

Research Dashboard User Guide for Members



The Taylor & Francis Research Dashboard gives you visibility of all papers from corresponding authors affiliated with your institution on acceptance and allows you to:

View accepted article metadata including DOI and funder information (if available)

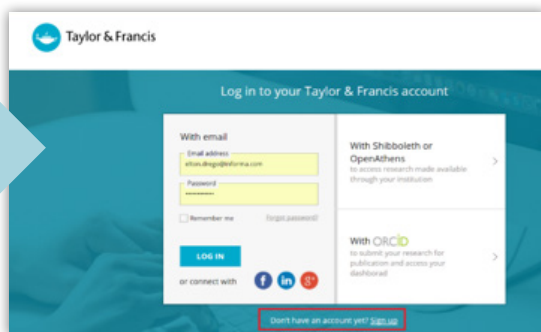
Approve or decline APC funding from your prepayment for each article

Receive author requests to make particular articles open access

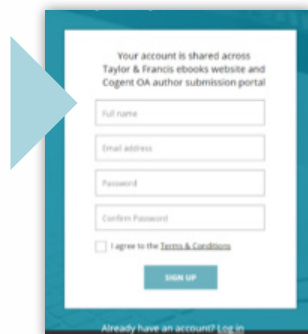
Monitor your current account funds and download historical transactions for reporting

Getting started – register your user account

1. Visit: www.taylorfrancis.com/oashboard
Don't forget to bookmark the page!
2. Click on 'Sign up'

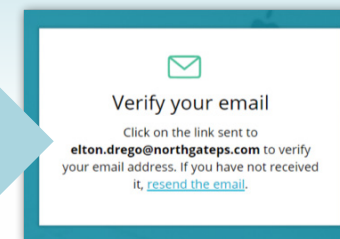


3. Enter your full name, email address (this should be the same as the one you have already logged with us), and create a password
4. Read and tick 'I agree to the Terms & Conditions' box and click on the 'Sign up' button



Verify your user account

An email will be sent directly to your inbox, simply click on the link provided to verify your email address.



Thank you for registering an account at Taylor & Francis. In order to complete the registration process please click on the button to verify your email address.

VERIFY

Please note that this link is valid for only 14 days.

If you have any further queries please contact our Customer Services team at support@taylorfrancis.com who will be happy to help.

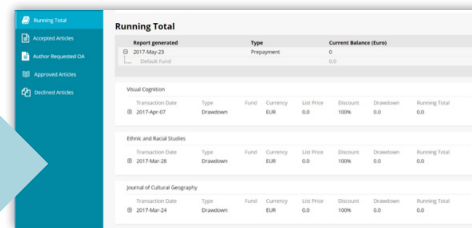
Thanks,
Taylor & Francis Online Customer Services

You're all set!

To coordinate your way around the dashboard, simply use the menu on the left hand side, where you can select; *Running Total, Accepted Articles, Author Requests, Approved Articles, and Declined Articles.*

Running Total

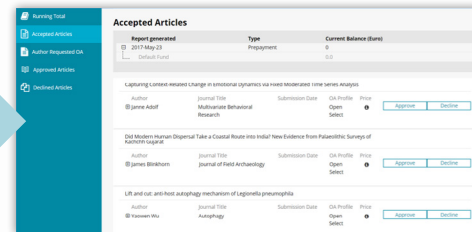
You can monitor your current account funds and download historical transactions for reporting, including any “Top-ups” to your funds as well as “Draw-downs” where funds have been applied to articles. Please note that this page will be updated on a daily basis, and not in real time.



