

# Self-archiving

If you would like to re-publish ("self-archive") a journal article or another paper via the "Green Road" of Open Access in the Research Collection, you need to comply with the copyright policies of the original publisher.

## Article version

Many publishing houses permit the publication of either **preprints** or **postprints (also called Author's Accepted Manuscript, short AAM)** of published articles in an institutional repository such as the Research Collection.

A **preprint** is the manuscript version of an article as submitted to the publisher, i.e. before peer review.

A **postprint** is the accepted manuscript after the peer review process. The postprint...

- is the final author's manuscript accepted by the publisher for publication
- contains all the revisions made in the course of the peer review process
- is equivalent to the published version in terms of content
- is designed by the author
- does not have a publisher layout or contain any publisher logos

Publishing houses rarely allow the use of the **publisher PDF** for publication in a repository.

## Embargo

Some publishing houses only permit the publication of articles in repositories after a so-called **embargo** from the first publication date. The embargo generally varies between 6 to 36 months.

You can nevertheless submit your article at any time to the Research Collection. When uploading the file, indicate the embargo end date - your file will then be automatically made available to external users on this day while only metadata will be visible immediately.

## Where to look up publisher copyright policies?



The [SHERPA/RoMEO database](#) provides information on self-archiving guidelines of many scholarly journals and publishers.

Please consider however, that in case of doubt only those regulations actually stipulated in your publishing contract (Copyright Transfer Agreement, Licence to Publish) are legally binding.

In the absence of a publishing contract, the publisher's general terms and conditions apply.

## Example

The following example of an entry in SHERPA/RoMEO for the journal "Advances in Intelligent Systems and Computing" tells you that...

- you are allowed to publish a preprint
- you are allowed to publish a postprint in an open access repository after an embargo of 12 months
- you are not allowed to publish the publisher's version

**Search - Publisher copyright policies & self-archiving**
[English](#) | [Español](#) | [Magyar](#) | [Nederlands](#) | [Português](#)

One journal found when searched for:

Journal:	<a href="#">Advances in Intelligent Systems and Computing</a> (ESSN: 2194-5357)
RoMEO:	This is a RoMEO green journal
Paid OA:	A paid open access option is <b>available</b> for this journal.
Author's Pre-print:	✓ author can archive pre-print (ie pre-refereeing)
Author's Post-print:	✓ author can archive post-print (ie final draft post-refereeing)
Publisher's Version/PDF:	✗ author cannot archive publisher's version/PDF
General Conditions:	<ul style="list-style-type: none"> <li>• Author's pre-print on pre-print servers such as arXiv.org</li> <li>• <del>Author's post-print on authors personal website immediately</del></li> <li>• Author's post-print on any open access repository after 12 months after publication</li> <li>• <del>Publisher's version/PDF cannot be used</del></li> <li>• Published source must be acknowledged</li> <li>• Must link to publisher version</li> <li>• Set phrase to accompany link to published version (see policy)</li> <li>• Articles in some journals can be made Open Access on payment of additional charge</li> </ul>
Mandated OA:	Compliance data is available for <a href="#">52 funders</a>
Paid Open Access:	<a href="#">Open Choice</a>
Notes:	<ul style="list-style-type: none"> <li>• Publisher last reviewed on 26/07/2016</li> </ul>
Copyright:	<a href="#">Self-archiving policy</a> - <a href="#">Authors Rights</a> - <a href="#">Funder Compliance</a>
Updated:	16-May-2014 - <a href="#">Suggest an update for this record</a>
Link to this page:	<a href="http://www.sherpa.ac.uk/romeo/issn/2194-5357/">http://www.sherpa.ac.uk/romeo/issn/2194-5357/</a>
Published by:	<a href="#">Springer Verlag (Germany)</a> - <a href="#">Green Policies in RoMEO</a>

This summary is for the journal's *default* policies, and changes or exceptions can often be negotiated by authors.  
*All information is correct to the best of our knowledge but should not be relied upon for legal advice.*

## Securing authors' rights

Ideally, you should always make sure whether and to which extent self-archiving in an institutional repository is permitted before signing a publishing contract.

If your publisher does not allow self-archiving, you can try to negotiate the right to self-archive, for example by adding and having the publisher sign an author addendum to the publishing contract (see eg. [SPARC Author's Addendum](#)).

Moreover, you can also obtain the publisher's consent to making a work accessible via the Research Collection retrospectively.

## Self-archiving as part of a doctoral thesis (cumulative doctoral thesis)

Some publishers have special conditions for reusing content within doctoral theses that are more generous than what is documented in [Sherpa/Romeo](#). You can find more information on this topic on the page [Cumulative doctoral theses](#).