

In a Nutshell: Self-Archiving and Versions

What is self-archiving?

Self-archiving means storing a copy of the content of an article, paper or other work in an online archive like an institutional repository. It is not a replacement for publishing in scholarly journals but it can be used alongside publishing to increase access to your work. Self-archiving is regularly termed 'Green' Open Access.

Self-archiving in Opus

Opus is the University of Bath's Open Access repository. Open Access publishing is about making research available to potential readers without financial or other barriers. Uploading your Accepted/Authors' Final Version (see overleaf) to Opus once your work has been accepted for publication is one way to make your work Open Access and comply with the requirements of your funder and the REF.

This process is standard in the copyright agreements of most publishers, although an embargo period may apply. The Repository team will check that the version you have uploaded is appropriate and will ensure that any other embargos or other requirements are abided by, so there's no risk of breaching your publisher's copyright rules.

Self-archiving in Subject Repositories (e.g. arXiv, SSRN)

Some disciplines have specific subject repositories to upload early drafts to that are an accepted part of the research culture of those subjects. For example, physics, mathematics and computer sciences research is often archived in the subject repository arXiv before the work is submitted to a journal. In other disciplines the Social Sciences Research Network (SSRN) might be more appropriate.

Publishers will often be more flexible about these sites but it's important to check that this is 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 sites can also be useful to increase access to or share your work. However, these sites will allow you to upload any version of your work without embargo and 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 you are not allowed to then your publisher may send you a takedown notice, requiring 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 from now on
2. Keep permanently your own author-created Submitted Versions and final author-created Accepted Versions of research publications
3. Add the date of completion of manuscript to the first page of any versions you create, especially your milestone versions
4. Consider carefully how you will disseminate your work before signing any agreements with publishers and keep a copy of your signed agreements
5. Deposit your work in an open access repository and think of your readers by guiding them to your latest and published versions

* The Versions Toolkit is available from: http://www.lse.ac.uk/library/versions/VERSIONS_Toolkit_v1_final.pdf.

Versions of your research work

There will be several different versions of your research work between completion and publication. Different publishers permit you to use different versions in a repository.

Common options are:

Draft:	Early version circulated as work in progress
Submitted version:	The version that has been submitted to a journal for peer review
Accepted version:	The author-created version that incorporates referee comments and is the accepted for publication version (also called a 'post-print', 'author's accepted manuscript' or Author's final version)
Published version:	The publisher-created published version

Versions Toolkit tips for managing your document versions:

TIP: If you decide on keeping 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.

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

TIP: When identifying your own versions and revisions, the use of dates or version numbers (or both) can be a very useful technique for identifying earlier and later versions in your own file system.

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 the journal abbreviation to denote a submitted version, or adding 'Final' with the journal abbreviation to denote an Accepted Version.