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 or our Open Access website.
• Does the journal offer a funder-compliant publishing route? Check the Plan S Journal Checker Tool, Sherpa Romeo or Sherpa Fact.
• 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.
• Is green open access enough, or do I need to pay for gold open access? Check the Plan S Journal Checker Tool, Sherpa Fact or ask the Open Access Team.
• If intending to use rights retention, will I sign up to the Rights Retention Pilot?

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 if you are publishing in a fully open access journal.

On acceptance: Action needed

• Upload accepted manuscript via Symplectic Elements to ensure REF compliance by depositing to Apollo and receive open access funding decisions.
• Upload accepted manuscript to any other funder-required repository, such as EuropePMC.

Questions? Email info@openaccess.cam.ac.uk