



Your Guide to Publishing Open Access with Elsevier

What is open access?

The term open access was first used in 2001 when the Open Society Institute established what is known as the Budapest Open Access Initiative (BOAI). Their goal was to create a set of recommendations, which were designed to provide the public with unrestricted, free access to scholarly research. Since then, the term open access has been defined by different groups in different ways.

In general, open access stands for the free and permanent access to published research, combined with clear guidelines for readers to share and use the content. There are two main types of open access: gold and green.

WHAT IS THE DIFFERENCE BETWEEN GOLD AND GREEN?

	GOLD OPEN ACCESS	GREEN OPEN ACCESS
Access	<ul style="list-style-type: none">• Free public access to the final published article.• Access is immediate and permanent.	<ul style="list-style-type: none">• Free public access to a version of your article.• Time delay may apply (embargo period).
Fee	<ul style="list-style-type: none">• Open access fee is paid by the author, or on their behalf (for example by a funding body).	<ul style="list-style-type: none">• No fee is payable by the author, as costs are covered by library subscriptions.
Use	<ul style="list-style-type: none">• Determined by your user license.	<ul style="list-style-type: none">• Authors retain the right to use their articles for a wide range of purposes. All open versions of your article should have a user license attached.
Options	<ol style="list-style-type: none">1. Publish in an open access journal.2. Publish in a journal that supports open access (also known as a hybrid journal).	<ol style="list-style-type: none">1. Link to your article.2. For selected journals Elsevier makes the articles freely available after an embargo period in the open archives.3. Self-archive your manuscript.

Publishing gold open access with Elsevier

WHAT IS AN OPEN ACCESS ARTICLE?

Publishing your research as an open access article with Elsevier will mean that it:

- is peer-reviewed.
- is immediately free to access online upon publication.
- can be shared and used by readers as defined by your user license.
- has an open access fee paid by you, or on your behalf (for example by your institution or funding body).

TYPES OF JOURNALS WHICH OFFER GOLD OPEN ACCESS

1) **Open access journals**

These are journals that publish all their articles open access. They do not have any subscribers, and instead everyone can read all the content online for free. Elsevier publishes over 120 peer-reviewed, open access journals, including *Cell Reports* and *The Lancet Global Health*.

2) **Hybrid journals**

These are journals that support open access and are basically two journals in one: a subscription journal and an open access journal. After acceptance you can choose how you wish to publish your article. This allows you to continue to publish in important journals in your field, while also deciding how you want to broadcast your research. These journals provide an alternative way for authors to comply with open access policies of their institution and/or funding body. Elsevier offers an open access option in over 1600 established subscription journals that support open access publishing.

3) **Journals that change to open access**

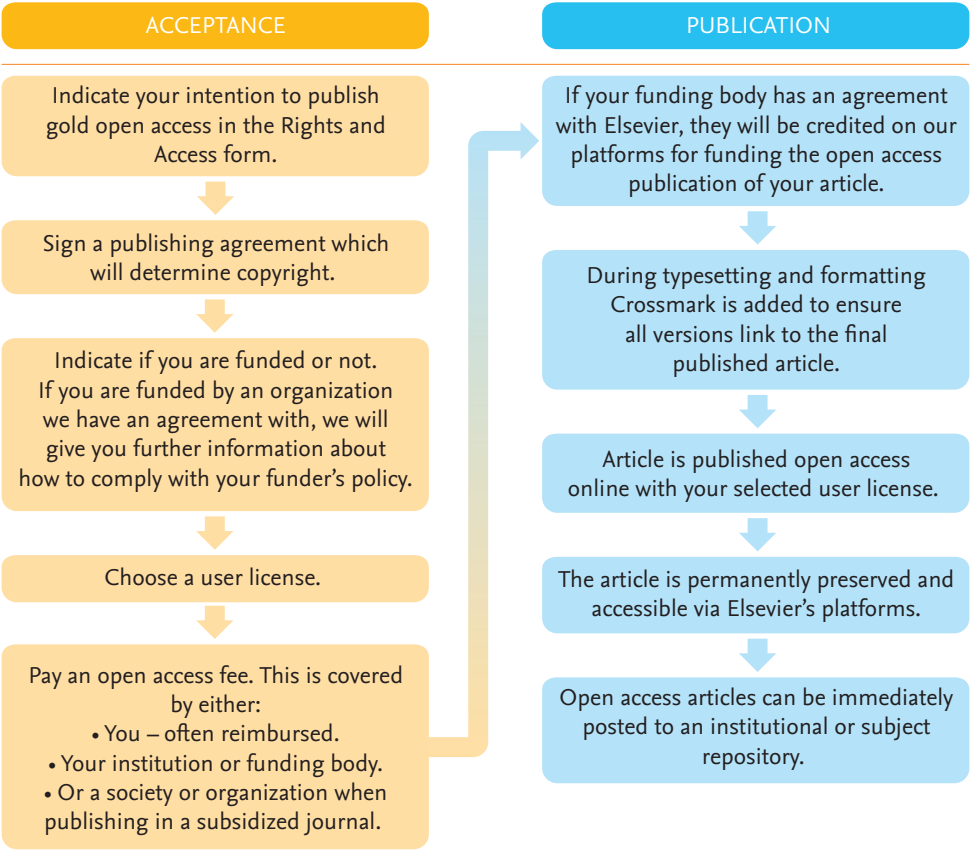
Some established journals in your field may change into an open access journal. After the change, the journal will no longer have subscribers and instead an open access fee is payable by the author or funding body on their behalf. Previously published articles will remain accessible by subscription, with newly published articles being available as gold open access.

