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2014 SAGE PREMIER,
2014 SAGE PREMIER HSS,
2014 SAGE PREMIER STM,
2014 SAGE PREMIER HEALTH, BIOMEDICAL and CLINICAL MEDICINE
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2015/2016 SAGE PREMIER,
2015/2016 SAGE PREMIER HSS,
2015/2016 SAGE PREMIER STM,
2015/2016 SAGE PREMIER HEALTH, BIOMEDICAL and CLINICAL MEDICINE
2015/2016 SAGE MATERIALS SCIENCE AND ENGINEERING COLLECTION

2017/2020 SAGE PREMIER,
2017/2020 SAGE PREMIER HSS,
2017/2020 SAGE PREMIER STM,
2017/2020 SAGE PREMIER HEALTH, BIOMEDICAL and CLINICAL MEDICINE
2017/2020 SAGE MATERIALS SCIENCE AND ENGINEERING COLLECTION

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SAGE will identify papers post-acceptance once they have entered SAGE’s production system (SMART) on a weekly basis.

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Authors will sign the exclusive licence form upon acceptance and prior to their paper entering production.

Once a paper has been identified as eligible by SAGE, the corresponding author will be approached via email to take up the deal. They will be asked to sign the SAGE Choice open access contributor form and return this to the Production Editor if they wish to take up the offer.

Template email

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Invoicing

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SAGE will provide a report to Bayerische Staatsbibliothek twice a year detailing eligible articles, ineligible articles and articles which did not take up the offer of open access. The report will indicate how many eligible articles have been published open access.
SAGE proactive identification workflow explanatory notes

1. Eligible authors will need to opt to be the corresponding author at submission. Eligible authors should indicate their institution, use their institutional domain name and input their institutional Ringgold id during submission. SAGE will use this information to check for eligibility upon acceptance. Authors will need to request changes during the peer review process if their affiliation changes.

2. Authors will be asked to sign exclusive licence form before their article enters production.

3. Over 800 individual submission sites feed into our central production system. This is the first opportunity SAGE has to identify qualifying papers across all journals.

4. The report will be downloaded on a weekly basis from SMART to identify all qualifying papers that have entered production in the last 7 days.

5. Eligible articles in qualifying journals will be identified using the corresponding author any or all of institution name, email domain and Ringgold.

6. The Production Editor will email the corresponding author with a template email.

7. Author has two weeks to sign and return contributor form. This is to allow papers to be published open access in the first instance. The contributor form must be returned during the early stages of the production process for this to happen.

8. If the form has not been returned to the Production Editor after 2 weeks the paper will not be published OA.

9. Once form has been returned, the Production Editor Will raise an invoice to the author using the author details held on file.