

## Copyright Guidelines for Authors

In order to deposit a work in [Scholarship@Claremont](mailto:Scholarship@Claremont), you must hold the copyright to that work, or have the approval of the copyright holder to do so. If the work is also being published by a traditional publisher, though, you may have transferred your copyright to them as part of the publication process. You need to know the copyright status of your work before submitting it to [Scholarship@Claremont](mailto:Scholarship@Claremont).

### IF YOU RETAIN COPYRIGHT

If you retain copyright to the work in question, and have not given someone else exclusive rights to distribute it, you should be able to submit it to [Scholarship@Claremont](mailto:Scholarship@Claremont). If you share the copyright with other authors, check with them to make sure they also approve of the work being archived and made available at [Scholarship@Claremont](mailto:Scholarship@Claremont).

### IF YOU DON'T RETAIN COPYRIGHT

If you do not retain copyright, but have transferred your rights to your publisher, you may still be able to deposit a version of your paper in [Scholarship@Claremont](mailto:Scholarship@Claremont). You should check your publisher's copyright policy to determine what it allows to be submitted to an institutional repository. We recommend that you use the SHERPA listing of publisher copyright policies <http://www.sherpa.ac.uk/romeo/>.

Some publishers allow such deposit, though often with certain conditions:

- Some allow the post print to be submitted to an institutional repository, but not the publisher's PDF version. (The "post print" is the final, post-peer review version of the article as it has been accepted for publication. It is typically submitted to the repository as a file in a word-processing format such as MS-Word. The "publisher's PDF" is an exact page image of the article as it appears in print.)
- Some allow deposit, but not until the publisher's version has been released (or some specified period after release).
- Some publishers require acknowledgement that they hold the copyright, and/or a link to the final version on their web site.
- Other publishers do not allow any version of the article to be deposited.

While the SHERPA listing is growing, it does not cover all publishers. Please contact the Claremont Colleges Digital Library staff if you have questions, or need assistance determining the copyright status of your work.

### IF YOU DON'T KNOW WHO PUBLISHES YOUR JOURNAL

Because of mergers and acquisitions, it is sometimes difficult to identify the parent company for a journal. The SHERPA site <http://www.sherpa.ac.uk/romeo/> allows you to input the journal name to look up the publisher. You can then click on the publisher's name to check its policies.

DOI Digital Object Identifier: Many publishers assign a number called a Digital Object Identifier (DOI) to each article they publish. If you want to--or are required to--indicate a reference to the publisher's final version of a paper, including a DOI provides a stable, permanent identifier. You can turn a DOI into a URL by prefixing <http://dx.doi.org/> to the front of the DOI. Alternatively, you can use CrossRef's free DOI lookup <http://www.crossref.org/guestquery/> service. You have to enter either the Journal Title or the

ISSN (they recommend title), and either the first named author or the first page number. The more information you input, the fewer results you will need to look through.

## IF YOU ARE SUBMITTING AN ARTICLE FOR PUBLICATION

Consider retaining rights to your article by attaching the Scholar's Copyright Addendum <http://scholars.sciencecommons.org/> (from SPARC & Science Commons) to your publisher's contract. Examples of other Author Addenda used at other colleges, universities, and research institutions [http://oad.simmons.edu/oadwiki/Author\\_addenda](http://oad.simmons.edu/oadwiki/Author_addenda) .

The Copyright Toolbox from the Joint Information Systems Committee (JISC) of the UK Higher Education Funding was developed by Wilma Mossink legal advisor of the SURF Foundation. <http://copyrighttoolbox.surf.nl/copyrighttoolbox/authors/>

## HOW CAN YOU RETAIN YOUR COPYRIGHT?

We have set out some things that you should think about before you apply a Creative Commons license to your work [here](#).

### Which Creative Commons license should I choose?

You should choose the license that meets your preferences. The license is a statement as to what others may do with your work, so you should select a license that matches what you are happy for others to do with your work. You can find an [overview of the Creative Commons licenses here](#).

You can find out information about how our licenses have been applied by other people to [text](#), [audio](#), [images](#), [video](#) and [educational works](#).

Finally, you can also consult with a lawyer to obtain advice on the best license for your needs. For information about how you may be able to locate a suitably qualified lawyer, please refer to this [question and answer](#).

## QUESTIONS?

Please contact [the CCDL staff](#).

**PLEASE NOTE:** This document can only provide guidelines and should not be relied upon for legal advice.

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