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# Open Access for Journal Publications: The How-To Guide

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*Open Access for Journal Publications*  
*The How-To Guide*

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## Preface

In 2015, the Tri-Agency of Canada put forth the **OPEN ACCESS POLICY ON PUBLICATIONS** to promote the availability of findings from publically funded research to the widest possible audience. According to the Open Access (OA) Policy, it is the grant recipients' responsibility to "ensure that any peer-reviewed journal publications arising from Agency-supported research are freely accessible within 12 months of publication". This policy applies to all grants awarded in whole or in part by CIHR **January 1, 2008 and onward**, or by NSERC and SSHRC **May 1, 2015 and onward**.

In order to promote and support research and education without the walls of universities and expensive journal subscriptions, this document is designed for researchers and students in the Centre for Research on Children and Families (CRCF) to help them make their peer-reviewed journal publications freely accessible online and to comply with the Tri-Agency Open Access Policy.

### Important!

In order to comply with the Tri-Agency OA Policy, grant recipients will need to self-archive their *postprints* that are funded in whole or in part by CIHR, NSERC, or SSHRC, unless they choose the open access option from the publisher's side.



# Chapter 1

## All Roads Lead to Rome

In general, there are two main avenues to comply with the Tri-Agency OA policy and make your publications freely accessible to the general public – The Gold Path and The Green Path.

### 1.1 The Gold Path


The easiest and most expensive way is to submit your research manuscript to a journal that has the open access option. By choosing this option, upon acceptance of your manuscript, your article will be made freely accessible online *from the publisher*. These journals are either fully open access journals, such as *FRONTIERS IN PSYCHOLOGY*, or traditional peer-reviewed journals that support open access, such as *CHILD ABUSE AND NEGLECT*.


However, this option comes with a price tag. Authors of the manuscript will have to pay the publisher in order to have the manuscript freely accessible online. For many researchers in academia, paying thousands of dollars of publishing fees for every manuscript is simply not realistic. That is why many researchers use The Green Path for open access.


### 1.2 The Green Path

The Green Path for OA is also known as self-archiving, with no cost to the authors. This means authors are responsible for depositing their articles in an institutional repository or disciplinary repository. In fact, most journals endorse open access self-archiving by their authors. These journals are referred to as **Green OA journals**. These Green OA journals allow preprints and/or peer-reviewed postprints, but rarely allow the publisher's version of the PDF to be self-archived. Importantly, self-archiving is free, and it only requires a few steps. To comply with the Tri-Agency OA Policy, you will need to self-archive the **postprints** of your publications. Archiving the pre-print does not count towards compliance.



 **Preprint:** refers to the version of the article prior to the peer-reviewed process (i.e., your working paper).

 **Postprint:** refers to the version of the article that has been peer-reviewed but does not include the publisher's layout template.

 **Publisher's version:** refers to the final published version in PDF that has the journal's and the publisher's logos on it. This is the version that you can download from the journal website.




## Chapter 2

# Green Path – This is HOW

### 2.1 What and When

In order to do self-archiving correctly, you need to check:

- **What** version (Postprint or Preprint) of your accepted manuscript can be self-archived?
- **When** can you do that – What is the embargo period for self-archiving?

 **Embargo period:** refers to the period during which OA is not allowed if you do not pay the publisher for OA. You can self-archive your manuscript after the indicated embargo period.

Information on **What and When** for most journals can be found on the SHERPA/ROMEIO website. You just need to type the full name of the journal on the SHERPA/ROMEIO website. All information will be presented in a table like this:



