



UCD Library

An Leabharlann, An Coláiste Ollscoile, Baile Átha Cliath



www.ucd.ie/library

Advice to Authors

A guide to copyright and local deposit of full text

This guide addresses some frequently asked questions about repositories and intellectual property rights, and points to additional sources of information. It is not intended as a source of legal advice. For further questions please contact us at research.online@ucd.ie.

Content:

- [Who owns the copyright of my paper?](#)
- [Am I breaking copyright law if my published work is deposited in the university repository?](#)
- [How can I check myself if my publisher allows self-archiving?](#)
- [Which version of my paper should I keep/deposit in Research_Online@UCD?](#)
- [How can I retain copyright in my published work?](#)
- [Summary of the versions of a paper](#)
- [Permission request template](#)

1- Who owns the copyright of my paper?

Typically the author grants certain of their rights to the journal publisher and details vary:

- **Journal articles** can therefore be deposited depending on your publisher agreement. The agreement may detail if and how you are permitted to make the paper available in an open access repository (sometimes referred to as 'self-archiving'). Please check [question 3](#) for advice on how to check if your publisher allows self-archiving.
- **Books and chapters** can only be deposited if you have retained the copyright. You should check your publisher agreement: if it does not allow local deposit, you should send a request (see [Appendix II](#) - Permission request template) to your book publisher for permission to deposit the publication, or contact research.online@ucd.ie if you would like us to do this on your behalf.
- **Conference papers** can be deposited if copyright has not been assigned elsewhere by the organisers. If the papers have been published you need to contact the publisher of the proceedings (see [Appendix II](#) - Permission request template), or contact research.online@ucd.ie if you would like us to do this on your behalf.
- **Working papers and technical reports:** whether published within an academic institution/research centre or unpublished, copyright remains with the author, unless you have specifically assigned copyright to the academic institution/research centre. If so, you should send a request to that institution (see [Appendix II](#) - Permission request template), or contact research.online@ucd.ie if you would like us to get in touch with the academic institution/research centre on your behalf.

2- Am I breaking copyright law if my published work is deposited in the university repository?

Contracts and licences with publishers will determine what rights you retain in your work. You may have been asked to assign (transfer) copyright to the publisher.

Copyright transfer agreements and self-archiving policies are publisher and occasionally journal specific, so the rights that you have given up by signing the agreement will vary. You may be forbidden to:

- Re-use a paper as a chapter in a book
- Revise or adapt a paper
- Distribute a paper to colleagues
- Reproduce copies of a paper for teaching purposes
- Place a paper in an online open access repository

If you have ceded these rights by signing a publisher agreement, then as an author you may not do these things automatically.

However, you may be able to seek permission retrospectively for an article despite having signed the copyright transfer agreement.

For your future publications you can ensure that you retain some re-use rights (see [question 5](#) for information about how to retain your rights).

When you deposit a paper in the UCD repository, we will check copyright for each item before making material available to view. Increasingly publishers are allowing journal articles to be deposited in institutional repositories, subject to various terms and conditions. These may include embargo periods, more commonly they limit permission to deposit to the author's final draft ([post-print or author's version](#)) rather than the [published PDF](#). We will contact publishers on your behalf to request permission if there is no clear statement of self-archiving policy online. In the instance that copyright is not granted, the deposit will be rejected.

3 - How can I check myself if my publisher allows self-archiving?

This can be done in a number of ways:

- Check the publisher agreement you signed when the article was accepted. This may indicate whether or not you are permitted to make your paper available in a repository. Many publishers permit authors to make their articles available on a personal web site or on a departmental site. By permitting this they are making a clear distinction between this type of website and institutional repositories which would not be covered by such terminology in an agreement.

If an agreement allows some deposit it may indicate which version of the paper is permissible to deposit locally (see [Appendix I](#)). If the agreement appears to forbid deposit in a repository, bear in mind that the publisher's policy may have changed. Some publishers may grant permission on specific application, notwithstanding the text of the agreement. You should send a request (see [Appendix II](#) - Permission request template) or contact research.online@ucd.ie if you would like us to do this on your behalf.

- If you do not have a copy of the agreement or it does not cover or is unclear on self-archiving issues, you can consult [RoMEO](#)¹ - an online database of publisher policies on self-archiving. Although not all publishers are included it is a good starting point.
- If your publisher is not listed in [RoMEO](#), visit the journal or publisher's website to find information on copyright and self-archiving. Often these policies are described within the section on guidelines or instructions for authors and contributors, e.g. [Elsevier's](#)² Journal authors' home.
- If you cannot find information on publishers' copyright and self-archiving policies, contact research.online@ucd.ie for help. Occasionally it is necessary to get in touch with the publisher to request self-archiving permission and we can do this on your behalf.

