here, it is expressed only as soon as possible
	the main point is the one I mentioned at the start, the article is being typeset / having the metadata produced in parallel to this process. once we've produced the proofs, changing the OA license has a cost, as it needs a fair amount of work to be redone
Question:	**Does this mean it's possible for different authors to accept and reject OA?**
Answer:	Any author can take that action in the portal, hopefully the authors discuss between themselves, but all authors will be contacted to let them know the decision and we can change it if needed and contacted rapidly via the OA customer services team
	Only one author can enter view the offer at a time. If an author is already viewing the offer and another author clicks on the link, they will be told another author is taking action. Once an author has logged in, the message will include the authors name so the other author knows which author is taking action.
Question:	**I am not familiar with how Ringgold operate but all bar the first entry in the list you sent us apply to an academic structure that no longer exists. I'm assuming from what you said earlier that we need to contact Ringgold to correct this.**
Answer:	I'm afraid so. We use Scholar 1 for most titles as a submission system. S1 gets data directly from Ringgold (and it will be used by many publishers, not just SAGE)
Question:	**Can you have more than one CBP?**
	No, there is a limit of one CBP per institution currently
Question:	**If article is multi-authored paper - with academics from 2 HEI's - are we able to say no - and the other Uni allowed to then say yes - so that it comes from other Uni's account?**
Answer:	The eligibility is based on the Corresponding Author, so it only gets routed to the institution of that Author. in the hybrid OA workflow, there wouldn't be a reason for the institution to reject, unless they weren't eligible at all. if it was Gold OA, the authors can assign to any bill-payer, so could assign it to the other HEI if they agree (for example)
Question:	**Will you put a list of participating institutions online? This can be helpful e.g. for a multi institutional paper - so we can advise our author if the institution of their co-author (corresponding) has signed up**
Answer:	yes, once all signups are confirmed we will have a listing on our open access agreements website page for the Jisc Agreement
Question:	Will you communicate with Libraries when you start contacting Authors about assigning OA to articles from 01/01/2020?
Answer:	yes, we can do this
Question:	**What do we do if the author hasn't chosen a CC-BY licence and is UKRI funded? We would want it to be OA but with a change of licence - would we pick 'I don't know' option?**
Answer:	license selection follows after approval. If they need to change the license selection, they can email us to request the change of license.
Question:	**Can we customise the note under the institutional payment option when selecting bill payer in a gold standard workflow? We would want the author to apply through our own system to get approval before charging us.**
Answer:	Yes, this text can be customised if you set up a CBP Profile with us.

Question:	**Does this mean it's possible for different authors to accept and reject OA?**
Answer:	Any author can take that action in the portal, hopefully the authors discuss between themselves, but all authors will be contacted to let them know the decision and we can change it if needed and contacted rapidly via the OA customer services team
Question:	**is there a timeframe for changing the license after an article has been e-published?**
Answer:	There is no time limit, but please be aware, there is a charge for retrospective changes, as we will need to redo a lot of the production work, e.g. typesetting and metadata to add the CC-BY license. This doesn't apply to aside from the ones where we are retrospectively converting articles between the 1st of January and the live data in the portal (which is being done for free)
Question:	**We understand that there's currently no reporting available in the standard workflow, though this is being developed. If we sign up as a CBP, do we then have access to reporting functionality, even for the standard workflow?**
Answer:	Currently in standard workflow you will only be able to see reports on articles you have paid for i.e. Gold articles you are the bill payer on.
	We are planning out post live improvements following the gold migration and will know more later this year the timing of planned enhanced functionality. This reporting is high priority.
Question:	**Will invited/commissioned reviews and editorials be labelled as articles?**
Answer:	invited/commissioned reviews, yes, editorials less likely, the article type is set by production
Question:	**so typically items we might regularly reject would be from gold OA journals or book reviews?**
Answer:	yes, Gold articles you don't wish to pay APC for. Book reviews won't come to the portal, only articles with article type
Question:	**Question about changing eligibility decision - is this possible?**
Answer:	yes, you'd need to contact the OA customer services team pretty quickly, and/or email the author directly. The author will have been notified of the initial decision and might take action if not contacted straight away.
Question:	**Who pays when a paper has authors at more than one eligible institution?**
Answer:	Payment would only be for Gold Articles, effectively they can choose which bill payer - e.g. another institution if they are willing.
Question:	**Will articles where action is required always appear at the top of the list?**
Answer:	I would be most recent articles which would have outstanding actions
Question:	**Can you have more than one CBP?**
Answer:	No, each institution can only have one CBP, however the CBP can have multiple users associated with it - it's one account with up to 3 different users
Question:	**the corresponding author may not be the one that it should be billed too though - do we have that option to change it to a secondary author?**
Answer:	billing only applies to Gold OA titles, and the authors can assign a bill-payer according to which institution is willing to pay the APC.
Question:	**The Ringgold list is very difficult to check; we think that almost all of the Ringgold affiliations you're including are correct, and we're inclined to spread the net widely and reject papers ourselves.**
Answer:	that is a perfectly reasonable solution, and if you find it onerous you can exclude IDs at a later date if you find you get loads that are not eligible from that ID.
Question:	**The invoice will always come from SAGE rather than Copyright Clearance Centre now?**
Answer:	anything through the OA portal will, yes. some Gold titles are still on RightsLink. those invoices will come from CCC, until the journals are migrated onto the SAGE portal