## Search - Publisher copyright policies &amp; self-archiving

One journal found when searched for: **clinical social work journal**


Journal:	<a href="#">Clinical Social Work Journal</a> (ISSN: 0091-1674, EISSN: 1573-3343)
RoMEO:	This is a RoMEO green journal
Paid OA:	A paid open access option is available for this journal.
Author's Pre-print:	✓ author can archive pre-print (ie pre-refereeing)
Author's Post-print:	✓ author can archive post-print (ie final draft post-refereeing)
Publisher's Version/PDF:	✗ author cannot archive publisher's version/PDF
General Conditions:	<ul style="list-style-type: none"> <li>• Author's pre-print on pre-print servers such as arXiv.org</li> <li>• Author's post-print on author's personal website immediately</li> <li>• Author's post-print on any open access repository after 12 months after publication</li> <li>• Publisher's version/PDF cannot be used</li> <li>• Published source must be acknowledged</li> <li>• Must link to publisher version</li> <li>• Set phrase to accompany link to published version (see policy)</li> <li>• Articles in some journals can be made Open Access on payment of additional charge</li> </ul>
Mandated OA:	(Awaiting information)
Paid Open Access:	<a href="#">Open Choice</a>
Copyright:	<a href="#">Self-archiving policy</a> - <a href="#">Authors Rights</a> - <a href="#">Funder Compliance</a>
Updated:	16-May-2014 - <a href="#">Suggest an update for this record</a>
Link to this page:	<a href="http://www.sherpa.ac.uk/romeo/issn/0091-1674/">http://www.sherpa.ac.uk/romeo/issn/0091-1674/</a>
Published by:	<a href="#">Springer Verlag (Germany)</a> - <a href="#">Green Policies in RoMEO</a>

This summary is for the journal's default policies, and changes or exceptions can often be negotiated by authors.  
All information is correct to the best of our knowledge but should not be relied upon for legal advice.

As indicated in the table, for Clinical Social Work Journal, you can self-archive both preprints and postprints after a 12-months embargo period. But, you *can not* self-archive the publisher's version.

### Important!

It is essential that you always read the “General Conditions” in the table because each journal and each publisher has their own rules for self-archiving. “SHERPA/ROMEO identified green OA journals” only means these journals support some sort of OA policy but it does not mean they fulfill the Tri-Agency OA Policy (e.g., allow postprint self-archive after **36** months).

Bottom line:  Always read the “General Conditions”. It is also recommended to double check the information on the journal's website.

## 2.2 Where

Now, you have found out what and when you can self-archive, all you need to do is to choose a place to put your articles online. Here, I will introduce some general repositories that you can self-archive in compliance with the Tri-Agency OA Policy.

### 2.2.1 Institutional Repositories

Institutional Repository is an online archive where institutions collect, preserve and disseminate digital copies of researchers' intellectual outputs. For McGill, we have [ESCHOLARSHIP@MCGILL](mailto:ESCHOLARSHIP@MCGILL) as our institutional repository. For UdeM, they have [PAPYRUS](#); for





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Concordia, they have SPECTRUM; and for UQAM, they have ARCHIPEL.

If you want to deposit your article to eScholarship@McGill, all you need to do is email your version of the article to [escholarship.library@mcgill.ca](mailto:escholarship.library@mcgill.ca), the librarians will take care of everything for you, even locking up your articles before the embargo period. Or you can use their CV service to put all your published articles in eScholarship@McGill by sending the librarians your CV using the above e-mail.

Even though depositing your articles to eScholarship@McGill meets the minimal requirement for the Tri-Agency OA Policy, some search engines (e.g., Google Scholar) have trouble detecting the OA version of the eScholarship@McGill articles. McGill library is trying to resolve this issue. Please wait for further notice.

### 2.2.2 Disciplinary Repositories

If you want to be your own advocate for your research, you may choose more specific disciplinary repositories to make your articles freely accessible online. Disciplinary Repositories are online archives that are more specific to different fields. For [CIHR grant recipients](#), they are *required* to deposit their published articles to PUBMED CENTRAL CANADA. You will need to get a Principal Investigator Account from the CIHR helpdesk to set up an account with PubMed Central Canada in order to submit your article there. For [researchers in social sciences](#), the SOCIAL SCIENCE RESEARCH NETWORK could be a good place to deposit your articles. All you need to do is to set up an account on the website and then submit your articles online.

### 2.2.3 Multidisciplinary Repositories

One of the objectives of OA is to increase visibility within and across disciplines. A repository that accepts research articles from all academic fields will be a perfect place to put your stamp in the world of research. One of these multidisciplinary repositories is HAL. This repository is also in compliance with the Tri-Agency OA Policy, and it provides great flexibility in managing your own profiles of submissions.