4- Which version of my paper should I keep/deposit in [Research Online@UCD](#)?

The majority of publishers permit authors to self-archive the author's final draft of a research paper in an open access online repository, the post-print (see [Appendix I](#) for details of this version). However, most publishers do NOT permit the deposit of the final published PDFs with publisher formatting and logos. There are exceptions - IEEE for example prefer their own PDF layout to be archived, but there are conditions to this including adding a specific watermark to each PDF file.

For the future, you should keep copies of your papers in as many formats and versions as practicable (see [Appendix I](#) for details) and keep track of the different versions when you submit your work to a publisher. This will avoid problems in depositing the item later. For

¹ <http://www.sherpa.ac.uk/romeo/>

² <http://www.elsevier.com/wps/find/authorsview.authors/rights>

advice about managing personal versions and revisions please see the LSE's [Version Toolkit for authors, researchers and repository staff](#)³.

When making a deposit, it is best practice to add a cover sheet to your paper giving a citation and a link to the final published item, the peer-review status of the deposited file, and whether this version constitutes a [pre-print or a post-print](#). Here is a good example of best practice: <http://eprints.ecs.soton.ac.uk/18514/1/Harnad-Houghtcomm1.pdf>.

Author's final, revised, accepted draft of:

Harnad, Stevan 'The immediate practical implication of the Houghton Report: provide Green open access now', *Prometheus*, 28:1, 55 - 59
<http://dx.doi.org/10.1080/08109021003676367>

5- How can I retain copyright in my published work?

Your copyright is normally your own property unless you transfer it to another party. Many academic publishers ask that you sign an agreement, transferring copyright to them as a condition of publication; this transfer varies depending on the agreement wording. When signing, you are advised to consider retaining some re-use rights, in particular the right to deposit your final accepted version ([post-print](#)) in repositories.

To retain some re-use rights as an author you may wish to consider the following options suggested by [Sherpa](#):

- Choose journals with a non-exclusive licence (those which do not require you to transfer copyright to the publisher)
- Choose journals with self-archiving-friendly copyright transfer agreements (those which permit the deposit of your article in a repository)
- Negotiate with your publisher to ensure that the copyright transfer agreement permits deposit in a repository
- Amend any copyright agreement that does not permit deposit by using a model licence or an addendum agreement
- Try to get your publisher to accept a non-exclusive license rather than a copyright transfer agreement.

It is worth asking whether they will accept a non-exclusive licence to be the sole commercial journal publisher, or even to allow you to retain the right to re-publish elsewhere later, perhaps after an agreed period. Plenty of advice for authors on retaining

³ http://www.lse.ac.uk/library/versions/VERSIONS_Toolkit_v1_final.pdf

copyright, including a sample licence to publish, and suggested alternative wordings for copyright agreements is available in the [Copyright Toolbox](#)⁴.