Running Total							
Approved Articles		Type	Current Balance (Euro)				
2017-May-23	Prepayment		0				
Visual Cognition							
Transaction Date	Type	Fund	Currency	Use Price	Balance	Drawdown	Running Total
2017-Apr-07	Drawdown		EUR	0.0	100%	0.0	0.0
Ethnic and Racial Studies							
Transaction Date	Type	Fund	Currency	Use Price	Balance	Drawdown	Running Total
2017-Mar-28	Drawdown		EUR	0.0	100%	0.0	0.0
Journal of Cultural Geography							
Transaction Date	Type	Fund	Currency	Use Price	Discount	Drawdown	Running Total
2017-Mar-24	Drawdown		EUR	0.0	100%	0.0	0.0

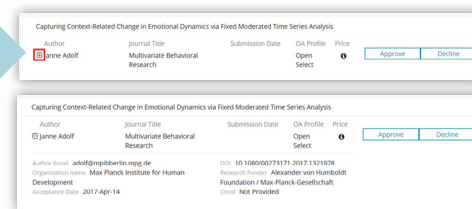
Accepted Articles

You can view accepted article metadata including DOI and funder information (if available), for the latest accepted articles by authors whose email address or affiliation matches your institution.



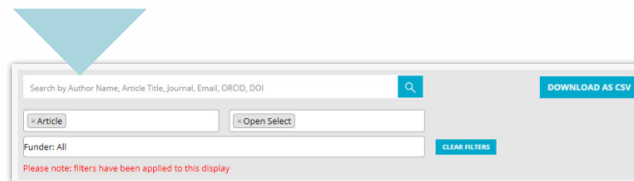
Accepted Articles							
Approved Articles		Type	Current Balance (Euro)				
2017-May-23	Prepayment		0				
Capturing Context-Related Change in Emotional Dynamics via Fixed Moderated Time Series Analysis							
Author	Journal Title	Submission Date	OA Profile	Price			
Janne Adolf	Multivariate Behavioral Research		Open Select		Approve	Decline	
Old Modern Human Dispersal: Take a Coastal Route into India? New Evidence from Palaeolithic Surveys of Southwestern Europe							
Author	Journal Title	Submission Date	OA Profile	Price			
James Brinkman	Journal of Field Archaeology		Open Select		Approve	Decline	
Life and our anti-host autophagy mechanism of Legionella pneumophila							
Author	Journal Title	Submission Date	OA Profile	Price			
Xiaowen Wu	Autophagy		Open Select		Approve	Decline	

Click on the ‘expand’ icon to view the author’s email address, DOI, organisation name, acceptance date, DOI, and research funder.



Capturing Context-Related Change in Emotional Dynamics via Fixed Moderated Time Series Analysis							
Author	Journal Title	Submission Date	OA Profile	Price			
Janne Adolf	Multivariate Behavioral Research		Open Select		Approve	Decline	
Author Email: adolf@psych.uni-wuerzburg.de Organization Name: Max Planck Institute for Human Development Development: Acceptance Date: 2017-Apr-14							
DOI: 10.1080/00220173.2017.1335976 Research Funder: Alexander von Humboldt Foundation / Max-Planck-Gesellschaft Cross: 100.110444							

You can apply filters to your view by article type, open access profile, and funder.



Search by Author Name, Article Title, Journal, Email, ORCID, DOI

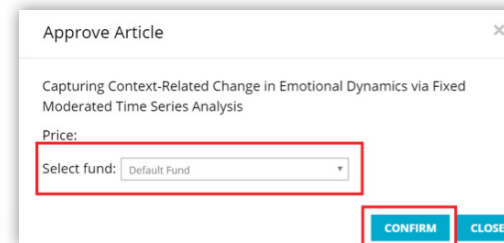
DOWNLOAD AS CSV

Article Open Select

Funder: All CLEAR FILTERS

Please note: filters have been applied to this display

From here you can ‘Approve’ or ‘Decline’ an article. You may have more than one fund to choose from, if so you can select the relevant fund from the drop down list (please note that funds will be available only if they can be applied to the article OA profile).