You can submit published academic journals, manuscript in progress, technical reports that you do not wish to publish in academic journals, videos and images, etc.. You can also input multiple abstracts in languages that are different from your article to increase visibility and facilitate knowledge transfer. During your submission process to HAL, you can specify the embargo period for each submission to ensure it is according to the specific OA rules that apply to you.

Most interestingly, HAL provides general statistics regarding where in the world people are viewing and downloading your articles in a map, how many views and downloads over time for your profile, as well as who is talking about your research on Twitter.



 **Important!**

**ResearchGate** is not a repository that is in compliance with the Tri-Agency OA Policy. However, you are free to put your articles there in addition to the institutional or disciplinary repositories, as long as your practice is according to the copyright policy of the publisher of your articles. In short, don't put the publisher's version on ResearchGate, and make sure your article is on ResearchGate after the embargo period if the journal allows self-archiving.



Do acknowledge the publisher's source and link your article to the assigned DOI.



## Chapter 3

### The What Ifs ?

Sometimes the journal you want to submit your article to has OA policy that is *not* compatible with the Tri-Agency OA Policy. What can you do?

- **The easy way** – Change the journal
- **The not so easy way** – Negotiate with the journal

According to the recommendation from science.gc.ca, one way of going about negotiating with the journal is to try to retain key rights through the use of a publication addendum (e.g., CARL/SPARC CANADIAN AUTHOR ADDENDUM) or by inserting the following text into the publishing agreement:

*“[Journal] acknowledges that the researcher will be entitled to archive an electronic copy of the final, peer-reviewed manuscript for inclusion in (name of repository). Manuscripts archived with (name of repository) may be made freely available to the public, via the internet, within twelve months of the official date of final publication in the journal.”*



It is recommended by McGill Library that authors should initiate the negotiation with the journal at the time of submission.



# Appendices

# Appendix A

## Green OA Journals

I have enclosed a list of Green OA journals that CRCF researchers usually submit to, with the **What and When** indicators on the right. **Please note that this information is subjective to change according to the individual journals.** This document is updated on July 18, 2016. All the journals in this appendix support the Gold Open Access as well if the authors pay the publisher to do so.

✓ = OK

✗ = Not OK

R = With restrictions

\* APA JOURNAL RESTRICTIONS

† WILEY JOURNAL RESTRICTIONS

Compliance = Compliance to Tri-Agency OA Policy

Journals	Postprints	Embargo Period	Compliance
1. Advances in Mental Health: Promotion, Prevention and Early Intervention	✓	12 months	✓
2. American Journal of Mens Health	✓	12 months	✓
3. American Journal of Orthopsychiatry	R*		✓
4. Cambridge Quarterly of Healthcare Ethics	✓	6 months	✓
5. Canadian Journal of Behavioural Science	R*		✓
6. Canadian Journal of School Psychology	✓	12 months	✓
7. Child Abuse and Neglect	✓	36 months	✗
8. Child: Care, Health and Development	R†	24 months	✗
9. Child & Family Social Work	R†	24 months	✗
10. Child Indicators Research	✓	12 months	✓
11. Children's Geographies	✓	12 months	✓
12. Children and Youth Services Review	✓	36 months	✗
13. Children & Society	R†	24 months	✗
14. Chronic Illness	✓	12 months	✓
15. Clinical Social Work Journal	✓	12 months	✓