4) **Subsidized journals**

These are open access journals which enjoy the full support of the affiliated organization or society who provide funds to cover all the costs of publication, including the open access for all authors. Therefore the journal is both free to read and free to publish in for everyone. Elsevier publishes a number of these journals on behalf of societies and organizations. We recommend that you always check the Guide for Authors for information about your journal's open access policy.

To discover Elsevier's open access options visit www.elsevier.com/openaccessoptions

PRACTICAL STEPS TO PUBLISHING GOLD OPEN ACCESS WITH ELSEVIER



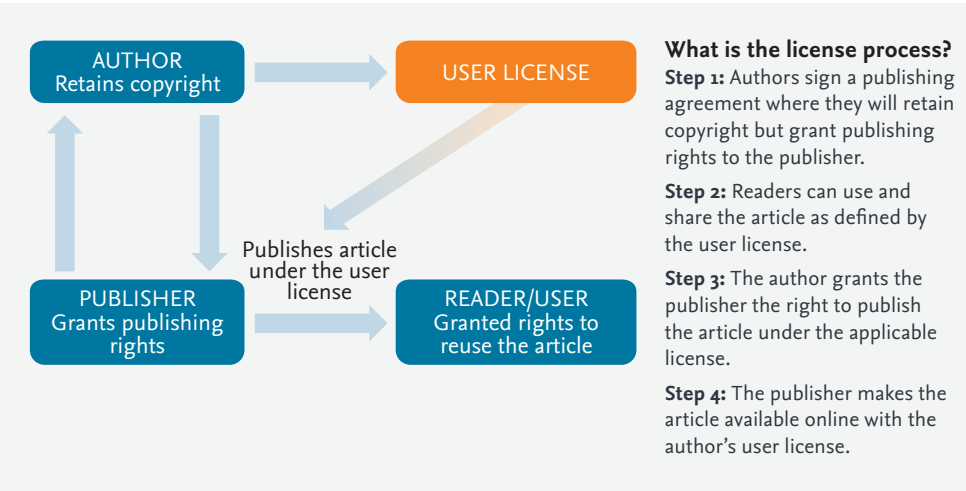
Understanding the legal fine print

For gold open access publishing you need two types of licenses:

1. COPYRIGHT

Publishers need certain permissions in order to publish and share your research. These permissions are defined by what is known as a journal publishing agreement or license. Elsevier uses an exclusive license agreement for gold open access articles, which means:

YOU KEEP :	ELSEVIER IS GRANTED:
<ul style="list-style-type: none">• The copyright of your article• Patent trademark and other intellectual property rights in your article.• The right to request others to provide you with an appropriate credit for your article when it is referred to, or appears in another work.• The right to use your own article in the same way as readers defined by your selection of user license (see page 6).	<ul style="list-style-type: none">• An exclusive right to publish your article.• The right to share your article in all formats so your research is widely distributed after publication, using the latest technology.• The right to publish your article with your selected user license on our online platforms.• The right to enforce your user license, on your behalf, against third parties in the case of plagiarism, ethical disputes and fraudulent use.



