Self-archive in DiVA

– make a copy of a publication freely available in DiVA

By making a publication freely available (open access) in an institutional repository like DiVA the text will be accessible for a larger number of readers. Self-archiving can also be a way to comply with a funder´s policy for open access-publishing.

In many cases an author transfer his or her rights to the publisher. Therefore it´s important to check the policy of the publisher when self-archiving a text. Even if you keep the copyright, the license to publish may give the publisher the rights to disseminate the publication in different channels, both in print and digital form.

Step 1. Check the publisher's policy regarding self-archiving

There are different alternatives:

- Search for the journal title or publisher in Sherpa/RoMEO

- Check your rights as an author on the publisher's or journal's website (*Copyright, information for authors* etc.) or in the publishing agreement for the relevant publication

- Write a letter to the publisher and request a permission. See an example of wording in the end of this document.

Step 2. Use the right version of your publication

Your publisher's policy determines which version you can self-archive.

> **Accepted version** - The author-created version that incorporates changes after referee comments and is the version accepted for publication. It lacks the journal's/publisher's layout, pagination and logotype, but has the same content as the published version. (Called *Author´s Postprint* in SHERPA/RoMEO)
>
> **Submitted version** – The version that was submitted to a journal/publisher for peer review. This version does not incorporate changes after the referees' comments. (Called *Author´s Preprint* in SHERPA/RoMEO)
>
> **Published version** – The publisher´s version. (In SHERPA/RoMEO – *Publisher´s Version/PDF*)

Author's versions (Accepted version and Submitted version) that are self-archived in DiVA will be provided with a cover page with information about the published version.

See an example of a self-archived author version of an article in DiVA:
http://urn.kb.se/resolve?urn=urn:nbn:se:uu:diva-87096

What do the publishers say?
Most commonly the publishers allow self-archiving of the accepted or the submitted author's version. However, there are publishers that allow self-archiving of the published version and some publishers may send you a version of the text that can be used for self-archiving.

What do the funders say?
Most funders require that the results from research that they have funded should be published open access. To fulfil that requirement it is usually the accepted author version that can be self-archived, not the submitted version.

Step 3. Upload the text in PDF-format in DiVA

There are two alternatives:

- Send the pdf-file to diva-helpdesk@ub.uu.se for upload

- Upload the pdf-file in DiVA yourself

If your publication is already registered in DiVA, add the full text file to the existing record. Otherwise start by registering or importing the details of your publication to DiVA.

Upload your PDF file in the step *Upload files* in DiVA's registration form. Specify for journal articles and conference papers whether it is an *accepted, submitted or a published version*. You must select version to be able to upload the file.

If the full text file may not be made available until after a certain period (i.e. there is an embargo on it), select the alternative "Make freely available later" and give the date when the file may be freely available in DiVA.

Which version should be made available in DiVA? *
Are you unsure about which version you can make available - read more (popup) »
◯ Accepted version - the author-created version that incorporates referee comments and is accepted for publication
◯ Submitted version - the early author's version that has been submitted to the journal/publisher
◯ Published version - the publisher-created version

When should the file be made freely available? *
⦿ Make freely available now (open access)
◯ Make freely available later
◯ Only for archiving
Date:

When the file is uploaded – read and accept the publishing conditions.

Finish the upload by clicking "Continue" and then "Submit" if it is a new record in DiVA, or "Accept" if it is an existing record.

Example of wording when you ask the publisher for a permission to self-archive a publication:

Dear,

I am writing to ask for permission to self-archive a copy of my article/chapter *title of the work*, published in *publication name + vol, issue, pages*. The copy will be deposited in DiVA (uu.diva-portal.org), the institutional repository for Uppsala University.

Best regards,