

Journal Publishing Guide: Copyright and licensing

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1. Set up permissions

Hover over the navigation panel and click on **Settings>Distribution>Permissions**

Distribution Settings

Indexing Access Payments **Permissions**

Copyright Notice

Require authors to agree to the Copyright Notice as part of the submission process.

The following Author Self-Archiving Policy will be included in About the Journal under Policies.

Author Self-Archiving Policy

Base new article's copyright year on

- Issue: default year will be drawn from the issue's publication date.
- Article: default year will be drawn from the article's publication date, as in "publish-as-you-go".

In this section, you can set up your journal's

1. Copyright notice
2. Author self-archiving policies
3. Creative Commons (CC) license type
4. Copyright holder

Watch the PKP video tutorial here: [PKP School tutorial: Module 10, Unit 4](#)

([https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-10-distribution-](https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-10-distribution-settings/topic/unit-4-permissions/)

[settings/topic/unit-4-permissions/](https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-10-distribution-settings/topic/unit-4-permissions/)) (free for Wordpress accounts). The same tutorial video is available on

YouTube: ■ Setting up a journal in OJS 3: Module 10, Unit 4 (https://www.youtube.com/watch?v=8cma5ED7bSo&list=PLg358gdRURDU_zeszfnUIqNtuSiTaiX5-&index=24).

2. Fill in the copyright notice box

You are encouraged to declare the ownership of copyright, Creative Commons license or permissions for using journal content. Navigate to the following sections in this article to know more about:

- Copyright basics
- Copyright ownership
- Creative Commons License

Here is a sample phrasing that can be used by an Open Access journal:

This is an Open Access article distributed under the terms of the Creative Commons License XX [include link], which permits [include here permissions under this license]

The following is a brief sample phrasing from Hindawi Author Guidelines (<https://www.hindawi.com/journals/apm/guidelines/>):

Authors retain the copyright of their manuscripts, and all Open Access articles are distributed under the terms of the Creative Commons Attribution License (<https://creativecommons.org/licenses/by/4.0/>), which permits unrestricted use, distribution, and reproduction in any medium, provided that the original work is properly cited.

3. Display copyright notice

The text that you've filled in the Copyright Notice box will be automatically displayed in the sidebar on the article page, right beside the abstract.

Copyright Notice is set up at the journal level. If your journal gives authors various options for handling copyright of individual articles, you can add this information in the notice as done in the example below.

research. A critical perspective provides a structure to discuss issues that librarians may not have been able to previously fit into library practice dialogue. A chronological history of consulting in libraries acts as our literature review. This review, along with a targeted examination of library and information science resources, is used to guide two lines of linguistic analysis. The first provides a critique of the core tenets used to define and characterize library consultants, namely, the claim that consultants are unbiased professionals who bring "expertise" and "fresh" ideas to libraries. The second analysis investigates the rhetorical strategies used in existing texts: polarizing language, straw man reasoning, and figurative and indirect language. The discussion section unpacks these linguistic strategies, reflects on what is missing from the texts, and considers how knowledge and power are exerted through language, making connections to the broader context of neoliberalism.

Author Biographies

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Journal of Academic Librarianship 3 (October).
<https://cjal.ca/index.php/capal/article/view/28203>

More Citation Formats

Issue
[Vol 3 \(2018\)](#)

Section
 Articles

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The author retains copyright of his/her work. By submitting the work to this journal, the author agrees to grant the journal a non-exclusive right to publish the submission.

Authors have various options for handling their copyright. Please include your preferred copyright statement in your submission. It will be included in the published version of your article. The most commonly used options are provided below.

- 1) Retain full rights. Include a statement such as © Author 2015, All Rights Reserved.
- 2) Assign a Creative Commons license, granting users some rights. Creative Commons options are provided at <http://creativecommons.org/licenses/>
- 3) Waive all rights. Include a statement such as *The author has placed this work in the public domain, or Creative Commons CC0 – No Rights Reserved.*

(page source: Canadian Journal of Academic Librarianship (<https://cjal.ca/index.php/capal/article/view/28203>))

4. Set up self-archiving policies for authors

Self-archiving is the act of the author depositing an electronic copy of a published article on their website or in an online repository to maximize the article's discoverability, usage and citation impact (https://en.wikipedia.org/wiki/Citation_impact).

