

# 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](mailto:info@openaccess.cam.ac.uk)