

# SOAP Guide for CLC

# 1. Choosing your publishing Route

## [Choose open access](#) for your article

Dear Author Name ,

Congratulations on the acceptance of your paper *Cyprus Libraries Consortium Test* (DOI: DOI\_202203011605140758/ ID: PRV1).

Open access publication for your paper in **Australian Journal of Education** has been requested by Cyprus Libraries Consortium (Requestor Organisation).

Select your publishing route

Please note, to make your paper open access, an article processing charge (APC) is payable by you or a bill payer of your choice: 200.00 GBP (subject to tax where applicable). This offer expires on Tuesday 15 March 2022. After this date, you may not be able to make your article open access for the same price.

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- gain high visibility and global exposure to a multidisciplinary audience
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[Visit SAGE's Open Access Portal](#) to learn more and choose your publishing route.

Best wishes,

SAGE Publishing Open Access Team

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# 2. Choosing Open Access via SAGE's Open Access Portal

**SAGE openaccess** | **STG**

1 Choose Open Access    2 Register/Log in    3 License Selection    4 Assign Payer

### Welcome to SAGE's Open Access Portal

Here you can choose to make your article open access and select your open access license. Where required, you can assign a bill payer to pay the article process charge.

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SAGE Publishing has an arrangement with Cyprus Libraries Consortium (CLC), including your institution, significantly reducing the open access article processing charge (APC) for authors publishing in the vast majority of SAGE subscription journals.

Pricing Details	Price (GBP)
Open access article processing charge	810.00
Cyprus Libraries Consortium (CLC) discount	-610.00
<b>Subtotal</b>	<b>200.00</b>

*(Tax will be calculated once billing details are completed)*

Would you like to make your article open access?

Yes, make my article open access

No, publish my article subscription

#### Article Details

Article  
Cyprus Libraries Consortium Test Article

DOI  
DOI\_202203011703230056

Journal  
Australian Journal of Education

Journal Type  
Hybrid

Authors [Expand All](#)

**Author Name** +  
Corresponding author

# 3. Option to publish article as a subscription article

Pricing Details	Price (GBP)
Open access article processing charge	810.00
Cyprus Libraries Consortium (CLC) discount	-610.00
<b>Subtotal</b> <i>(Tax will be calculated once billing details are completed)</i>	<b>200.00</b>

Would you like to make your article open access?

Yes, make my article open access

No, publish my article subscription

**Reason**

Author Name  
Select Author

Email  
Email

The reason I have declined open access for my article is:  
Enter Reason

175 remaining

*\*Your comments will be shared with the person or organization named above who requested open access for your article.*

CONFIRM

# 4. Author Selection

The screenshot displays the SAGE openaccess STG interface. At the top left is the logo for SAGE openaccess STG. A horizontal progress bar below the logo shows four steps: 1. Choose Open Access, 2. Register/Log In (highlighted with a blue circle), 3. License Selection, and 4. Assign Payer. Below the progress bar, the text reads: "Let us know who you are". This is followed by two lines of instructions: "Only one of the named authors of the article may complete the next step: copyright and open access license selection." and "Please select your name from the author dropdown to log in or register for an account." Below this text is a light gray box containing two sections. The "Author Selection" section has a label "Author" above a dropdown menu. The dropdown menu is open, showing three options: "Select Author" (highlighted), "Select Author", and "Author Name". The "Supported Browsers" section lists: "Firefox: 83 to 85 - Windows and Mac | Chrome: 86 to 88 - Windows and Mac | Microsoft Edge: 88 - Windows OS | Internet Explorer: 10.0 and 11.0 - Windows: compatibility view is not supported | Safari: 12 to 13 - Mac OS".

**SAGE openaccess STG**

1 Choose Open Access    2 Register/Log In    3 License Selection    4 Assign Payer

**Let us know who you are**

Only one of the named authors of the article may complete the next step: copyright and open access license selection.

Please select your name from the author dropdown to log in or register for an account.

**Author Selection**

Author

Select Author



Select Author

Author Name

**Supported Browsers**

Firefox: 83 to 85 - Windows and Mac | Chrome: 86 to 88 - Windows and Mac  
| Microsoft Edge: 88 - Windows OS | Internet Explorer: 10.0 and 11.0 -  
Windows: compatibility view is not supported | Safari: 12 to 13 - Mac OS

# 5. Copyright and License Selection

1 Choose Open Access      2 Register/Log In      3 License Selection



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You are employees of the Government of the country indicated in the box provided and prepared the Contribution as part of your official duties.
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The Contribution was prepared by you at the direction of your employer and within the scope of your employment and copyright in the Contribution is owned by your employer.
- More than one of the options above applies 

# 6. Sign the License

 SAGE openaccess STG

Who owns the copyright of your Contribution?

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U.S. Government work ⓘ  
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You are employees of the Government of the country indicated in the box provided and prepared the Contribution as part of your official duties.