Question:	**On copyright, how do you deal with 3rd party copyright items within papers - e.g. graphs, images?**
Answer:	It is the authors responsibility to clear all copyright permissions for any material they are using in their article
Question:	**There's no scope for any ND variant of the CC licence. Could this cause an issue for authors?**
Answer:	Authors can request other variants from the OA Customer services team directly, and we can add to the system
Question:	**Can you provide video guides for the author workflows for easy reference?**
Answer:	we are working on user guides and plan to look at video resources as well
Question:	**If they've cleared 3rd party copyright for items in their paper, they don't actually own that copyright, so the 1st option doesn't really apply. Which option should they choose?**
Answer:	The author still owns the copyright of their article regardless of third-party material being included in the article. The copyright of the third-party items stays with the third party.
Question:	**If we're not part of the JISC agreement, do we still use the portal to manage our Fully Gold OA payments? Do you get a discount if you use the prepayment method?**
Answer:	Prepay accounts are designed to help you manage funds, they don't have discounts associated with them.
	You can use the portal to manage any APCs, gold or hybrid. there won't be any proactive identification, so it would be based on when an author nominates you as a bill-payer.
Question:	**Will be notified of those academics who have selected that they will be the bill payer - and if so at what stage? It would be helpful to have this - and to be notified as soon as collected - in case academics have incorrectly selected this based on a lack of their understanding, and also so we are aware if it is being paid from a different source.**
Answer:	I don't believe so no, I will check if it will appear in any reporting available to you now or in the future
Question:	**For the list of articles being retrospectively converted, Will we as intuitions get that list so we can also advise authors? if they're not expecting anything, they might think it's spam**
Answer:	I'm sure we can do that

Followup Q&A session 6th July 2020

Question:	**Would an "introduction to a special issue" be an eligible article type?**
Answer:	It would depend on the individual article. Most of the time, yes it would be eligible, unless an invited or sponsored article
Question:	**Will you have flow charts of decisions/steps for authors & institutions please?**
Answer:	Yes, these were presented in the Q&A meeting and will be made available on the website at https://uk.sagepub.com/en-gb/eur/open-access-agreements-at-sage/united-kingdom
Question:	**Where will the Open access for the hybrid titles apply. It is available on Sage platform OA once approval process complete and does it have any implications for OA availability on an institutional repository or does the embargo period still apply?**
Answer:	All articles whether OA or not can have their AAM (version 2) deposited under the green OA route on the Institutional repository with no embargo. Articles made OA via the JISC agreement will be published under a CC-BY or variant license and that license allows final version PDFs to be deposited on any repository (including the IR) with no embargo.
Question:	Please could you clarify the process when you need to decline a request on the dashboard based on the fact that the corresponding author is not at your university although one or more of the authors are.
Answer:	Eligibility is controlled by the corresponding author affiliation, so a co-author from a JISC member institutions would not confer eligibility. The institution of the corresponding author will be sent the article to approve or reject, and only under the pre-approve workflow. It isn't permitted to change the corresponding author on a paper to use the JISC OA agreement.
Question:	**Will the hybrid titles flip to Gold as the number of articles published via APCs increases?**
Answer:	That does happen at SAGE and we've converted over 50 journals from a subscription to a Gold OA format already. There is no set threshold or metric for the conversion as every journal serves a different academic community and the decision to flip to Gold OA has to be taken with the whole community in mind. Unfunded disciplines, primarily in HSS subjects may have a higher threshold to flip to OA (for example) as authors from countries which do not have a transformative OA agreement could be prevented from publishing in a Gold OA journal as they have not got funding to publish where an APC is required. We do our best to support the entire community in a sustainable way. As more countries adopt transformative agreements, this pace of change is likely to accelerate. It's also worth noting that titles that flip to Gold Open Access during the term of the JISC agreement will remain free to publish in during the term
Question:	Do OA administrators need to do anything to get the system set up, or is this done automatically?
Answer:	We have contacted every JISC institution who have signed up for the agreement and asked them for their choice of workflow and to complete the one or two forms required for set up. Once we receive the forms back, it takes us up to 2 weeks (depending on the number we have to process) to enter the data on the portal, and have the system set up.