2. USER LICENSE

The user license of an article determines how readers can share and use your article without the need to request permission. Before publishing open access, we recommend you to:

- Understand what each user license permits and the rights it grants to readers to use your article.
- Check if your funding body or institution requires the use of a specific license in their policy.
- Read your journal’s Guide for Authors to ensure they offer the license you want to use.
- Visit the [Creativecommons.org](https://creativecommons.org) site to read what to consider before selecting a user license. It is important to note that your license selection is non-revocable.

At Elsevier we give you a choice of user licenses so you can select the license which suits your type of research. Below is a quick reference guide what each license permits readers to do:

User License	Read, print, download	Redistribute or republish the final article (e.g. display in a repository)	Text & data mine	Translate the article	Reuse portions or extracts from the article in other works	‘Sell ‘ or re-use for “commercial purposes”
Commercial license: CC-BY 4.0	✓	✓	✓	✓	✓	✓
Non- commercial license: CC-BY-NC-ND 4.0	✓	✓	✓ <small>*for private use only and not for distribution</small>	✓	✓	✗

Publishing green open access with Elsevier

WHAT IS GREEN OPEN ACCESS?

Green open access is the process of sharing a version of your subscription article online so that the public can read your research. This is often accomplished by linking to your article or by sharing the full-text which is sometimes known as manuscript posting or self-archiving. Linking can be done immediately to the final version of your article, but sharing the full-text of your article requires a bit more time and effort as you need to be mindful of when, where, and how this is done.

You are able to link or share full-text, but there are some advantages to linking to your articles:

- **Maximize Research Impact** – citation metrics and altmetrics are used to assess the impact of research, so it is essential that these are aggregated and shared. This is easier when you link to the full text rather than have multiple versions across different platforms.
- **Best Available Version** – It is also important that you share the best available version, so readers can trust they are reading the most up to date, correct and citable version of your work. When linking, this is often done dynamically by publishers sharing their holdings information with both repositories and search engines, so readers will automatically get the best available version.
- **Article in Context** – Another benefit of linking is that readers can benefit from finding other relevant articles, saving them important time in discovering research. This can occur in the context of a repository, where they can see other research from your institution or from the publishing platform.
- **More Efficient** – Linking is also easier for authors as there is no additional step to deposit the full text version. You can continue to promote your research through our share link service. After publication you'll receive a customized url which provides 50 days free access to your article, so you can promote it on all relevant platforms.

Elsevier Article Sharing Policy

You can share your research at each stage of the research process:

	Share
Presubmission	<p>Preprints¹ can be shared anywhere at any time.</p> <p>PLEASE NOTE: Cell Press, The Lancet, and some society-owned titles have different preprint policies. Information on these is available on the journal homepage.</p>
After acceptance	<p>Accepted manuscripts² can be shared:</p> <ul style="list-style-type: none">• Privately with students or colleagues for their personal use.• Privately on institutional repositories.• On personal websites or blogs.• To refresh preprints on arXiv and RePEc.• Privately on commercial partner sites.
After publication	<p>Gold open access articles can be shared:</p> <ul style="list-style-type: none">• Anytime, anywhere on non-commercial platforms.• Via commercial platforms if the author has chosen a CC-BY license, or the platform has an agreement with us. <p>Subscription articles can be shared:</p> <ul style="list-style-type: none">• As a link anywhere at any time.• Privately with students or colleagues for their personal use.• Privately on commercial partner sites.
After embargo	<p>Author manuscripts can be shared:</p> <ul style="list-style-type: none">• Publicly on non-commercial platforms.• Publicly on commercial partner sites.³

¹ Preprint is your initial write up of your results and analysis that has not yet have been peer reviewed or submitted to a journal.
² Accepted manuscript is a version of your manuscript which typically includes any changes you have incorporated through the process of submission, peer review and in your communications with the editor.
³ For an overview of how and where you can share your article, please see elsevier.com/sharing-articles

In all cases:

- Preprints and accepted manuscripts shouldn't be added to or enhanced in any way to appear more like, or to substitute for, the final published journal article.
- All posted articles should link to the final version via the Digital Object Identifier (DOI).
- Posted accepted manuscripts need to have a CC-BY-NC-ND user license.

For more information, please see our open access policy at elsevier.com/openaccess.

Should you have any questions, please contact our permissions helpdesk: permissionshelpdesk@elsevier.com or (+1) 800-523-4069 x 3808.