Journals need to make their self-archiving policies clear on their website so that authors or their institutions know whether they are permitted to make a copy available via personal websites, institutional or subject repositories and whether there are any restrictions or conditions associated with such sharing.

Tip! Having a defined self-archiving policy in SHERPA/RoMEO (<http://www.sherpa.ac.uk/romeo/index.php?la=en&fIDnum=%7C&mode=advanced>) or a similar database is one of the requirements for a Directory of Open Access Journals (DOAJ) application (<https://doaj.org/application/new>).

For open access journals, self-archiving policies and the application of CC licenses are often explained in the open access policies. You can find such examples on the websites of *Nature Communications* (<https://www.nature.com/cddis/open-access>), *Journal of Rehabilitation Medicine* (<https://www.medicaljournals.se/jrm/open-access-policy>), etc.

The following is the author self-archiving statement from an open access journal, *Journal of Librarianship and Scholarly Communication* (<https://jlscc-pub.org/about/>):

Authors are permitted to post their work online in institutional/disciplinary repositories or on their own websites. Pre-print versions posted online should include a citation and link to the final published version in *Journal of Librarianship and Scholarly Communication* as soon as the issue is available; post-print versions (including the final publisher's PDF) should include a citation and link to the journal's website.

Author self-archiving policy statement will be displayed in the About the Journal page.

5. Choose a CC license

Start with this brief overview of what Creative Commons License is. Then you can decide which CC license type to choose (choosecclicense) for your journal content.

6. Display your CC license in the journal

- In the sidebar on an article page

First, make sure you have set up the Permissions section (See Setting up permissions in OJS 3) and have chosen a CC license to use when applicable.

When a submission has proceeded to the production stage, click on “Schedule for Publication,” and you’ll be able to attach the CC license you’ve set up earlier (as shown in the screenshot).

Publication [X]

Schedule for publication in
 ----- Future Issues -----
*To Be Assigned **

Pages
 []
Pages

Permissions
 Attach the following permissions to the submission:
 [http://creativecommons.org/licenses/by-nc-sa/4.0]
License URL
 [JPS Demonstration Journal] [2018]
Copyright Holder Copyright Year

[Save] [Cancel]

The CC license will be displayed in the sidebar on the article page, right beside the abstract and below the Copyright Notice.

You will need to define the type of CC license in your journal's Permissions set up, but you get to choose whether or not to assign the CC license during the publication of each article.

- In the footer of your journal website

Generate and copy the source code from the CC license Website (<https://creativecommons.org/choose/>), and paste it in the source code box for the Footer setting (Click on

Settings>Website>Appearance>Page Footer).

This method can be used if you want to apply the same CC license across all publications. This is what the footer will look like:



- In the article metadata/article PDF file

Additionally, you can display the CC license in the PDF file of the journal article during production/layout editing. That way anyone who finds this version online will know how it can be used without having to visit your journal's website to check permissions.

7. Set up the copyright ownership

Here is a concise list of pros and cons of author holding the copyright and journal holding the copyright.

The following is an overview of some topics on copyright and licensing that you might find useful.

8. Copyright basics

What is copyright?

Copyright is the exclusive legal right to produce, reproduce, publish or perform an original literary, artistic, dramatic or musical work.

Who owns the copyright?

The creator of the work is usually the copyright owner. However, an employer may hold the copyright to works produced in the course of employment. It is important to verify if your employer has declared any intellectual property policies in your employment contract.

In Canada, the term of copyright is the author's lifetime plus 50 years, but this may change in light of the recent re-negotiation of NAFTA, which once ratified will extend the term of copyright in Canada to author's lifetime plus 70 years. The exact details of the implementation of this change (i.e., will it be retroactive, or begin as of a particular year) have not yet been released.

What can you do with your rights as the copyright owner?

There are three choices for the copyright owner:

- Retain
- Share --- protected with a CC or other license
- Transfer (in whole or in part) --- to a journal/book publisher

The authorization for others to reproduce, adapt, rent, or perform (among other activities) your work is called a "license."

Adapted from

- What is copyright (http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/wr03719.html?Open&wt_src=cipo-cpyrgh-main) by Canadian Intellectual Property Office
- Copyright (<http://opentext.onlinelearning.utoronto.ca/copyright/>) by the University of Toronto Open Textbook Toolkit
- Copyright Issues in Open Access: The Authors' Perspective (<http://www.dlib.org/dlib/february06/vandergraaf/02vandergraaf.html>) by Hoorn, E. & van der Graaf, M.