Journals	Postprints	Embargo Period	Compliance
16.Developmental Medicine and Child Neurology	R†	12 months	✓
17.Developmental Neurorehabilitation	✓	12 months	✓
18.Disability and Rehabilitation	✓	12 months	✓
19.Early Child Development and Care	✓	18 months	✗
20.Epilepsy & Behavior	✓	12 months	✓
21.Ethics, Medicine and Public Health	✓	12 months	✓
22.European Journal of Social Work	✓	12 months	✓
23.Global Social Welfare	✓	12 months	✓
24.Global Studies of Childhood	✓	12 months	✓
25.Health Sociology Review	✓	12 months	✓
26.International Journal of Educational Development	✓	12 months	✓
27.International Journal of Migration and Border Studies	✓	6 months	✓
28.International Journal of Migration, Health and Social Care	✓	12 months	✓
29.International Journal of Psychology	✓	12 months	✓
30.International Journal of Public Health	✓	12 months	✓
31.International Social Work	✓	12 months	✓
32.Intervention: Journal of Mental Health and Psychosocial Support in Conflict Affected Areas	✓	12 months	✓
33.Journal of Aggression, Maltreatment, & Trauma	✓	12 months	✓
34.Journal of Child and Adolescent Trauma	✓	12 months	✓
35.Journal of Child Health Care	✓	12 months	✓
36.Journal of Child Sexual Abuse	✓	12 months	✓
37.Journal of Couple and Relationship Therapy	✓	12 months	✓
38.Journal of LGBT Youth	✓	12 months	✓
39.Journal of Immigrant Minority Health	✓	12 months	✓
40.Journal of Pain and Symptom Management	✓	12 months	✓
41.Journal of Social Service Research	✓	12 months	✓
42.Journal of Social Work Education	✓	12 months	✓
43.Journal of Social Work Practice in the Addictions	✓	12 months	✓
44.Journal of Social Work Practice: Psychotherapeutic Approach in Health, Welfare and the Community	✓	12 months	✓
45.Journal of Teaching in Social Work	✓	12 months	✓
46.Journal of Trauma and Dissociation	✓	12 months	✓



Journals	Postprints	Embargo Period	Compliance
47. Maternal and Child Health Journal	✓	12 months	✓
48. Nature	R	6 months	✓
49. Neuroimmunomodulation	✓	12 months	✓
50. Nursing Ethics	✓	12 months	✓
51. Nursing Philosophy	R†	12 months	✓
52. Patient Education and Counseling	✓	12 months	✓
53. Pediatrics and International Child Health	✓	12 months	✓
54. Pediatric Neurology	✓	12 months	✓
55. Physical & Occupational Therapy in Pediatrics	✓	12 months	✓
56. Physical Therapy Reviews	✓	12 months	✓
57. Psychoanalytic Psychology	R*		✓
58. Psychoanalytic Social Work	✓	12 months	✓
59. Psychology of Violence	R*		✓
60. Qualitative Health Research	✓	12 months	✓
61. Research in Developmental Disabilities	✓	24 months	✗
62. Social Science Journal	✓	36 months	✗
63. Social Science & Medicine	✓	36 months	✗
64. Social Work in Mental Health	✓	12 months	✓
65. The Journal of Psychology: Interdisciplinary and Applied	✓	12 months	✓
66. Transnational Social Review: A Social Work Journal	✓	12 months	✓
67. Transcultural Psychiatry	✓	12 months	✓
68. Work: A Journal of Prevention Assessment and Rehabilitation	✓		✓



# Appendix B

## Gold OA Journals

These journals are fully open access journals and they usually come with a price tag.

- BMC Journals – BMC Palliative Care
- Canadian Journal of Children's Rights
- Canadian Journal of Rural Medicine
- International Indigenous Policy Journal – Free of charge to all readers and authors
- International Journal of Child and Adolescent Resilience
- Journal of Comparative Social Work
- Journal of Indigenous Social Development
- Refuge: Canada's Periodical on Refugees
- The First Peoples Child and Family Review



# Appendix C

## White OA Journals

These journals have very strict policy regarding self-archiving. Please refer to the journal's website for specific restrictions or contact the editorial office for more details.

✓ = OK

✗ = Not OK

R = With restrictions

\* APA JOURNAL RESTRICTIONS

† WILEY JOURNAL RESTRICTIONS

Compliance = Compliance to Tri-Agency OA Policy

Journals	Postprints	Embargo Period	Compliance
1.Academic Medicine	R	12 months	✗
2.Paediatrics & Child Health (Pulsus)	✗		✗



## Author's Note

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