

# OA publishing for lead authors

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## Procedure to publish an article following the university's Open Access policy

### Introduction

The procedure is developed to support lead authors who are responsible for the publishing process of an article in a scientific journal.

The procedure includes two steps:

Step one: Choose the journal to submit the article.

Step two: Establish an author contract with the publisher of the journal including a license to publish. The license to publish regulates your permission to make the article available under the university's Open Access policy.

### In advance

Before you start the submission procedure and establish the author contract you need to know the following in advance:

1. Be aware that the university's policy clearly states that Open Access publication is the preferred way to publish. This means that the lead author has the obligation to pursue Open Access publication as the first option.
2. Check in advance if you have a budget to pay for the Article Processing Charge (APC). If you have such a budget available you have more options for publication.

### Step one: Choose the journal to submit the article

When choosing the journal you want to submit your article to, you have two basic points:

1. You already know what journal you want to submit your article to.
2. You are looking for options

Option 1: You know what journal you want to submit to.

NOTE: Check the possibilities for Open Access publication with the publisher of the journal of your choice.

The following situations can occur:

1. The journal is an Open Access journal listed in the Directory of Open Access Journals ([DOAJ](#))
  - a. Check the conditions for publication.
  - b. Make sure you keep permission to deposit a copy of the article in the university's full text repository.
  - c. Deposit a copy of the article in the university's full text repository.



2. The journal is published by a publisher that partners in the deals with the VSNU:
  - a. Check for publishers that partner with VSNU at: [www.openaccess.nl](http://www.openaccess.nl).
  - b. Check the publishers conditions for Open Access publication.
  - c. Apply for Open Access publication.
  - d. Make sure you keep permission to deposit a copy of the article in the university's full text repository. Include the [license to publish](#) in your author contract.
  - e. Deposit a copy of the article in the university's full text repository.
  
3. The journal is published by a publisher that is not partnering with VSNU but offers Open Access publication options:
  - a. Check the publishers conditions for Open Access publication.
  - b. One of the conditions will probably be to pay for the APC.
  - c. Apply for Open Access publication.
  - d. If you do not have the budget for paying the APC you can decide to look for an alternative journal (either Open Access or where the publisher is partnering with VSNU).
  - e. Make sure you keep permission to deposit a copy of the article in the university's full text repository. Include the [license to publish](#) in your author contract.
  - f. Deposit a copy of the article in the university's full text repository.
  
4. The journal is published by a publisher that does not offer Open Access publication:
  - a. Look for alternative journals that offer Open Access publication.
  - b. If you continue with this journal, you have to report your arguments to your superior.
  - c. Even if you sign over all your publication rights to the publisher, you need to store a postprint in the university's full text repository.
  - d. Deposit a postprint version in the university's full text repository.



## Glossary

Open Access Publication:	Scientific articles resulting from publicly financed projects are made publicly available free of charge.
APC	Article Processing Charge, the cost a publisher charges for publishing in one of the journals.
Postprint	Scientific work accepted for publication of which the peer review results have been processed by the author(s).
Preprint	Scientific work not yet subjected to peer review or editing by a publisher.
Final version	Scientific work after editorial processing by the publisher and ready for publication.
Full text repository	Software system for storage and retrieval of publications.
License to publish	License that arranges the publisher's rights and the author's rights for scientific publications.
Signing over publication rights	By signing an author contract with the publisher an author signs over the rights to publish to the publisher.

