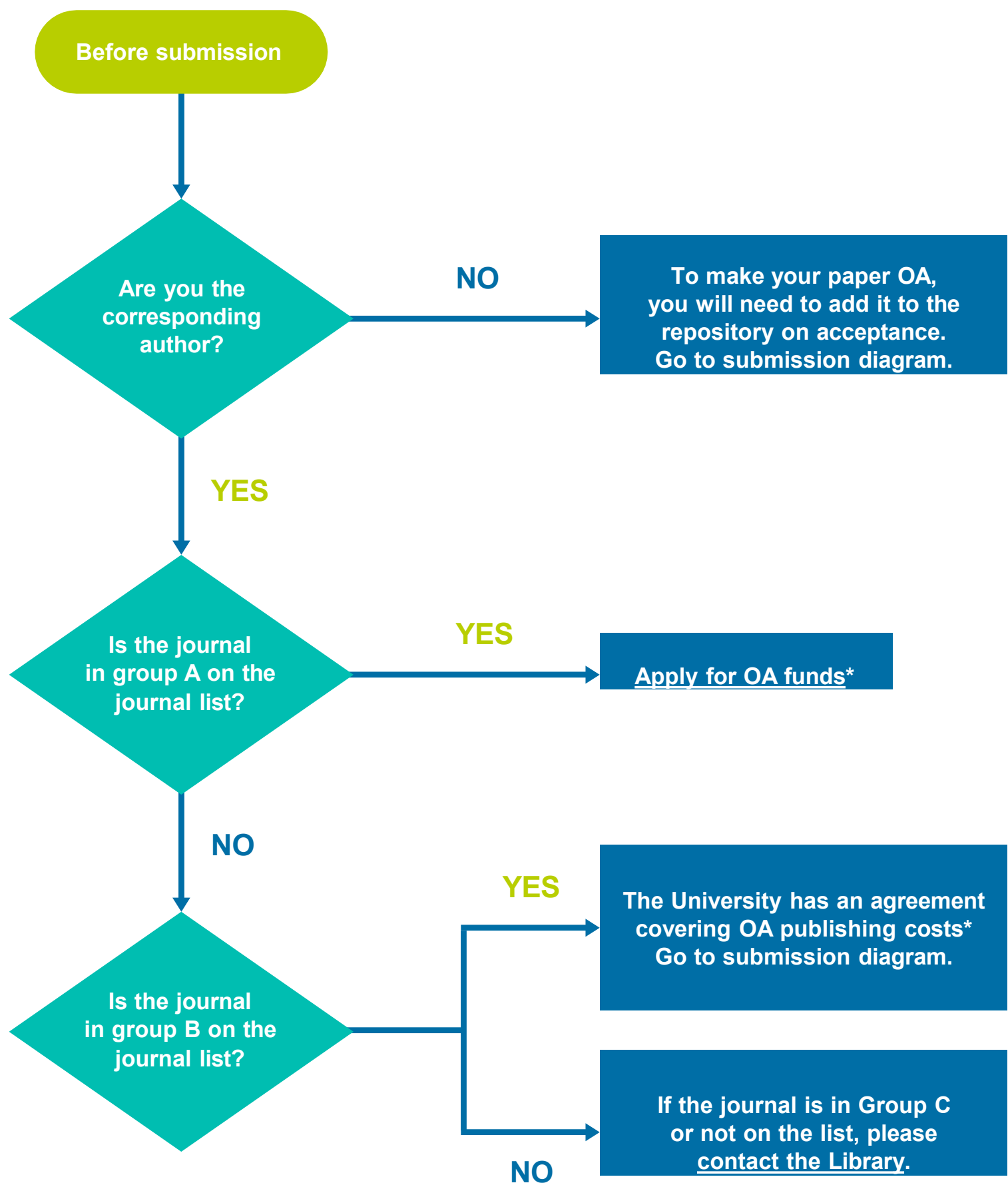**Follow the steps below, starting before submission, to ensure your paper is OA in line with requirements. In all cases, please deposit your Author Accepted Manuscript in the repository on acceptance.**

Before submission

Are you the corresponding author?

NO → To make your paper OA, you will need to add it to the repository on acceptance. Go to submission diagram.

YES

Is the journal in group A on the journal list?

YES → Apply for OA funds*

NO

Is the journal in group B on the journal list?

YES → The University has an agreement covering OA publishing costs* Go to submission diagram.

NO → If the journal is in Group C or not on the list, please contact the Library.

*OA funds and agreements do not cover page charges, colour/image charges, and any other costs not related to OA

Library and Learning Services
Open Research

UNIVERSITY OF SURREY

Follow the steps below, starting before submission, to ensure your paper is OA in line with requirements. In all cases, please deposit your Author Accepted Manuscript in the repository on acceptance.

Manuscript preparation and submission

1. Include your ORCID number
2. Use your Surrey e-mail address (this will help publishers verify if you are eligible for OA funds)
3. Include a data access statement

Does the journal apply page charges?

YES →

In your cover letter, add:

My University/funder does not support page charges. I wish to request a waiver for such charges.

NO ↓

Is the journal in group A or B on the journal list AND are you the corresponding author?

YES →

Acknowledge all funders. No other action now.

NO ↓

If the journal is in Group C and/or you are not the corresponding author... →

Is your research UKRI-funded?

YES ↓

To comply with UKRI, act on submission. Add the following to:
(a) the funding acknowledgement section of your paper;
(b) any cover letter/note
For the purpose of open access, the author has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising.

NO ↓

To make your paper OA, you will need to add it to the repository on acceptance.

Library and Learning Services
Open Research

UNIVERSITY OF SURREY

Follow the steps below, starting before submission, to ensure your paper is OA in line with requirements. In all cases, please deposit your Author Accepted Manuscript in the repository on acceptance.

Manuscript acceptance

1. Add your Author Accepted Manuscript to the repository

2. If you are also publishing OA:

On the journal platform...

If the journal indicates your paper Is covered by a Surrey agreement...

If the journal offers an OA option the Library has agreed to support...

Follow the journal's instructions to publish the paper OA

Follow the instructions you received from the Library on approval of your APC request, e.g. to raise the invoice or apply a discount

When prompted by the publisher, please choose the Creative Commons Attribution (CC BY) licence

Library and Learning Services
Open Research

UNIVERSITY OF SURREY