**Open Access Publishing Overview:**

**What to consider (and when)**

### Pre-submission: Things to think about

- What are my funder's open access requirements? Does my funder require immediate open access?
  
  Check [Sherpa Juliet](https://www.sherpa.ac.uk/romeo/) or our [Open Access website](https).

- Does the journal offer a funder-compliant publishing route? Check the [Plan S Journal Checker Tool](https://www.sherpa.ac.uk/romeo/), [Sherpa Romeo](https://www.sherpa.ac.uk/romeo/) or [Sherpa Fact](https).

- If opting for gold open access, who will pay the fee?

- Is there a publishing deal that would cover any APC? Check the [Open Access website](https).

- Is green open access enough, or do I need to pay for gold open access? Check the [Plan S Journal Checker Tool](https://www.sherpa.ac.uk/romeo/), [Sherpa Fact](https) or ask the [Open Access Team](https).

- If intending to use rights retention, will I sign up to the [Rights Retention Pilot](https)?

### On Submission: Action needed

- Include a rights retention statement in case you need to rely on rights retention.

- Include a funder acknowledgement in your paper if appropriate.

- Include a data access statement in your paper.

- Request an 'in principle' funding advice by emailing the [Open Access Team](https) if you are publishing in a fully open access journal.

### On acceptance: Action needed

- **Upload accepted manuscript** via [Symplectic Elements](https://www.sherpa.ac.uk/romeo/) to ensure REF compliance by depositing to [Apollo](https) and receive open access funding decisions.

- Upload accepted manuscript to any other funder-required repository, such as [EuropePMC](https).