GUIDELINE FOR AUTHORS

HOW TO GET THE RIGHT VERSION OF YOUR ARTICLE FOR DEPOSIT IN THE REPOSITORY

The majority of publishers allow the author's final version, also called the author's accepted manuscript (AAM), to be deposited into an institutional or disciplinary repository where it will be available open access, maximising its visibility and impact.

What is an author's accepted manuscript (AAM)?

This is the version of your article after peer-review but prior to publisher typesetting.

How can I get a copy of my accepted manuscript?

It is advisable to retain the final version of the article you uploaded into the journal's submission system. Or you may be able to download it from the journal's submission system as soon as you receive notification of acceptance for publication. Publishers vary in how long they keep AAMs in their systems. If you log in to the submission system and cannot find your AAM, you can contact the journal and request it.

STEP 1: You write an article and plan to submit it to a journal. This first version is called a **preprint** and many publishers allow this to be uploaded in a preprint repository

STEP 2: You submit your article to a journal

STEP 3: The editor and referees peer review your article

STEP 4: You amend your article according to the reviewer's comments and resubmit it to the journal

STEP 5: **Your article is accepted for publication. This is your AAM and can be retained for depositing in a repository for open access**

STEP 6: The publisher copy edits and formats your article for publication in the journal

STEP 7: Your article is published in the journal. This version is called the **version of record (VoR)**

How do I put my AAM in the institutional repository?

Pass your AAM immediately to the repository manager at your library to deposit your article in the institutional repository. Or if you can, deposit it in the repository yourself. Some publishers allow the AAM to be made available in the repository immediately, but some publishers only allow this after an embargo period. Your repository manager will know about the publishers' copyright policies and when your AAM can be made available in open to the public. Or you can check using the SherpaRomeo service at https://v2.sherpa.ac.uk/romeo.

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