Self-Archiving and Versions

What is self-archiving?

Self-archiving is the practice of storing versions of your article, paper or other work in an online archive such as an institutional repository. It is not a substitute for publishing in scholarly journals but it is another route to help you maximise exposure to your work. Self-archiving is often referred to as 'green' open access.

Self-archiving in Pure

Pure is the name of the current research information system used at the University of Bath for adding research outputs to the university's institutional repository. Uploading the author's accepted version (see overleaf) of your work to the repository once it has been accepted for publication is one way of making it open access and complying with your funder's requirements as well as those of the REF.

This is a standard process that is permitted in the copyright agreements of most publishers, although an embargo period may apply. The open access team will check that the version you have uploaded is appropriate and will ensure that any embargoes or other requirements are abided by so that your article does not breach the publisher's copyright rules.

Self-archiving in subject repositories (e.g. arXiv, SSRN)

An accepted part of the research culture of some subject disciplines is the use of subject repositories to which early drafts can be uploaded. For example, research in the disciplines of physics, mathematics and the computer sciences is frequently archived in the subject repository, arXiv, before being submitted to a journal. In other disciplines, the Social Sciences Research Network (SSRN) might be more appropriate.

Publishers will often be flexible about depositing content onto these sites but it is important to check with your publisher that this will be acceptable. If you have any doubts, it's best to contact your publisher for advice.

Self-archiving in other places (e.g. ResearchGate, Academia.edu)

Other social media websites can also be useful for increasing access to or sharing your work. However, be aware that these sites will allow you to upload any version of your work, without any embargo, and they will not check whether you are complying with your publisher's copyright restrictions. Use these sites with care and at your own risk. You can check your publisher's rules with the Sherpa Romeo tool (http://www.sherpa.ac.uk/romeo/). If you upload a version that your publisher does not permit to be used, they may send you a take-down notice and this will require you to remove the work from the site. If this happens, you are strongly advised to comply swiftly.

The Versions Toolkit* top 5 hints

1. Consider and plan how you will store and name your personal versions of files.

2. Permanently keep your own author-created submitted versions and author-created accepted versions of your publications (see below for definitions of versions).

3. Add the date that the manuscript was completed to the first page of all versions you create, particularly milestone versions.

4. Carefully consider how you will disseminate your work before signing any agreement with the publisher and keep a copy of your signed agreements.

5. Deposit your work in an open access repository and guide your readers to where they can find the published versions.

* The Versions Toolkit is available from:
https://web.archive.org/web/20151219161504/http://www.lse.ac.uk/library/versions/

Versions of your research work

There will be several different versions of your research work between submission and publication. The versions that you are permitted to make available in a repository will vary from publisher to publisher.

Draft: Early version circulated as work in progress

Submitted version: The version that has been submitted to a journal for peer review

Accepted version: An author-created version that incorporates referee comments and is the accepted for publication version (also called a 'post-print', 'author's accepted version, 'author's accepted manuscript' or 'author's final version')

Published version: The publisher-created final published version

Updated version: A version updated since publication

Versions Toolkit tips for managing your document versions

- If you decide to keep your versions permanently, spend some time considering how best to organise your files. Pick a system that makes sense to you and use it consistently.

- When working with co-authors, agree in advance how you will ensure the orderly revision of the paper.

- When identifying your own versions and revisions, using dates or version numbers (or both) in the file-name is a very useful technique for identifying earlier and later versions. For example:

  Nameofpaper v0a 22sep08.doc
  Nameofpaper v0b 25sep08.doc
  Nameofpaper v1a 7oct08.doc

Leaving other clues about the version in the file-name also works for some authors, such as an abbreviated title for the journal or using abbreviations to denote a submitted or accepted version, etc.

Email: openaccess@bath.ac.uk or phone Garth Bradshaw on ext. 5114, or Katy Jordan on ext. 4676.
Visit the library's open access pages at: http://www.bath.ac.uk/library/services/open-access/index.html