

An Author's Guide to Self-Archiving, Publication Versions, and Permissions

A UBC Library Guide to Copyright & cIRcle

Self-Archiving

Self-archiving is the process of depositing a piece of scholarly work into a digital repository. [cIRcle](#) is the UBC community's open access institutional digital repository. Its aim is to showcase and preserve UBC's unique intellectual output by making content freely available to anyone, anywhere via the web. Before you self-archive in cIRcle, you need to be aware of how copyright might affect your ability to share your work. This guide discusses some of the copyright issues self-archiving authors should consider.

Copyright

When a work is deposited in cIRcle, the copyright owner or rights holder merely grants cIRcle a license (that is, permission) to make the work freely available to cIRcle's users and to preserve the work by migrating it into newer formats as technology changes. As part of the license, the copyright owner/rights holder also grants cIRcle permission to make the work available under a [Creative Commons license](#), specifically the CC BY-NC-ND license (Attribution-NonCommercial-NoDerivs). Depositing work in cIRcle does not change the copyright status of the work, whether it is held by the author(s) or the publisher. For previously published works, if copyright ownership rests with the publisher, you'll need to obtain permission to deposit your work in the repository.

Publishing Agreements and Permissions

As the author, you generally hold the copyright to your work. However, when you publish a book or paper, publishers usually ask you to transfer some or all of your copyright to the work. This is done through a publishing contract, usually called a *publication agreement* or *copyright transfer agreement*. It is important to look carefully at your agreement. Many authors do not realize that they can negotiate the terms of their publishing contracts. We encourage you to explore your options for negotiating with publishers about rights and permissions. For more information, please see the [Author's Toolkit on the Scholarly Communications at UBC website](#).

We strongly encourage you to keep a copy of your publication agreement so that you can easily determine your permissions in the future.

Each publisher gives different rights to authors that determine your ability to deposit your work in a digital repository such as cIRcle. It is especially important that authors understand that publishers have different policies regarding different publication versions of the same works. Authors should be familiar with three publication versions: pre-print, post-print, and published.

Most publishers do not allow authors to self-archive the final, published version of a work (for example, the pdf version of an article that appears in a journal). Many do, however, allow authors to self-archive earlier versions (pre-prints and post-prints) of the work. A pre-print is the original version of the manuscript you submitted to the publisher, prior to the peer review process. A post-print is generally the work after revisions from the peer review process have been made, but prior to formatting and copy-editing provided by the publisher.

As the content of a post-print is largely the same as the published version of an article, we highly encourage authors to deposit their post-prints in cIRcle, where permitted.

Publication Versions

Pre-print

The pre-print is the *author's* originally submitted manuscript, prior to peer review and publication. It is typically a DOC (or other word processing file format).

Post-print

The post-print version is the *author's* final manuscript of the publication, which is submitted to the publisher for publication. If published in a peer-reviewed publication, the post-print contains all revisions made during the peer-review process. It does not, however, reflect any layout or copy editing done by the publisher. It is typically a DOC (or other word processing file format).

Published

The published version is the final version of the work produced by the *publisher*. If it is an article, it is the version that will appear in the journal, with copyediting and formatting provided by the publisher. In the digital environment, the published version is usually a PDF available through the publisher's website or through article databases.

For more information or additional help, please contact us.

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How to Find Your Permissions

The best way to find out what version of a work (if any) you have permission to self-archive is to look at the contract you signed with your publisher. This is why it is a good idea to retain all publishing agreements. If you can't find your contract, it may be possible to locate your permissions by looking at your publisher's website or contacting your publisher directly.

Another good resource for locating permissions is the website [SHERPA/](#)[RoMEO](#), which provides details of the archiving rights normally given by the publishing agreements of various publishers.

Please note that many publishers will allow you to self-archive a published work only after an embargo period (often six to twelve months). Since cIRcle has the capability to embargo items, you are encouraged to self-archive your work in cIRcle as soon as possible and to add the appropriate embargo period.

Plagiarism and Open Access

Some authors may have concerns that in making their scholarship openly accessible over the Internet, their works are more susceptible to plagiarism. The plagiarism of open access materials may not be a significant cause for concern. As open access advocate Peter Suber put it:

OA [Open Access] deters plagiarism. [...] OA might make plagiarism easier to commit, for people trolling for text to cut and paste. But for the same reason, OA makes plagiarism more hazardous to commit. Insofar as OA makes plagiarism easier, it's only for plagiarism from OA sources. But plagiarism from OA sources is the easiest kind to detect. Not all plagiarists are smart, of course, but the smart ones are steering clear of OA sources.¹

Self-Archiving Unpublished Works

Some authors may wonder how self-archiving an *unpublished work* (for example, conference proceedings or graduate theses and dissertations) will impact its likelihood of publication in the future. Many publishers will consider publishing work that expands on or is adapted from self-archived work. For example, if you self-archive a paper you submitted to a conference but then later substantially revise it and decide to submit it to a publisher, this would usually be considered new work, not a prior publication.

If you are thinking of publishing your work in a traditional scholarly journal, you might want to check the "prior publication information" of the journal prior to self-archiving. Most traditional scholarly publishers do not publish "prior publications." Additionally, publisher attitudes about this topic vary considerably by discipline.

Permissions and cIRcle

Depending on their workload, the Scholarly Communications & [Copyright Office](#) may be able to assist you with obtaining permissions. Please also note that permissions for self-archiving can take many weeks to obtain. These permissions typically require us to submit a special request to the publisher, and many publishers take at least 4-8 weeks to respond. Since the practice of self-archiving is still relatively new, moreover, some publishers do not have established policies for dealing with these requests, and permission can take months to obtain in these cases. Thank you in advance for your patience and understanding.

Publisher Terminology

The words publishers use to describe the different publication versions are inconsistent. Here are some examples of terms different publishers use to describe the post-print version of a journal article:

Elsevier

Accepted author manuscripts (AAMs)

Emerald

Your own final version of your article

Nature Publishing Group

Author's version of the accepted paper

Springer

An author-created version of his/her article

Taylor & Francis

Author's Accepted Manuscript

The use of the terms "author" and "your" indicate that the publisher is allowing the author to deposit a manuscript of the article (which, depending on the context, may be either a pre- or post-print) in a repository. The terms "final" and "accepted" indicate that the publisher is allowing the author to deposit a manuscript of the article that has gone through the peer-review process and is ready to be submitted for publication. These terms do not refer to any proofs, offprints or reprints delivered to the author from the publisher.

This guide was adapted (with permission) from two publications by Harrison W. Inefuku (2013):

"Will They Let Me Do That? A brief introduction to copyright and institutional repositories"

lib.dr.iastate.edu/digirep_outreach/3

"Pre-Print, Post-Print or Offprint? A guide to publication versions, permissions and the digital repository"

works.bepress.com/hinefuku/13

¹ Peter Suber. "Open access and quality." SPARC Open Access Newsletter 102 (October 2, 2006): <http://legacy.earlham.edu/~peters/fos/newsletter/10-02-06.htm>.



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

Library