

Retaining Author Rights – Scholarly Author Checklist*

Before Submission - Research Publisher/Journal Copyright Policies

⇒ Determine your needs – what author self-archiving/sharing rights do you want to retain?

Note: for definitions, please see the backside of this checklist.

STEP 1

- Do you want permission to **immediately** self-archive one of your drafts?
 Yes No
- If yes, which draft(s) would you like to be able to **immediately** self-archive?
 pre-print post-print publisher's PDF
- If the publisher **does not** allow for immediate self-archiving of one or more of the drafts, would you agree to an **embargo** (or sequestration) period?
 Yes No
- If yes, what is an ideal embargo period for your scholarly author needs?
 6 months 12 months 24 months 36 months 48 months

⇒ Find the journal/publisher's copyright policies

STEP 2

- Search for the journal you plan to submit to on the **SHERPA/RoMEO Publisher Copyright Policies Database** at www.sherpa.ac.uk/romeo/
- Double-check the policies against the journal/publisher's website, usually linked in the 'Copyright' field of the SHERPA/RoMEO record.

⇒ Evaluate the journal/publisher's copyright policies

STEP 3

- Which draft(s) of your manuscript, if any, are you permitted to self-archive
 pre-print post-print Publisher's Version/PDF
- Is there an embargo period? If so, how long is the embargo period?
 Yes No Length of embargo _____
- Which draft, if any, does the embargo apply to?
 pre-print post-print Publisher's Version/PDF
- Are there any specified conditions for self-archiving in the copyright policies? For example, some publishers require that you link to the publisher's article with a full citation if you want to self-archive.
Conditions (if any): _____

- Do the copyright policies for self-archiving match your preferred self-archiving rights (from STEP 1)?
 Yes No

*Legal disclaimer: This checklist is not meant to substitute as legal advice.

During & After Submission – Negotiating Author Rights

BEFORE signing/clicking-through an agreement

⇒ Read the contract/agreement

STEP 4

Note: Contracts are more specific than publisher copyright policies, so read all terms and conditions *thoroughly*.

Are you satisfied with the contract?

- Yes No

If **yes**, sign and return the contract to the publisher. You're all done!

If **no**, back out of the submission form (if electronic), and proceed to Step 5.

⇒ Determine any *additional* author rights you want to retain (besides self-archiving rights)

STEP 5

Take notes

- Example: reserving the right to publish/share parts of your research (e.g., images, figures, graphs, methods) in other avenues (e.g., conferences, in the classroom)

⇒ Negotiate your author rights

STEP 6

- Notify** the editor/publisher *in writing* about negotiating some or all of your rights.
- Save** all emails for your records (if negotiating via email).
- Create a contact addendum** (ideally after negotiating with the editor or publisher) and include all your additional terms and conditions on the addendum.
 - **Resource:** The Science Commons **Scholar's Copyright Addendum Engine** at <http://scholars.sciencecommons.org/> will generate a PDF of an addendum
 - For more specifics, modify the generated PDF addendum to your liking

⇒ Sign, Agree, and Retain all documentation

STEP 7

When satisfied with negotiations and the contract addendum:

- Sign the publisher copyright contract, and;
- Write "**Subject to attached addendum**" on the contract.
- Sign the contract addendum.
- Return **both** to editor/publisher.
- Save/retain your signed contract and addendum**
 - After the publisher signs the contract and your addendum (if applicable), save the document(s) for your records.

Definitions For more information, visit <http://www.sherpa.ac.uk/romeoinfo.html>

self-archive: post, upload, share

pre-print: pre-refereeing manuscript or the draft initially submitted to the journal

post-print: post-refereeing manuscript or the draft after peer review

Publisher's Version/PDF: the publisher's final version/PDF with the journal's stylized formatting

embargo or **sequestration:** specified time period in which access to academic content is restricted

contract addendum: an agreed-upon written addition to a contract by both parties

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