9. Copyright ownership

There are two primary copyright holding models journals should consider:

- Author retains copyright
- Author transfers copyright to the journal/publisher

To choose between the two options, journals need to consider what they want to permit their readers to do with articles. Does the journal want readers to share them, translate them, or post them on their personal websites? Does the journal want authors to have the right to post their article to sites like ResearchGate and Academia.edu? Does the journal want readers to have the option to adapt the articles into other formats (such as an infographic)?

(Adapted from Scholarly Journal Publishing Guide (<http://libraryguides.mcgill.ca/journalpublishing/copyright>) by McGill Library)

More Resources

- A concise Definition (<https://sparcopen.org/open-access/>) of open access
- Four copyright models in open access journal publishing (<https://oerknowledgecloud.org/sites/oerknowledgecloud.org/files/Towards%20Good%20Practices%20of%20Copyright%20in%20Open%20Access%20Journ%20version%201.0new.pdf#page=55>)
- A brief case study of open access journals dealing with copyright transfer (<https://oerknowledgecloud.org/sites/oerknowledgecloud.org/files/Towards%20Good%20Practices%20of%20Copyright%20in%20Open%20Access%20Journ%20version%201.0new.pdf#page=17>)

Option 1: Authors retain copyright

Many open access journals permit authors to retain copyright, which means the author has full control over the work (i.e. the author retains the right to reuse, distribute, re-publish, etc.). The journal licenses the non-exclusive right to publish the article, which means that the author can re-authorize its publication in other formats (such as in edited monographs).

In this scenario, the author will often license the right of first publication to the journal/publisher.

Benefits

- Authors can reuse part or all of their work elsewhere in the future

Drawbacks

- Journals will have to seek the author's permission if they want to republish or translate the work, etc.

Licensing

In most cases, the author will license to the journal the right of first publication. A typical statement in the journal would look like this:

Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons XX License that allows others to share the work with an acknowledgment of the work's authorship and initial publication in this journal.

Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository, in a journal or publish it in a book), with an acknowledgment of its initial publication in this journal.

Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process.

This statement could appear during the journal's submission process (See 4.2.3 Setting up permissions in OJS 3). It could also be drafted into a document for the author to sign, or included in correspondence with authors, for example in a notification that a submitted article has been received or accepted for publication.

Following are two sample copyright statements included in the layout of a journal article:

- © Author Name [this makes it clear the copyright remains with the author]
- This is an Open Access article distributed under the terms of the Creative Commons License XX [include link], which permits [include here permissions under this license].

(Adapted from Scholarly Journal Publishing Guide (<http://libraryguides.mcgill.ca/journalpublishing/copyright>) by McGill Library)

More Resources:

- Sample publishing agreement at Michigan publishing (http://wiki.publishing.umich.edu/sites/mpublishing/uploads/d/d3/Author-journal_article_license.pdf)

Option 2: Authors transfer copyright to the journal/publisher

This model is more common with traditional subscription-based journals and less common for open access journals.

In this model, the author transfers the copyright to the journal. This means the journal is now responsible for the article and can choose to license back certain rights to the author.

Benefits

- Journals do not need to seek authors' permission if they want to reuse the work, e.g. republish the article in an edited book, etc.

Drawbacks

- Authors may be limited in their ability to re-use their own work. For example, authors would retain the ability to apply user's rights such as fair dealing in certain circumstances, but would no longer be able to authorize the use of their work by others. Any permission that readers seek for the article goes through the journal. This is an additional administrative task.

Licensing

A sample statement for journals following this model would look like this:

We, [the author(s)] by signing this form hereby assign worldwide copyright of the Work in all forms and media (whether now known, or hereafter developed), in all languages for the full term of copyright and all extensions and renewals thereof.

This statement could appear during the manuscript submission process (See Setting up permission in OJS3 (permissions)). It could also be drafted into a document for the author to sign.

Copyright doesn't have to be an all-or-nothing game. Even if the journals retain the copyright, they can still license back to the author certain rights, e.g. right to post the article on a personal website, the right to reuse images in future publications, etc. Elsevier's and Wiley's copyright transfer agreements provide examples of this variety.