Question:	**If authors choose the wrong CC licence can this be changed? The OA administrators may not be aware of this until the request has been submitted**
Answer:	We can change the OA license type for free up to the point where the article proofs are created. After that point, metadata, attributes and typesetting work would need to be redone and a £400 fee would be payable to cover the cost of redoing that work. Institutions on the pre-approve workflow would be able to download reports on the article statuses once they had approved the article as eligible, and reach out to the author if an inappropriate license type is selected. Institutions on the pre-approve workflow also can include a message to the author at the time of approval, so that they can tell the author which license type to select, as the OA offer is made to them. Institutions on the standard workflow would need to proactively educate authors of any requirements, as it is much harder for them to intervene during the process. It's also worth noting that if the author has declared a funder with a mandate, only appropriate license types will be offered to them that align with the funder mandate.
Question:	Would OA administrators get an alert when an author has made a new request to publish OA?
Answer:	In the Pre-approve workflow they would, as the institution needs to approve before the offer is made to the author. On the standard workflow, no, as there is no action required by the institution. The institution would be notified if an author has asked them to pay an APC for a Gold OA article under the standard workflow. That isn't necessary under pre-approve as the administrator will have already indicated if the APC will be paid centrally.
Question:	**How will the retrospective OA work - and will there be a standard CC licence applied across all relevant articles? Will OA administrators receive a list of the articles?**
Answer:	We will be making the offer to all of the authors through the OA platform (i.e. the requests will go direct to the author if the institution has adopted the standard workflow; or to the administrator on pre-approve workflow). We still need the author to accept OA publishing and sign the license agreement. SAGE doesn't have the right to publish the article under any other license (CC-BY for example) without the author's consent -as they are the copyright holder.
Question:	Will we be able to access reports of "opt outs" for our institution, along with the reason given by the author?
Answer:	On the Pre-Approve workflow, that information is contained in the downloadable reports. For the standard workflow, that information is contained in the central reports SAGE will be providing to JISC
Question:	**If an author submits as CC-BY-NC but is funded therefore needs to be CC_BY can we as an institution change the licence?**
Answer:	Where the Author has declared a Funder with a mandate, only appropriate license options will be presented to the Author. If they didn't declare a funder, then the author would need to consider that before selecting the license choice. In the event an incorrect license is selected, we can change it freely up to the point the article proofs are created; after which a £400 fee would apply. The author or the institution can contact openaccess@sagepub.co.uk to request
Question:	On the Preapprove workflow, are there extensions for the 5-day deadline, is it 5 working days, and can articles be put on hold if more time is needed to evaluate (e.g. due to staff absence)
Answer:	The deadline is 5 days, the system doesn't distinguish working days at this point in time. Currently no automated action is taken if the deadline elapses, and the institution can still approve. The deadline is there to encourage evaluation as quickly as possible as production on the article is carried out concurrently to avoid delays to publication.
Question:	**is it so many free APCs per calendar year?**
Answer:	No, publishing in hybrid is unlimited with no additional costs based on use of the service. Gold Journal APCs are discounted rather than free, and there is no allocation or restriction on the number of discounted articles.

Question:	Given that some Universities will only approve CC-BY rather than any variations of this - how does this affect the process - given that publisher is only dealing with the academic - can the credit approved people be notified if any licence other than CC-BY is selected.
Answer:	Where a funder mandates a specific license, and the author declares the funder, only the mandated license options will be shown. We aren't able to enforce individual institutions' policies on acceptable license types and it would be up to the institution to educate the researchers around their requirements. If on the pre-approve workflow, institutions could add a message on approving a paper as eligible to instruct the author to select a specific license type if needed.
Question:	**Sometimes we've been copied into the emails where the author signs the licence - is this standard, or was it only when we manually asked for it to be made OA?**
Answer:	This isn't a standard part of the workflow, so must be part of an earlier manual process for those cases
Question:	does workflow mean a non-UK corresponding author needs to be equally aware of this OA agreement?
Answer:	All corresponding authors, whether based in the UK or not, declaring a JISC member affiliation will be proactively contacted to offer the Open Access publishing. Their physical location doesn't factor into the identification, or into the notifications they receive from the system.
Question:	**Is there a date when the OA platform will be live for authors to use? Does it depend on when the HEI has returned the selection of workflow?**
Answer:	The platform will be used to proactively contact authors within 2 weeks of the forms being returned.
Question:	In the pre-approval workflow, after the eligibility approval, is there a separate approval process and period for Gold APCs payment for the institution?
Answer:	No, that's captured in the initial choice as soon as the article identified. The institution can a) reject (not eligible) b) accept (eligible) and pay the APC centrally or c) accept (eligible) and not offer to pay the APC centrally
Question:	**Does the new set up affect how we pay our invoices, if this is the payment method selected?**
Answer:	The JISC agreement doesn't affect the available payment methods, but the OA platform does give Centralised Bill Payers more options, payment article by article (either credit card, or by invoice) but also much easier and more transparent use of a pre-pay account. If there is a regular payment of APCs, the institution can also request aggregated monthly billing
Question:	On that point, will the Read part be VAT-free (due to new VAT guidelines) & the Publish part attract VAT?
Answer:	The advice we've received from our auditors is that publishing elements would be standard rate VAT, and read elements would be zero-rated. We've made that data available to JISC as JISC are invoicing members directly, queries on VAT allocation should really go to JISC