

# Step By Step Guide for Making Your Paper Open Access

## Step 1

Prior to submission, check the journal in which you want to publish and ensure it offers an open access option that complies with Arthritis UK policy. You can do this by using the SHERPA/RoMEO database, which provides information about journals' open access policies in relation to funders' grant conditions.

## Step 2

Ensure that the paper is attributed to Arthritis UK funding and the grant reference number is accurately cited. If the journal does not provide a template for this information we recommend you use the following wording: "This work was supported by Arthritis UK [grant number xxxxx]" .

## Step 3

Authors can comply with the Arthritis UK open access policy via several different routes, depending on the options offered by the journal of your choice:

- Publish in an open access journal. The publisher makes the paper freely available immediately on publication by publishing it on the journal website and depositing the final published version of your article into PubMed Central (PMC) or Europe PubMed Central (Europe PMC). This is known as "Gold" open access and publishers will charge an Article Processing Charge (APC).
- Publish in a journal that does not offer immediate open access but automatically deposits the accepted version of the manuscript into PMC/Europe PMC following a six-month embargo period. This is known as "Green" open access and usually there is no fee for this service.
- Self-archive your paper by depositing the accepted version of the manuscript into Europe PMC. This must be done as soon as possible and no later than six months after publication. This is also referred to as "Green" open access. Please note, a small number of journals do not allow this.

## Step 4

Publishing in an open access journal will normally incur an APC. Support for APCs is offered by direct application to Arthritis UK.

Please check with your Institution library if the University has any agreements in place with publishers to cover the APCs prior to applying to Arthritis UK.

If your research is supported by multiple funders, please see if the full or an equitable portion of the costs of the APCs can be met by one or more of the other funders.

### **Step 5**

For authors applying to Arthritis UK for support:

- Requests for support for the APC is available via our website **Open Access**. Please ensure you read all the guidance text therein to ensure compliance.
- If you have any questions regarding applying for support please contact [Awards@arthritis-uk.org](mailto:Awards@arthritis-uk.org).

### **Step 6**

Please inform us as soon as a paper is accepted for publication by emailing [researchliaison@Arthritis-uk.org](mailto:researchliaison@Arthritis-uk.org).