I want to share my article

At a conference	You can always present your research in forms such as a presentation, or poster.
For classroom teaching purposes	You can use your article for your own classroom teaching and internal training at your institution (including use in course packs and courseware).
For grant applications	You can include your article for grant funding purposes.
With my colleagues	You can easily share your article with your colleagues through email.
On a preprint server	You can always post your preprint on a preprint server ¹ . Additionally, for ArXiv and RePEC you can also immediately update this version with your accepted manuscript.
On my personal blog or website	We recommend that you list all your publications and link back to the final version on ScienceDirect to make it easier for you to be cited. In addition to this you can also post your preprint or accepted manuscript and any gold open access articles on your non-commercial personal website or blog.
On my institutional repository	You can post your accepted manuscript immediately to an institutional repository and make this publicly available after an embargo period ² has expired. Remember that for gold open access articles, you can post your published journal article ³ and immediately make it publicly available.
On a subject repository (or other non-commercial repository)	You can always post your preprint version and you can also post your accepted manuscript after the embargo period ² has expired. Remember for gold open access articles, you can post the published journal article ³ immediately.
On Scholarly Collaboration Network (SCN), such as Mendeley, ResearchGate, Academia.edu	You can share your preprint or a link to your article on commercial sites. Additional sharing options may be available, see www.elsevier.com/sharingpolicy
Social Media, such as Facebook, LinkedIn, Twitter	Elsevier will send you a 'share link' ⁴ : a personal, customized short link that you will receive after final publication of your article. It provides 50 days free access to your newly-published article on ScienceDirect to anyone clicking on the link. We encourage you to share this link on social media. After 50 days the share link will still work but automatically revert to a link to your full text article.

¹ Please note that *Cell Press*, *The Lancet*, and some society-owned titles have different preprint policies. Information on these is available on the journal homepage.

² For the journal specific embargo period see the journal homepage.

³ Published journal article: After peer review, the journal will finalize your article which includes copy editing, formatting and adding branding. This is the version which is published online and final version of record for your article.

⁴ For more information about share links see elsevier.com/author-share-link

Preparing your article for sharing

User licenses

When sharing your article publicly through green open access it is important to ensure that you continue to receive credit for your work and to also provide guidance as to how others can reuse your work. This is done by attaching a user license. Elsevier requires authors posting their preprint or accepted manuscript to attach a noncommercial Creative Commons user license (CC-BY-NC-ND). We are taking steps to automatically provide this on your accepted manuscript in the future.

How to attach a CC-BY-NC-ND license: On your preprint or accepted manuscript add the following to the title page, copyright information page, or header/footer:

Example: © 2015. This manuscript version is made available under the CC-BY-NC-ND 4.0 license <http://creativecommons.org/licenses/by-nc-nd/4.0/>

You can also include the license badges available from the Creative Commons website to provide visual recognition. If you are hosting your manuscript as a webpage you will also find the correct HTML code to add to your page from www.creativecommons.org



Linking to the final version of record

It is also important to make sure that readers and users can find and cite your final version of your article from ScienceDirect. The way to do this is to include the Digital Object Identifier (DOI) link in your posted article.

A DOI is a standardized method for identifying an electronic object and you can easily find your DOI under the title of your article. To convert a DOI to a Web address, add the following URL to the DOI: <http://dx.doi.org/> followed by your DOI number. We recommend you include this information to your title page or header/footer.

Finding your accepted author manuscript

In order to share your full-text article for green open access, you will need to retain the preprint and accepted manuscript version of your article. After acceptance, we understand that this may not be possible in all cases and have a simple way for you to retrieve your accepted manuscript from our submission system.*

1. Log into Elsevier Editorial system (EES) and on your overview page you will see under the “completed” section, click on the link to “submission with a decision”
2. This will bring you to an overview of all your submissions and you can simply click on the relevant article title
3. A pop up box will appear where you can download a PDF version of the accepted manuscript.

*This option is available in most of our journals which use the Elsevier submission system, however there are cases where journals choose opt not to use the system and in these cases you should use your own version.

Impact of open access policies

WHY IS IT IMPORTANT?

If your funding body or institution has a policy on public access to research, you will need to be both aware of and then comply with the policy. In some cases it may affect how your research is evaluated or your ability to attract research funding in the future.

