Open access rights retention

Pre-submission letter to Journal/Publisher

\_\_\_\_\_\_\_\_\_\_

Dear Journal editor/publisher,

The author(s) of this work are considering submitting a research article manuscript to [NAME OF JOURNAL] for consideration for publication. [If relevant: This research is funded by [FUNDER’S NAME].

The author(s), as original copyright holder(s) of the manuscript, will retain sufficient rights to use the Author’s Accepted Manuscript (AAM). The submitted manuscript will therefore contain the following statement to notify the publisher of this prior licence:

*“For the purpose of open access, a CC BY public copyright licence is applied to any AAM arising from this submission”.*

The author(s) will apply a CC BY licence to the accepted manuscript and will make it freely available without embargo.

The author(s) would appreciate clarity at the outset prior to submission on the below points.

1. Can you provide an assurance that the submission **will not** be rejected as a result of a statement above notifying the publisher of a CC BY or equivalent licence being applied to the AAM resulting from this submission? Please, indicate as applicable:

[ ]  Journal/Publisher will reject a submission on the basis of Rights Retention [ ]  Journal/Publisher **will not** reject a submission on the basis of Rights Retention

1. Please indicate that the below statement will apply **if this submission is accepted** for publication:

|  |  |
| --- | --- |
| [NAME OF JOURNAL/PUBLISHER] confirms that the author(s) will **NOT** be required to sign a contract that prevents a CC BY licence being applied to the Author’s Accepted Manuscript, or imposes any embargo on the sharing of the AAM | [ ]  |

We would appreciate reassurance on the above so that we can proceed with this submission.

[closing], **Author(s) name(s),** Date