

# How to publish peer reviewed articles Open Access at Leiden University

## BEFORE SUBMISSION

You want to publish Open Access because it

- Increases the visibility of your research and thereby your impact
- Helps you comply with funder requirements
- Helps you comply with the 100% open access policy of Leiden University

Know your requirements

Check your funder's requirements at

- [NWO](#) · [H2020](#) · [HorizonEurope](#) · [ERC](#)

A Journal Checker Tool ([journalcheckertool.org](http://journalcheckertool.org)) has been developed to check for PlanS compliancy.

Check the Leiden University Open Access policy:

1. We encourage you follow the gold route and upload the published version to the Leiden Repository.
2. If that is not possible and you do not have a funder that requires immediate Open Access, then you can follow the green route to upload the publisher's version under the Taverne license with a 6 months embargo after online publication or
3. You can upload a version of your manuscript that complies with your journal's policy.

**GOLD** = Publication is Open Access on the publisher's website

**GREEN** = Publication is Open Access in a university repository

## AT SUBMISSION

Gold and green, how to proceed?

### GOLD

Does Leiden University have a deal with the publisher? Check via the Journal Browser at [openaccess.nl](http://openaccess.nl)

YES NO

### GREEN

Check your journal's policy via the Journal Browser at [openaccess.nl](http://openaccess.nl)

Choose journal at [doaj.org](http://doaj.org). Does the journal have an article processing charge (APC)?

NO YES

Check the submission procedure for your journal via the Journal Browser at [openaccess.nl](http://openaccess.nl). Are you eligible?

YES NO

Can you pay the charges with your own funds?

YES NO

Can you apply for a waiver? Check with the journal

YES NO

Submit using your Leiden University affiliation and email address

Choose another journal

## UPON PUBLICATION

Register and upload your article

At the moment of publication, register in [LUCRIS](#) and upload your peer reviewed article in the Leiden Repository. Most funders policies require you to, but it's also a mandate of Leiden University. Your article is immediately shown on your personal page and findable by Google Scholar etc.

Is your publication Gold or can you make it Green?

### GOLD

### GREEN

Upload the publisher's version.

Do you have an employment agreement with Leiden University?

YES NO

Upload the publisher's version under the **Taverne license** with a 6 month embargo after online publication.

- Do you wish to check if your journal has a zero embargo policy?  
- Is the Taverne license no option for you?

TIP

TIP

Upload a version according the publisher's policy on [openaccess.nl](http://openaccess.nl) (Journal Browser)

Get an ORCID

Register, couple your [ORCID](#) to LUCRIS and promote yourself and your publications via Twitter/LinkedIn/ResearchGate or other social media of choice.



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