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Harnad, S. (2003) Eprints: Electronic Preprints and Postprints. Encyclopedia of Library and Information Science Marcel Dekker. <http://www.ecs.soton.ac.uk/~harnad/Templeprints.htm>

Lynch, C.A. (2003) Institutional repositories: Essential infrastructure for scholarship in the digital age. ARL Bimonthly Report 226. <http://www.arl.org/newsitr/226/ir.html>

ULS Scholarly Communication Working Group (2003) Update on Key Issues in Scholarly Publication. http://www.library.pitt.edu/uls/scwg/scholarly_update.pdf

Relevant Websites:

The Open Archives Initiative (OAI): <http://www.openarchives.org/>

REGISTRATION, DEPOSITING PAPERS AND COPYRIGHT

Q How do I register to deposit my papers?

Staff of UOW can create an account on Research Online and then deposit their papers. Another option is to send the paper by email to the Digital Services Coordinator who will then implement the deposit process. In both cases Research Online staff will undertake the necessary publisher and copyright checks before uploading your paper.

See the step by step [Submitting a Paper](#) guide.

Q Who can submit papers?

University of Wollongong staff and postgraduate research students can deposit material in Research Online.

Papers can be deposited by a person other than the author of the document providing the following conditions are met:

- ☐ the depositing is done with the author's permission;
- ☐ the depositing is done by a registered user;
- ☐ the author(s) is involved in the selection of appropriate keywords for the paper;
- ☐ the author(s) confirms that they have retained the right to self-archive the work or they have obtained the necessary permissions from the copyright owner and that the document does not contain material (images etc) for which any necessary copyright clearance has not been obtained.

If you have any question about this please contact the [Project Coordinator](#) or the [Digital Services Officer](#).

Q What types of papers will be accepted?

We are predominantly seeking journal articles and conference papers. If you would like to deposit something that falls outside of this range please contact the [Project Coordinator](#) or the [Digital Services Officer](#) to discuss its suitability.

Q Are any types of papers unsuitable for Research Online?

Yes. The following materials are unsuitable for Research Online:

- ☐ unpublished material;
- ☐ research output which does not involve UOW staff;
- ☐ material intended for commercialisation of any kind;
- ☐ papers which contain confidential material;
- ☐ papers which, if disseminated, would infringe a legal commitment by the University and/or the author.

Q Which document formats are acceptable?

The following formats are all acceptable: PDF, HTML, Word, ASCII, and Postscript.

Q What if my document includes images?

With a few exceptions, such as fine arts and histology, digital graphics are generally good enough. Readers can always choose to access the published version if they need better image quality. In some cases web illustrations are already actually better than images printed on paper.

Q What if I don't have an electronic copy of the document?

It may be possible to scan a printed copy. It may be necessary to contact the publisher for permission before this is done. Please contact the [Project Coordinator](#) or the [Digital Services Officer](#) for assistance.

Q What about copyright?

MANAGING YOUR COPYRIGHT

Research Online staff will be responsible for managing copyright issues. We have access to copyright statements and policies by various publishers, and we will also contact publishers to determine precise copyright condition. The majority of publishers (90+%) allow some form of a published work to be placed on an institutional repository.

It is sometimes possible to negotiate with publishers to retain some or all of your rights. At the very least, you should try to retain the right to self-archive a copy of your work in Research Online. Refer the University Library [Copyright Services](#) for additional information.

To ensure that you retain the right to deposit a copy of your work in Research Online a number of steps should be taken:

1. Check the publisher's policy on self-archiving

While journal publishers usually ask authors to assign copyright to them many now allow self-archiving in an institutional repository and others will grant clearance if a request is made. It is advisable to clarify the publisher's policy on self-archiving before submitting your article for peer review. The knowledge could influence your decision about how to manage your copyright.

The information may be on the journal's website. Look for links called 'Notes to contributors' or 'Information for authors'. The information could be in the publishing contract. **Read it carefully before signing.** Here is an example of what to look for:

"The Author(s) shall have the following rights

The right to post and update the Article on eprint servers as long as files prepared and/or formatted by APS or its vendors are not used for that purpose. Any such posting made or updated after acceptance of the Article for publication shall include a link to the online abstract in the APS journal or to the entry page of the journal." (excerpt from the American Physical Society's transfer of Copyright [form](#))

The [Project Romeo](#) web site provides a list of publisher policies:

- ☒ Publishers in **GREEN** support self-archiving of the post-refereed version.
- ☒ Publishers in **BLUE** support self-archiving of the pre-refereed version and the post-refereed version under the conditions stated.
- ☒ While the others do not formally support self-archiving, they often agree if a direct request is made ([generic request letter](#))

If the publisher allows authors to retain the right to self-archive or if assignment of copyright is not required, there is no need to go on to the next step. You can deposit a copy of your paper in Research Online.