Approve Article

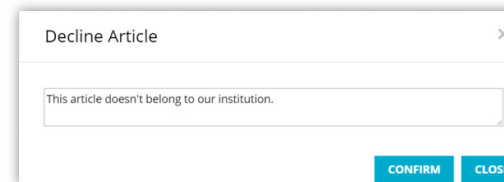
Capturing Context-Related Change in Emotional Dynamics via Fixed Moderated Time Series Analysis

Price:

Select fund: Default Fund

CONFIRM CLOSE

When declining an article, please add a short reason.



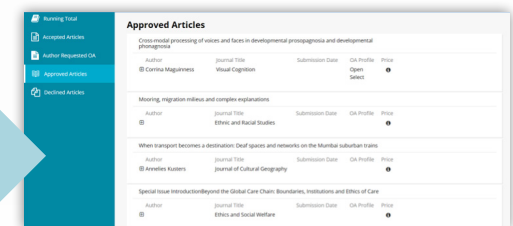
Decline Article

This article doesn't belong to our institution.

CONFIRM CLOSE

Approved Articles

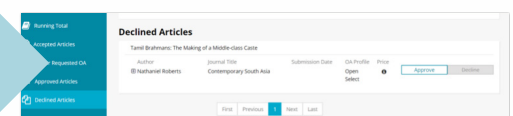
When articles are approved, they will automatically be moved to the ‘Approved Articles’ tab, where you can also view all records, back to the start of your open access membership.



Approved Articles							
Open-mediated processing of voices and faces in developmental prosopagnosia and developmental phonagnosia							
Author	Journal Title	Submission Date	OA Profile	Price			
Corina Maglianesi	Visual Cognition		Open Select				
Missing, migration inebria and complete explanations							
Author	Journal Title	Submission Date	OA Profile	Price			
	Ethnic and Racial Studies						
When transport becomes a destination: Deaf spaces and networks on the Mumbai suburban train							
Author	Journal Title	Submission Date	OA Profile	Price			
Aravind Kulkarni	Journal of Cultural Geography						
Special issue Introduction Beyond the Global Care Chain: Boundaries, Institutions and Ethics of Care							
Author	Journal Title	Submission Date	OA Profile	Price			
	Ethnic and Social Justice						

Declined Articles

When articles are declined, they will automatically be moved to the ‘Declined Articles’ tab, where you can view all records, back to the start of your open access membership.



Declined Articles							
Terror Suburbs: The Making of a Middle-Class Caste							
Author	Journal Title	Submission Date	OA Profile	Price			
Nathaniel Roberts	Contemporary South Asia		Open Select		Approve	Decline	

Frequently asked questions

- **Can the notification email be sent to multiple email addresses?**
Yes, just let us know the contact's name and email address and we can set this up for you.
- **We have more than one decision maker; can we have more than one user?** Yes. All users need to create their own personal log-in. Let us know the contact's name and email address and we will prepare this on the dashboard and work with them to get them started.
- **What happens when my fund gets low?** You will receive an email notification when your fund drops below €/£/USD 1,000.
- **Are authors informed when their article is approved for funding?** Yes. An email is sent out to notify the author of this, and what they need to do next to publish open access.
- **I approved an article, but it has been published behind the pay-wall. Why?** We aim to publish all articles open access when approval is confirmed prior to publication. However, on occasion there may be some internal delays, and unfortunately the article is therefore made open access after publication. Please contact apc@tandf.co.uk if you would like to check on the status of an article.
- **I approved an article, but it still isn't online, why?** Sometimes the publication process is delayed; for example, if the article is submitted into a special issue. Please contact apc@tandf.co.uk if you would like to check on the status of an article.

Get in touch!

We hope that the Research Dashboard will make it easier for you to manage your prepayment with us. We are continually developing this tool, and welcome any questions, comments or feedback. Simply email Chelsey.HorstmannDennis@tandf.co.uk.

Please contact your local sales representative if you would like to discuss your open access membership or make changes to your Research Dashboard account:

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