OPEN ACCESS

Publication Process

1 Editorial Phase

- Inform Library of intention to publish
- Library provides author with relevant Open Access information for the journal where author intends to submit manuscript
- First draft submitted to publisher
- Peer Review
- Publisher requests changes
- Changes made, Final draft submitted

2 Legal Phase

- Journal requests Assignment/ Licence agreement
- Final Open Access compliance assessment
  - Open Access available
  - Open Access available via payment or embargo period
  - Open Access unavailable
    - Where appropriate, limited exclusivity rights granted
- CIP signs publication agreement
- Work published

3 Publication Phase

- Before publication, author forwards publishers' version of article along with relevant metadata to the CIP Library
- Published version of the article and relevant metadata are archived
- Library deposits appropriate version of article and metadata into CGspace-CIP
- Access to the article remains restricted until date of publication and/or end of embargo period, per publication agreement
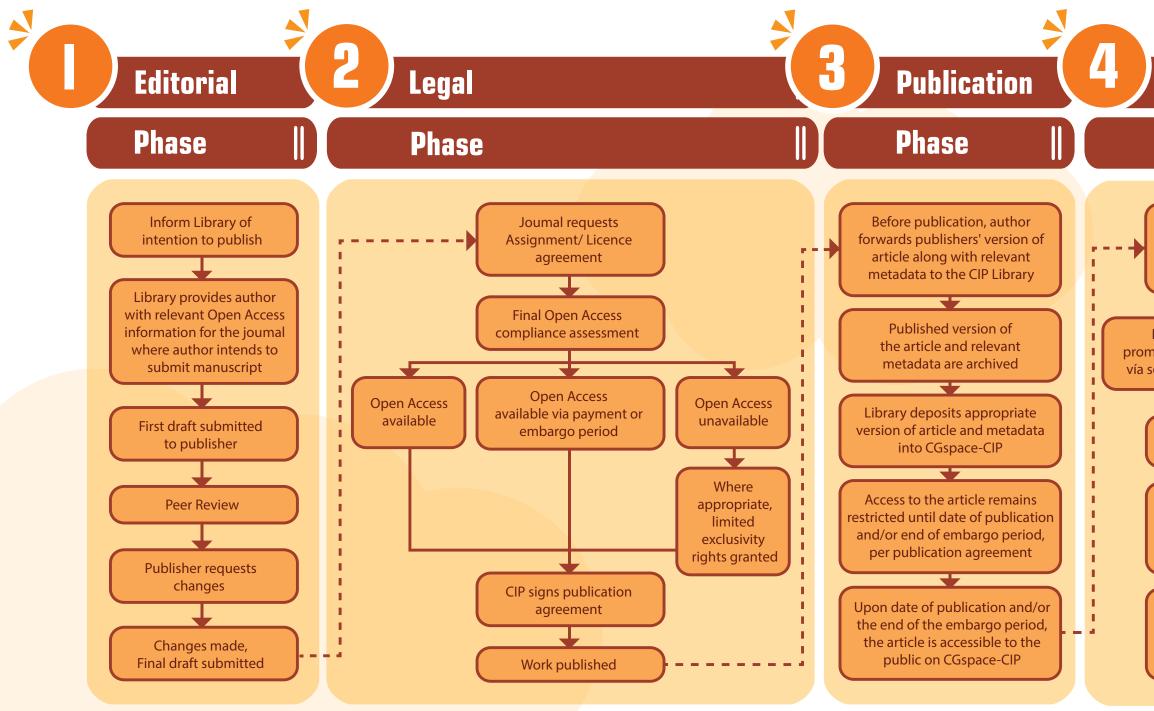- Upon date of publication and/or the end of the embargo period, the article is accessible to the public on CGspace-CIP

4 Post-Publication Phase

- Upon date of publication and/or the end of the embargo period, the article is accessible to the public on CGspace-CIP
  - Library promotes article vía social media
  - For selected articles, CPAD promotes article via blog posts
- Library monitors and reviews access data and other altmetrics
- Library regularly shares altmetrics/usage data with researchers, SOs, DCEs, and others within the organization
- Library enhances metadata as appropriate to encourage vísibility, discovery, and reuse of openly-accessible articles