IMPACT ON PUBLISHING

Selecting an appropriate journal

If you wish to comply with open access policies, you will need to understand what options are available in your chosen journal. We recommend you to:

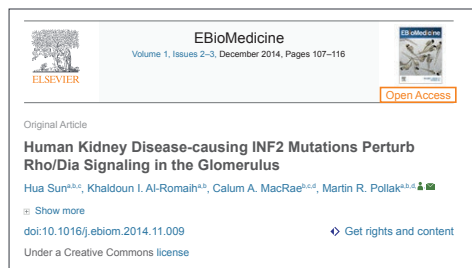
- Read the journal Guide for Authors and look for both gold and green options.
- Look for funding body or institutional agreements with your publisher of choice, which will make compliance easier.
- Look on your institution's intranet for open access information and links.

Paying for gold open access

Your funding body or institution may have made funds available to cover associated gold open access fees. These can be either reimbursed to you directly from the funder or from a central fund held by the institution or paid directly to the publisher under a funding body or prepaid agreement. In other cases, your funding body may require researchers to use their grant funds to cover the open access fee. Elsevier has established a number of funding body and institutional agreements designed to make publishing gold open access easy for researchers. Please see: www.elsevier.com/fundingbodies

How will your open access article appear?

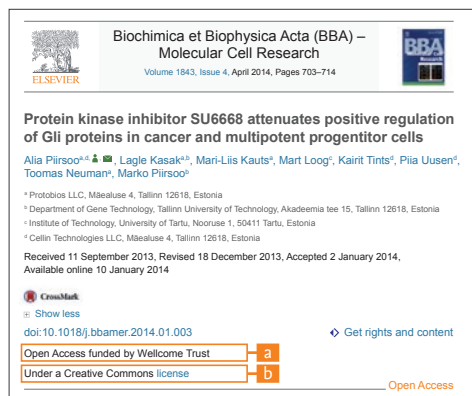
After publishing your article gold open access, it is important to understand how it will be seen and found on ScienceDirect.



The screenshot shows the top of an EBioMedicine article. The journal logo and name are at the top, followed by volume and issue information. A small 'Open Access' badge is visible. The article title is 'Human Kidney Disease-causing INF2 Mutations Perturb Rho/Dia Signaling in the Glomerulus'. Below the title, the authors are listed: Hua Sun^{a,b,c}, Khaldoun I. Al-Romaih^{a,b}, Calum A. MacRae^{a,b,c}, and Martin R. Pollack^{a,b,c}. There are links for 'Show more', 'doi:10.1016/j.ebiom.2014.11.009', and 'Get rights and content'. At the bottom, it says 'Under a Creative Commons license'.

1. Open Access label

Your article will appear online with a label 'open access'. Your research will also be labelled in keyword search results as open access.

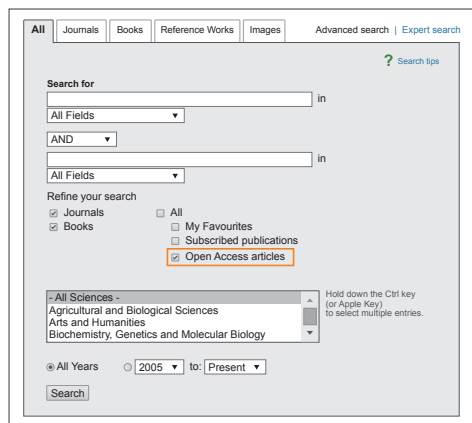


The screenshot shows the top of a Biochimica et Biophysica Acta (BBA) article. The journal logo and name are at the top, followed by volume and issue information. A small 'Open Access' badge is visible. The article title is 'Protein kinase inhibitor SU6668 attenuates positive regulation of Gli proteins in cancer and multipotent progenitor cells'. Below the title, the authors are listed: Alia Piirsoo^{a,c}, Lagle Kasak^{a,b}, Mari-Liis Kauts^a, Mart Loog^a, Kairit Tints^a, Piia Uusen^a, and Toomas Neumann^a, Marko Piirsoo^a. There are links for 'Show less', 'doi:10.1018/j.bbamer.2014.01.003', and 'Get rights and content'. At the bottom, it says 'Open Access funded by Wellcome Trust' and 'Under a Creative Commons license'. There are also labels 'a' and 'b' next to the funding and license information.