2. Amend the publication agreement or deposit the preprint version.

If the publisher does not allow authors to self-archive postprints, you could adopt one of the following strategies:

Best strategy: Amend the publishing agreement to reserve some rights

If the existing contract does not specifically grant authors the right to self-archive a copy of the postprint (post-refereed version of the work) it may be possible to cross out the relevant section of the existing agreement and **insert a statement** about the rights you wish to retain. For example:

The author transfers to {Publisher} the exclusive rights comprised in the copyright of the work, except that the author retains the following:

- ☒ *The right to self-archive a copy of the work in the author's institutional eprint repository;*
- ☒ *The right to make copies of all or part of the work for the author's use in teaching;*
- ☒ *The right to use, after publication, all or part of this material in works by the author in print or electronic format.*

Contact the publisher or journal editor to let them know what you are doing and why.

Alternative strategy: Retain your copyright and grant the publisher a 'licence to publish'

You can choose to retain ownership of the copyright and grant the publisher an exclusive licence for the first formal publication of the work (in print, digital, or some other form).

Researchers who are employed by the US Government routinely use this strategy. They cannot assign copyright to publishers because the Government retains the copyright. It is worth noting that the publishers continue to publish articles authored by these researchers.

In addition to this you could grant the publisher a non-exclusive licence for at least the following purposes:

- ☒ Subsequent republication of the work;
- ☒ Reproduction in course packs;
- ☒ Reformatted publication (e.g. works transferred from print to microform and digital forms);
- ☒ Distribution through document delivery services;
- ☒ Public performance and display of literary, musical, dramatic, and choreographic works, motion pictures, and other audiovisual works.

By granting non-exclusive rights to the publisher the author retains the right to do any of these things without needing publisher permission.

Cross out and replace the original exclusive transfer language with text such as the following:

"The author grants to the Publisher exclusive first publication rights in the Work, and further grants a non-exclusive licence for other uses of the Work for the duration of its copyright in all languages, throughout the world, in all media." Source:
http://www.createchange.org/faculty/issues/manage_ex1.html

Alternatively, if there is no publisher agreement to sign, you could use this sample [licence agreement](#)

For more information on licensing, see the Australian Copyright Council's information sheet: [Assigning and Licensing Rights](#)

Last resort: Self-archive a copy of the preprint version

Unfortunately, some publishers are very resistant to the arguments in favour of eprint repositories and refuse to negotiate on this issue. With these publishers self-archiving the preprint may be the only option available.

Before a paper is submitted to a journal for peer review the copyright belongs to the author. Hence, the author is always free to self-archive the preprint at this point in time. In fact, some researchers routinely self-archive their preprints. Physicists have been doing this for many years.

Some publishers may insist that self-archived preprints are removed once the paper has been accepted for publication. Other publishers may be prepared to allow the preprint to remain. This varies between disciplines and between publishers within a discipline.

If the published paper is significantly different (because the original draft was revised following peer review), you could attach a "corrigenda" file to the preprint, outlining the differences.

For more information on this strategy, see <http://www.createchange.org/faculty/issues/putting.html>

Q If I deposit a preprint, will that affect my prospects of getting it published?

Some journals place a pre-publication embargo on documents that are being considered for publication. A journal could choose to interpret self-archiving of the preprint (pre-refereed version) as non-compliance. Note that this is a journal *policy* rather than a legal matter and, as the number of scholars self-archiving preprints increases, the number of journals taking a hard line on this is decreasing. For example, see the following excerpt from *Nature's* embargo policy:

Nature does not wish to hinder communication between scientists. For that reason, different embargo guidelines apply to work that has been discussed at a conference or displayed on a preprint server and picked up by the media as a result. (Neither conferences nor preprint servers constitute prior publication.) <http://www.nature.com/>

Q Can I search multiple eprint repositories with one search?

Yes. Most eprint repositories have adopted a common set of standards for describing their eprints (the metadata). This means that they can be cross-searched. There are a number of search engines which can cross-search multiple eprint repositories including:

- ▣ ARROW: <http://search.arrow.edu.au/apps/ArrowUI/>
- ▣ MyOAI: <http://oai.umd.umich.edu/o/oai/>
- ▣ ARC: <http://arc.cs.odu.edu/>
- ▣ For a full list of services, see: <http://www.openarchives.org/service/listproviders.html>

Q Will my papers be found by Google?

Yes. A paper loaded onto Research Online is usually available on Google the following day. Papers in OAI (Open Access Initiative) compliant repositories can be found by Google. Research Online is OAI compliant so records are easily retrievable via Google. In fact most hits on papers in the repository come via a Google search.

This information page was developed with the assistance of [QUT ePrints](#).

Digital Commons Repositories

The following Digital Commons sites are active:

- ▣ ADT Project: [ADT Project](#)
- ▣ Atlanta University Center: [DigitalCommons@Robert W. Woodruff Library, Atlanta University Center](mailto:DigitalCommons@Robert.W.Woodruff.Library,Atlanta.University.Center)
- ▣ Auckland University of Technology: ScholarlyCommons@AUT
- ▣ Bond University: [ePublications@Bond University](mailto:ePublications@Bond.University)
- ▣ Boston College: [eScholarship at Boston College](mailto:eScholarship@Boston.College)
- ▣ Bryant University: [DigitalCommons@Bryant University](mailto:DigitalCommons@Bryant.University)
- ▣ coda: [coda, An Institutional Repository for the New Zealand ITP Sector](#)
- ▣ Columbia University: DigitalCommons@Columbia
- ▣ Connecticut College: [DigitalCommons@Connecticut College](mailto:DigitalCommons@Connecticut.College)
- ▣ Cornell University: DigitalCommons@ILR
- ▣ Edith Cowan University: [Research Online @ ECU](mailto:Research.Online@ECU)
- ▣ Fayetteville State University: [DigitalCommons@Fayetteville State University](mailto:DigitalCommons@Fayetteville.State.University)
- ▣ Florida International University: [FIU Digital Commons](mailto:FIU.Digital.Commons)
- ▣ Genetic Alliance: [Resource Repository](mailto:Resource.Repository)
- ▣ HELIN Consortium: [HELIN Digital Commons](mailto:HELIN.Digital.Commons)
- ▣ Houston Academy of Medicine-Texas Medical Center: [DigitalCommons@The Texas Medical Center](mailto:DigitalCommons@The.Texas.Medical.Center)
- ▣ Johnson & Wales University: [Scholar's Archive@J&W](mailto:Scholar's.Archive@J&W)
- ▣ Liberty University: [DigitalCommons@Liberty University](mailto:DigitalCommons@Liberty.University)
- ▣ Macalester College: [DigitalCommons@Macalester College](mailto:DigitalCommons@Macalester.College)
- ▣ Massey University: DigitalCommons@Massey
- ▣ McMaster University: DigitalCommons@McMaster
- ▣ Miami University: [Scholarly Commons at Miami University](mailto:Scholarly.Commons@Miami.University)
- ▣ Okayama University: eScholarship@OUDIR : Okayama University Digital Information Repository
- ▣ Oklahoma State University: [E-Archive@Oklahoma State University](mailto:E-Archive@Oklahoma.State.University)
- ▣ Pace University: DigitalCommons@Pace
- ▣ Providence College: DigitalCommons@Providence
- ▣ Purdue Libraries: [Purdue e-Pubs](mailto:Purdue.e-Pubs)
- ▣ Rhode Island College: CREATED@RIC
- ▣ Roehampton University: [Roehampton Research Papers](mailto:Roehampton.Research.Papers)
- ▣ Roger Williams University: DigitalCommons@RWU
- ▣ Salve Regina University: [eScholar@Salve Regina](mailto:eScholar@Salve.Regina)
- ▣ Sheffield Hallam University: [Sheffield Hallam University Research Archive](mailto:Sheffield.Hallam.University.Research.Archive)
- ▣ Southern Cross University: ePublications@SCU
- ▣ Tennessee State University: [E-Research@Tennessee State University](mailto:E-Research@Tennessee.State.University)
- ▣ Texas State University: [eCommons@Texas State University](mailto:eCommons@Texas.State.University)
- ▣ Texas Tech University: [eScholarship Repository](mailto:eScholarship.Repository)
- ▣ The University of Bolton: DigitalCommons@Bolton
- ▣ Thomas Jefferson University: [Jefferson Digital Commons](mailto:Jefferson.Digital.Commons)
- ▣ University of Connecticut: DigitalCommons@UConn
- ▣ University of Georgia School of Law: [DigitalCommons@University of Georgia School of Law](mailto:DigitalCommons@University.of.Georgia.School.of.Law)
- ▣ University of Maryland School of Law: [DigitalCommons@University of Maryland School of Law](mailto:DigitalCommons@University.of.Maryland.School.of.Law)
- ▣ University of Massachusetts Amherst: [ScholarWorks@UMass Amherst](mailto:ScholarWorks@UMass.Amherst)
- ▣ University of Massachusetts Medical School: eScholarship@UMMS
- ▣ University of Nebraska - Lincoln: [DigitalCommons@University of Nebraska - Lincoln](mailto:DigitalCommons@University.of.Nebraska.Lincoln)
- ▣ University of Pennsylvania: ScholarlyCommons@Penn
- ▣ University of Rhode Island: [DigitalCommons@University of Rhode Island](mailto:DigitalCommons@University.of.Rhode.Island)
- ▣ University of Surrey: [Surrey Scholarship Online](mailto:Surrey.Scholarship.Online)
- ▣ University of Texas at El Paso: DigitalCommons@UTEP
- ▣ University of Waikato: [Research Commons@Waikato](mailto:Research.Commons@Waikato)
- ▣ University of Warwick: DigitalCommons@Warwick
- ▣ University of Wollongong: [Research Online](mailto:Research.Online)
- ▣ Wayne State University: [Digital Commons@Wayne State University](mailto:Digital.Commons@Wayne.State.University)
- ▣ Western Kentucky University: [TopSCHOLAR™](mailto:TopSCHOLAR)

Other institutional repositories using the Bepress technology upon which Digital Commons is based:

- ▣ California Digital Library: <http://repositories.cdlib.org/escholarship/>
- ▣ Florida State: dscholarship.lib.fsu.edu
- ▣ New England Law Library Repository, including University of Connecticut, Cornell and Yale: lsr.nellco.org

Last updated: 14 November 2006. Michael Organ, Digital Services Coordinator, University of Wollongong Library.