Work made for hire for employer/Work done in the course of employment (non-government) ⓘ  
The Contribution was prepared by you at the direction of your employer and within the scope of your employment and copyright in the Contribution is owned by your employer.

More than one of the options above applies ⓘ

**Terms & Signature**

I have read and accept the [Terms of the Agreement](#)

I warrant that I am one of the named authors of the Contribution and that I am authorized to sign this Agreement; in the case of a multi-authored Contribution, I am authorized to sign on behalf of all other authors of the Contribution.

Signing Author : Author Name

# 7. Open Access License Information

## Open access license information for your paper

Dear Authors,

Author Name has selected the following open access Creative Commons license for your article, on behalf of any co-authors: [Creative Commons Attribution license \(CC BY 4.0\)](#)

- Cyprus Libraries Consortium Test Article
- DOI\_202203011611030493
- Australian Journal of Education

Attached is the full license and the terms of the agreement for your reference. It also specifies how your article may be reused.

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# 8. Who Will Pay

SAGE openaccess **STG** Welcome ▾

1 Choose Open Access   2 Register/Log In   3 License Selection   4 **Assign Payer**

### Who will pay the article processing charge (APC)?

Pricing Details	Price (GBP)
Open access article processing charge	810.00
Cyprus Libraries Consortium (CLC) discount	-610.00
<b>Subtotal</b> <i>(Tax will be calculated once billing details are completed)</i>	<b>200.00</b>

Select Bill Payer:

Choose a different Bill Payer ⓘ

I am the Bill Payer

**CONFIRM BILL PAYER**

#### Article Details

**Article**  
Cyprus Libraries Consortium Test Article

**Article Type**  
Article

**DOI**  
DOI\_202203011611030493

**Journal**  
Australian Journal of Education

**Journal Type**  
Hybrid

**Authors** [Collapse All](#)

**Author Name**  
Corresponding author  
CLC  
United Kingdom

**Author Email Address**

# 9. Select Bill Payer

Select Bill Payer:

Choose a different Bill Payer ⓘ

**Bill Payer Details**

Contact First Name\*

Contact Last Name \*

Organization

Email Address\*

Confirm Email Address\*

Comment to send to this Bill Payer

100 remaining

# 10. I am the Bill Payer

### Billing Address

First Name\*

Last Name\*

Email\*

Country\*

Company


Address Line 1\*

# 11. Invoice Preview

SAGE openaccess STG Welcome

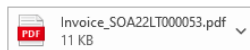
1 Confirm Billing    2 Preview Invoice    3 Make Payment    4 Order Confirmation

Please check the details on the invoice preview 1 below and select your payment method

	<small>SAGE Publication Ltd. 1 Oliver's Yard 55 City Road London EC1Y 1SP UK UK VAT ID: Z32 800 116</small>	<small>Invoice No. _____ Invoice Date. _____ Payment Due By _____ Customer Account No. SBP006701</small>
<b>Article Details</b>		<b>Bill To</b>
<small>Title</small>	Cyprus Libraries Consortium Test Article	CLC
<small>DOI</small>	DOI_202203011611030493	CLC
<small>Publication</small>	Australian Journal of Education (L345)	Noticed
<small>License</small>	CC BY 4.0	Cyprus, United Kingdom
<small>Peer Review Submission Date</small>	15 January 2019	(44712348739)
<small>Peer Review Acceptance Date</small>	15 January 2019	
<b>Order Details</b>		<b>Price (GBP)</b>
<small>Open Access Article Processing Charge</small>		\$10.00
<small>Cyprus Libraries Consortium (CLC) discount</small>		-510.00
<small>Subtotal</small>		200.00
<small>UK VAT (20%)</small>		40.00
<small>Total Amount Payable in GBP</small>		240.00
<small>Authors *corresponding author</small>	<small>Author Affiliation</small>	<small>ORCID</small>
	CLC	None declared
<small>Open Funder Name</small>		<small>Grant ID</small>
<small>Funder1</small>		ofa1
<small>Funder2</small>		ofa2

I have read and agree to the [Payment Terms and Conditions](#)

# 12. Pay SAGE Open Access Invoice



## [Pay SAGE open access invoice](#)

Dear Bill Payer ,

Please find attached the invoice SOA22LT000053 dated 01 March 2022 for an open access article processing charge (article DOI: DOI\_202203011605140758).

[Pay Now by Credit Card](#)

*Instructions on how to **pay by bank/wire transfer** can be found on the invoice.*

- Invoice number: SOA22LT000053
- Your Customer Account Number: SBP0005684
- **Payment is due within 30 days by 31 March 2022**

Please quote this invoice number and Customer Account Number in queries specific to this invoice.

Log into [SAGE's Open Access Portal \(SOAP\)](#), to view all actions assigned to you on your SOAP Dashboard.

Best wishes,

SAGE Open Access Accounts Receivable Team  
[QAAR@sagepub.co.uk](mailto:QAAR@sagepub.co.uk)