

OPEN ACCESS POLICY

(for **journal articles** and **contributions in edited collections** published in **English**)

This policy is intended to comply with different national and European Union open access requirements. Please do not hesitate to contact us if you have any doubts or concerns that this policy would not enable you to fulfil the institutional or funding requirements of your project.

If you have any queries regarding our open access policy or would like to know about **open access for books**, please do not hesitate to contact Tom Scheirs (t.scheirs@intersentia.be).

1. JOURNAL ARTICLES

1.1. POLICY

To enable authors of articles published in Intersentia journals to meet open access requirements on institutional, national and European Union level, Intersentia supports authors in **self-archiving** their journal articles. This is often referred to as the **green route of open access publishing** and will facilitate open access without creating additional costs for the authors.

With an accurate reference to the source of first publication, this policy allows the author to deposit the article in the author's **institutional repository**. After an **embargo period of 12 months from the publication date**, the article may be made accessible and thus searched, read and downloaded without extra charges. The article may also be made available on the **author's personal website** under the same conditions.

Once the article is thus made freely available for the public, a **CC-BY-NC-SA licence**¹ applies. In this way, the content may be used but cannot be exploited for commercial uses. However, on demand and in agreement with Intersentia **other CC licences may apply where required**.

1.2. THE POLICY IN PRACTICE

1.2.1. *Where may I deposit the article?*

To make an article open access (via the green route) in most countries it is required to deposit the article in the author's **institutional repository** as self-archiving on a personal webpage might not preserve the article in the long term. However, both options are expressly possible under this policy.

1.2.2. *When may I deposit my article?*

National rules regarding the point in time to deposit the article differ. Under this policy the article may be deposited as soon as the editorial board has accepted it for publication **but subject to the embargo period** (see 1.2.3. below). Therefore it may be deposited in its peer-reviewed (but not yet copy-edited or typeset) form. However, if possible under the national rules **we encourage authors to deposit the final version of an article (peer-reviewed, copy-edited and typeset form) and also provide a PDF file of the published**

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version of the article (see also below 1.2.4.) that are automatically sent to you shortly before or after the publication date of the journal.

1.2.3. To what does the embargo period apply and how long has access to be delayed?

The embargo period applies to **all versions of the article** (the original version submitted to the editorial board or publisher, peer-reviewed, copy-edited or typeset version, etc.). The embargo period lapses **12 months after the date of publication**. It is the **responsibility of the author and the institutional repository to ensure that the deposited article is locked or protected** for the duration of the embargo period.

1.2.4. What files may I deposit in the institutional repository or my personal webpage?

Depending on the requirements and/or guidelines of the institutional repository of your choice you may either deposit a **Word file of your article** (version at submission or final peer reviewed and accepted version) or the **published version of your article** (copy-edited and typeset). Around the time the issue of the journal with your article is published, we will send you a PDF file of the published version of your article that should be used if you intend to upload the published version of your article.

1.2.5. How do I accurately reference the source of first publication?

Together with the PDF or Word file the following information should always be provided: **(expected) publication date and name of the journal, name of the publisher, a link to the journal's individual webpage and a link to Intersentia's website (www.intersentia.com)**.

2. CONTRIBUTIONS PUBLISHED IN EDITED COLLECTIONS

2.1. POLICY

Going beyond the requirement of open access for journal articles, Intersentia also allows authors in **edited collections published by Intersentia** to make their **published contribution available as green open access**.

With an accurate reference to the source of first publication, this policy allows the author to deposit their contribution published in an edited collection in the author's **institutional repository as soon as the edited collection is published**. After an **embargo period of 24 months from the publication date**, the contribution published in an edited collection may be made accessible and thus searched, read and downloaded without extra charges. The contribution published in an edited collection may also be made available on the **author's personal website** under the same conditions.

Once the contribution published in an edited collection is thus made freely available for the public, a **CC-BY-NC-SA licence²** applies. In this way, the content may be used but cannot be exploited for commercial uses. However, on demand and in agreement with Intersentia **other CC licences may apply where required**.

² See above note 1.

2.2. THE POLICY IN PRACTICE

2.2.1. *Where may I deposit the article?*

The contribution published in an edited collection may be deposited in the author's **institutional repository** or on the author's **personal webpage**.

2.2.2. *When may I deposit my article?*

The contribution published in an edited collection may be deposited **as soon as the edited collection is published**.

2.2.3. *When does the embargo period start and to what does it apply?*

The embargo period applies to **all versions of the contribution published in an edited collection** (the original version submitted to the editor or publisher, peer-reviewed, copy-edited or typeset version, etc.). The embargo period lapses **24 months after the date of publication**. It is the **responsibility of the author and the institutional repository to ensure that the deposited article is locked or protected** for the duration of the embargo period.

2.2.4. *What files may I deposit in the institutional repository or my personal webpage?*

On demand, we will send you a PDF file of the final and published version of your contribution. **Only this file may be used for open access**.

2.2.5. *How do I accurately reference the source of first publication?*

Together with the PDF file the following information should always be provided: **publication date and title of the edited collection, name of the editor(s), name of the publisher, a link to the edited collection's website and a link to Intersentia's website (www.intersentia.com)**.