Here is a sample copyright statement included in the layout of a journal article:

© [Journal name]. For permissions contact [contact information]

(Adapted from Scholarly Journal Publishing Guide (<http://libraryguides.mcgill.ca/journalpublishing/copyright>) by McGill Library)

More Resources

- Sample copyright transfer agreement at Michigan publishing (http://wiki.publishing.umich.edu/sites/mpublishing/uploads/c/ca/Author-journal_article_transfer.pdf)
- Journal author rights agreement at Elsevier (<https://www.elsevier.com/about/policies/copyright>)
- Copyright transfer agreements at Wiley (<https://authorservices.wiley.com/author-resources/Journal-Authors/licensing-open-access/licensing/licensing-info-faqs.html>)

10. Creative Commons licenses

Typically, open access journals will choose a Creative Commons license (CC license) to apply to their journals' content.

Creative Commons licenses dictate what readers may do with the journals' content. There are several licenses to choose from, and the choice depends on what the journal thinks is best for its authors and its readership.

(Adapted from Scholarly Journal Publishing Guide (<http://libraryguides.mcgill.ca/journalpublishing/copyright>) by McGill Library)

More Resources

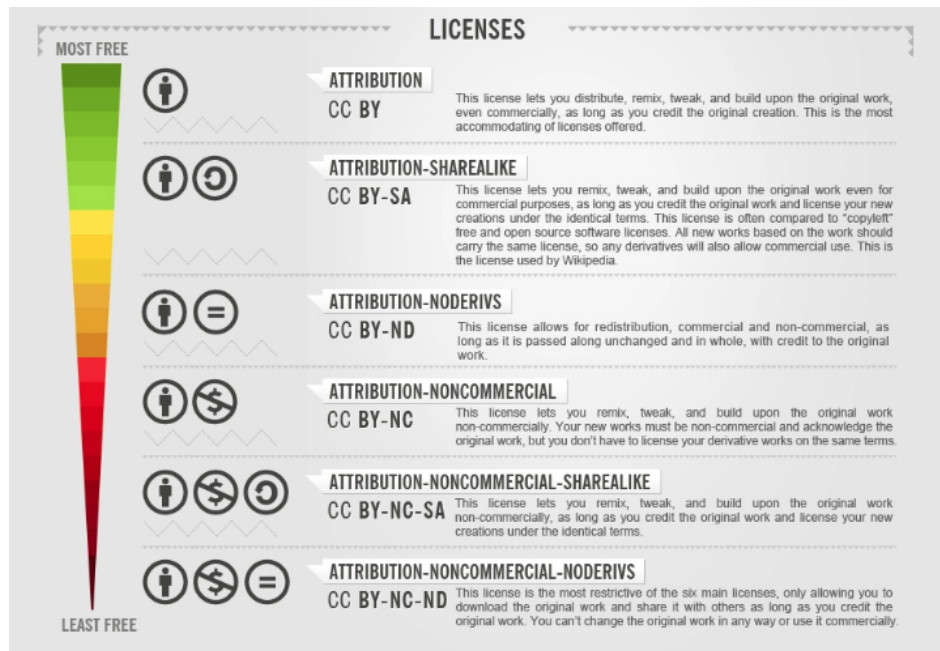
A three-minute  YouTube video (<https://www.youtube.com/watch?v=reVUkLGjGg&feature=youtu.be>) by BCcampus, explaining the nature and types of CC licenses

How to decide which CC license to adopt?

Creative Commons provides an online tool (<https://creativecommons.org/choose/>) to help select a license.

When choosing a license, consider the rights you want to grant readers for re-use as well as the rights that you would want to continue to assert.

Here is an overview of the various CC licenses:



If you receive funding, be sure to check whether the funding policy requires distribution under a particular CC license.

For a walkthrough on how to add the CC license to your article or journal, see [How to display a CC license in my journal](#).

Adapted from

- How To Attribute Creative Commons Photos (<https://foter.com/blog/how-to-attribute-creative-commons-photos/>) by Foter blog
- What is copyright (http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/wr03719.html?Open&wt_src=cipo-cpyright-main) by Canadian Intellectual Property Office

More Resources

- An informed guide (https://wiki.creativecommons.org/wiki/Marking_your_work_with_a_CC_license#Marking_Specific_Media) on how to use CC licenses and how to mark your work with a CC license
- You can learn more about the spectrum of licenses offered by the Creative Commons in their Licences and Examples (<https://creativecommons.org/share-your-work/licensing-types-examples/licensing-examples/>) guide.
- A spectrum of available Creative Commons licenses (<https://creativecommons.org/share-your-work/public-domain/freeworks/>), from most to least open

11. Author deposit / self-archiving policy

Self-archiving is the act of the author depositing an electronic copy of a published article on their website or in an online repository to maximize the article's accessibility, usage and citation impact

(https://en.wikipedia.org/wiki/Citation_impact).