2. Publication information

Within your article, you will see an option for readers to find out more information about your publication by clicking the 'show more' label. This section contains details on:

- a Funding body information
- b User license information



The screenshot shows a search interface with various filters. At the top, there are tabs for 'All', 'Journals', 'Books', 'Reference Works', and 'Images'. Below these, there are search fields and a 'Search' button. On the left, there are filters for 'Search for' (All Fields), 'Refine your search' (Journals, Books, All, My Favourites, Subscribed publications, Open Access articles), and 'All Sciences' (Agricultural and Biological Sciences, Arts and Humanities, Biochemistry, Genetics and Molecular Biology). At the bottom, there are filters for 'All Years' (2005 to Present) and a 'Search' button.

3. Finding your open access article

Your article will be found in exactly the same way as a normal article. In addition to this, readers who wish to filter their selection on open access can do so with the advance search functionality.

Your check list for publishing open access

1) SUBMISSION:

Check if your journal is reputable:

- ☐ Look through the editorial board for established and known editors.
- ☐ View recent publications in the journal.
- ☐ Check for societies affiliated with the journal.

Check your open access options:

- ☐ Read your institution's and/or funding body's open access policy.
- ☐ Discuss your publication options with your co-authors.
- ☐ Read your journal's open access options in the Guide for Authors.

2) ACCEPTANCE:

FOR GOLD OPEN ACCESS	FOR GREEN OPEN ACCESS
<ul style="list-style-type: none"><input type="checkbox"/> Indicate your intention to publish gold open access.<input type="checkbox"/> Decide on a user license.<input type="checkbox"/> Indicate your funding body information*<input type="checkbox"/> Pay an open access fee if applicable.	<ul style="list-style-type: none"><input type="checkbox"/> Indicate your funding body information¹ which may enable your publisher to help facilitate green open access options.

3) PUBLICATION:

FOR GOLD OPEN ACCESS	FOR GREEN OPEN ACCESS
<ul style="list-style-type: none"><input type="checkbox"/> Share your final published open access article.	<ul style="list-style-type: none"><input type="checkbox"/> Share the share link to your article that provides 50 days free access.<input type="checkbox"/> Check the embargo period for your journal on the journal homepage.<input type="checkbox"/> Check your journal's policy on self-archiving.²

¹For Funding Body Agreements see: www.elsevier.com/fundingbodies

²For posting information see: www.elsevier.com/where-to-share

Elsevier and open access

At Elsevier we recognize that access to quality research is vital to the scientific community and beyond. Our role is to help you advance essential knowledge, save lives, and improve the way we all live. We do this by providing tools and resources, greater author publishing choices and supporting open access implementation across the industry.

Elsevier's open access options:

- Open access journals: over 100 journals to choose from.
- Open access articles: over 1600 established journals support authors who want to publish their article open access.
- Green open access: as an author you can share your research in a variety of ways with the wider public.

Why publish open access with Elsevier?

- Quality, established and reputable journals indexed by Scopus and supporting industry initiatives such as ORCID, Crossref and CHORUS to help maintain your publication record.
- Reaching key audiences with 10 million active users per month using our publishing platform ScienceDirect.
- Tailored open access publication choices so authors can decide how best to publish open access.

DISCOVER OUR INNOVATIVE OPEN ACCESS JOURNALS

Elsevier helps you publish your entire research process, from methods, to data, to software.
Explore our suite of new concept open access journals.



METHODSX

MethodsX publishes the small but important customizations you make to methods every day. Get credit and exposure for the time, effort and money you've put in to making methods work for you.

journals.elsevier.com/methodsx



DATA IN BRIEF

Data in Brief provides a way for researchers to share and reuse each other's datasets. Make your data count – publish your dataset description with *Data in Brief*!

journals.elsevier.com/data-in-brief



SOFTWAREX

SoftwareX is the open access home for your software. Publish your software in *SoftwareX* and get your software indexed, discoverable, accessible and citable.

journals.elsevier.com/softwarex

Useful Links

Open Access

elsevier.com/openaccess

Policies

elsevier.com/policies

Funding Bodies

elsevier.com/fundingbodies

User Licenses

elsevier.com/openaccesslicenses

Promote Your Work

elsevier.com/promote-your-work

Share Link

elsevier.com/author-share-link

Authors' Update

elsevier.com/authors-update

Journal Finder

journalfinder.elsevier.com

Publishing Campus Researcher Training

publishingcampus.elsevier.com

Ethics in Research & Publication

publishingcampus.com/ethics

Visit: www.elsevier.com/open-access-options



ELSEVIER