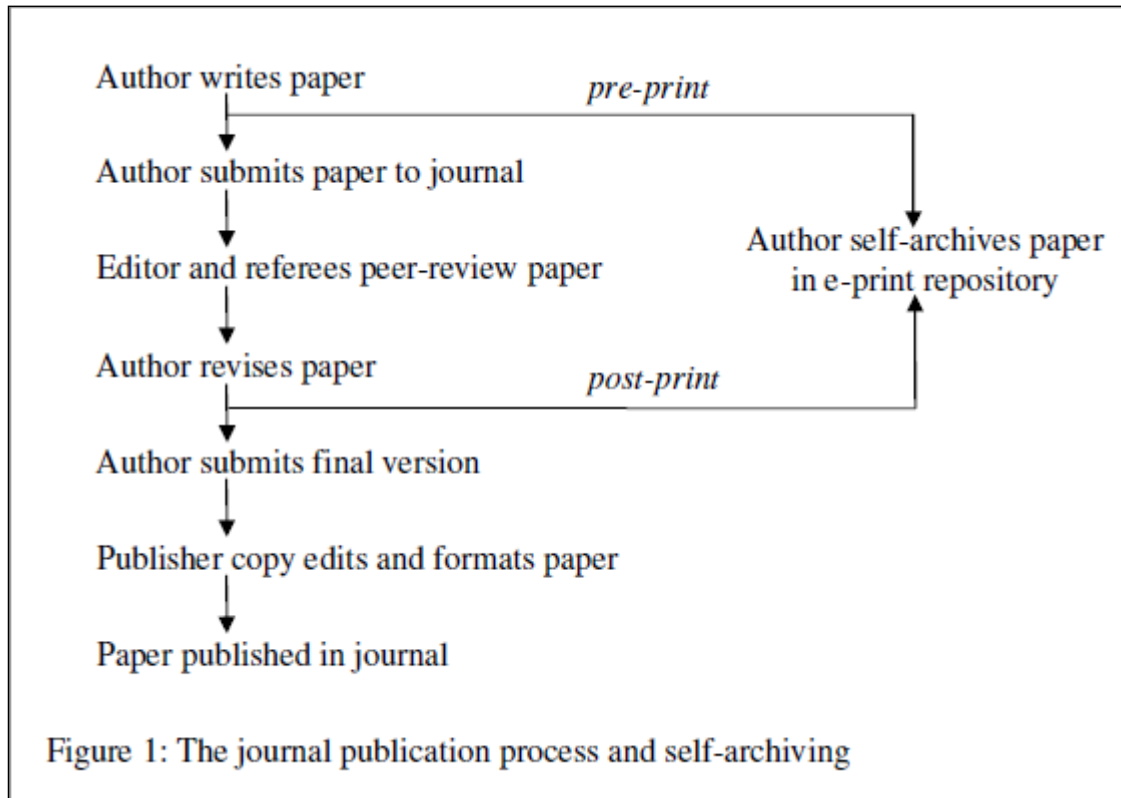
Further information:

- Know Your Rights As An Author
<http://www.lboro.ac.uk/departments/dis/disresearch/poc/pages/academicguide-rights.html>
- How to approach self-archiving
<http://www.lboro.ac.uk/departments/dis/disresearch/poc/pages/academicguide-steps.html>

APPENDIX I - A Summary of the versions of a paper

- **Pre-print:** This is the author's submitted final draft of a paper before peer-review and referees' amendments.
- **Post-print:** This is the final printed version, after peer review, which incorporates any changes or corrections necessary to ensure publication including referees' amendments, but without the publisher's formatting. It is the author's copy of the paper, not the published PDF version. It should not contain publisher's logos or typesetting, and should not be a publisher's proof, or "galley".
- **Publisher PDF:** Some publishers allow the text of article as published (post-prints) to be included in institutional repositories, but not in the formatted PDF file that appears in the journal. If this is the case, you are only allowed to deposit an earlier version of the paper. However, some publishers actually prefer the final PDF version to be used, (sometimes on condition that the PDF contains a copyright notice), as this is a clear indication that an article in a repository is the final version and may also promote their role in its publication.
- **Author version:** Some agreements use this term instead of pre- and post-prints to mean the final version produced by the author, with all peer-review and other editorial changes in place in the text, but before layout and minor sub-editing changes. In other words, this is the final version as produced and approved by the author before it leaves the author's hands. The level of sub-editing and subsequent changes introduced by the publisher varies a lot. Some insist on camera-ready copy, in which case the author's final version is exactly the same as that which is published. Others introduce type-face changes, and modifications to layout, etc.

⁴ <http://copyrighttoolbox.surf.nl/copyrighttoolbox/>



APPENDIX II - Permission request template

Dear [insert name of publisher's rights manager or similar],

I am writing to ask permission to mount a copy of an article/book chapter/conference paper of mine which was published in one of your journals in my institution's repository, Research_Online@UCD.

The article is:

[authors names] , [date], [title]
[journal name], [volume or number], [pages]

If applicable:

This article is based on research funded by [insert funder's name], who require all publications resulting from funded research to be deposited in the author's local institutional repository [insert link to funder's policy].

Research_Online@UCD is a not-for-profit service for academic authors, provides access to the full-text of their publications. Full bibliographic details are given for each article, including the journal of original publication, etc.

If possible, I would like to use the finalised pdf version of the article as it appears in print. The pdf version has an advantage over mounting my own version, in that it maintains



consistency in appearance of the article wherever it is read. This also maintains a closer association of the article with the Journal, through the running headers and the journal house-style.

I would be grateful if you could contact me to give your permission for including this article and to pass on any conditions that are associated. If it would be possible to use the published pdf version of the article for this purpose, then please confirm this.

Thank you for your attention with this and I look forward to hearing from you.

NB- Also available at http://www.ucd.ie/library/repository/files/sample_letter.pdf

UCD Library, June 2010, revised August 2010.