Journals need to make their self-archiving policies clear on their website so that authors or their institutions know whether they are permitted to make a copy available via personal websites, institutional or subject repositories and whether there are any restrictions or conditions associated with such sharing.

Tip! Having a defined self-archiving policy in **SHERPA/RoMEO** (<http://www.sherpa.ac.uk/romeo/index.php?la=en&fIDnum=%7C&mode=advanced>) or a similar database is one of the requirements for a **Directory of Open Access Journals (DOAJ)** application (<https://doaj.org/application/new>).

SHERPA/RoMEO (<http://www.sherpa.ac.uk/romeo/index.php?la=en&fIDnum=%7C&mode=advanced>) is an online resource that aggregates publisher/journal open access policies and self-archiving policies. The following is the policy page for *Nature Communications*, an open access journal.

SHERPA/RoMEO

Advanced Search - Publisher copyright policies & self-archiving

One journal found when searched for: **nature communications**

Journal:	Nature Communications (ISSN: 2041-1723)
RoMEO:	This is a RoMEO green journal
Listed in:	DOAJ as an open access 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 can archive publisher's version/PDF
General Conditions:	<ul style="list-style-type: none"> • Author's pre-print on any website (Research articles only) • Immediately upon publication • On any website • Publisher's version/PDF may be used • Must link to publisher version • Publisher copyright and source must be acknowledged and DOI cited • Authors retain copyright • Creative Commons Attribution License
Mandated OA:	Compliance data is available for 24 funders
Notes:	<ul style="list-style-type: none"> • Research content only • All titles are open access journals
Copyright:	Pre-print only - Self-archiving only
Updated:	06-Nov-2016 - Suggest an update for this record
Link to this page:	http://www.sherpa.ac.uk/romeo/issn/2041-1723/
Published by:	Nature Research (part of Springer Nature): Fully open access journals - Green Policies in RoMEO

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.

To add your journal to the SHERPA/RoMEO database, you can fill in a suggestion form (<http://sherpa.ac.uk/forms/new-journal.php?service-identifier=romeo>), or contact (<http://sherpa.ac.uk/forms/contact.php?service-identifier=romeo>) them directly. To update an existing record if your policy changes, locate your journal's page, and click on "Suggest an update for this record."

To set up your journal's self-archiving policies, see [Setting up permissions](#).

More Resources

- SHERPA RoMEO (<http://www.sherpa.ac.uk/romeo/>) is a database of publishers' self-archiving policies.
- For author's question "Can I post my journal article, book chapter or other published work on my own website, my institutional site, or a site for sharing papers with colleagues in my field?", here (https://researchguides.dartmouth.edu/scholcomm/scholcomm_rights) is a good answer.

UTL's Journal Production Services (<https://jps.library.utoronto.ca/index.php/pubguide/hosting>)

Starting a journal (<https://jps.library.utoronto.ca/index.php/pubguide/starting>)

Setting up your journal (<https://jps.library.utoronto.ca/index.php/pubguide/setting>)

Editorial workflow (<https://jps.library.utoronto.ca/index.php/pubguide/editorial>)

Copyright and licensing (<https://jps.library.utoronto.ca/index.php/pubguide/copyright>)

Impact and discoverability (<https://jps.library.utoronto.ca/index.php/pubguide/impact>)

DOI instructions (<https://jps.library.utoronto.ca/index.php/pubguide/DOI>)

Learning OJS 3 (<https://jps.library.utoronto.ca/index.php/pubguide/learning>)

Web accessibility (<https://jps.library.utoronto.ca/index.php/pubguide/accessibility>)

Student Journal Toolkit (<https://jps.library.utoronto.ca/index.php/pubguide/studentjournaltoolkit>)

Hosted by



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(<https://jps.library.utoronto.ca>) (<http://creativecommons.org/licenses/by-sa/4.0/>) This work is licensed under a
Creative Commons Attribution-ShareAlike 4.0 International License (<http://creativecommons.org/licenses/by-sa/4.0/>)
(<https://jps.library.utoronto.ca/index.php/pubguide/about/aboutThisPublishingSystem>)