

Step by step guide for making your paper open access

Step 1

Prior to submission, check the journal in which you want to publish offers an open access option that complies with Arthritis Research 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 Research UK funding and the grant reference number 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 Research UK [grant number xxxxx]”

Step 3

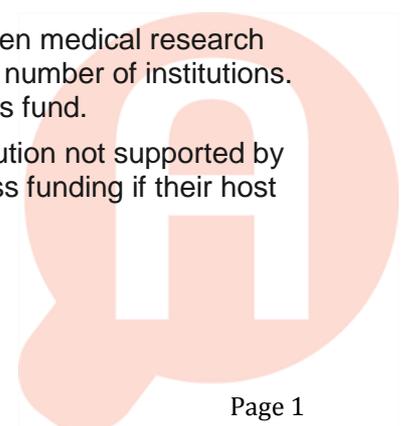
Authors can comply with the Arthritis Research UK open access policy via a number of different routes, depending on the options offered by the journal of your choice:

- 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 via two routes:

- The Charity Open Access Fund (COAF) is a partnership between medical research charities (including Arthritis Research UK) and is available to a number of institutions. Authors should apply through their host institution to access this fund.
- Authors funded by Arthritis Research UK but based at an institution not supported by COAF can apply direct to Arthritis Research UK for open access funding if their host institution is unable to meet the APCs.



You can check whether your institution is supported by COAF by visiting [the COAF page on the Wellcome Trust website](#).

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

Step 5

For authors eligible for support via COAF:

- Please contact your institutional administrator who can advise you on how to access the fund. You can find further details for your institution on the [COAF page](#) on the Wellcome Trust website.
- If you have any questions about the fund, please email: openaccess@wellcome.ac.uk

For authors applying to Arthritis Research UK for support:

- Please request support for the APC by logging into [Grant Tracker](#).
- If you have any questions about how to do this, please email: research@arthritisresearchuk.org

Step 6

Please inform us as soon as a paper is accepted for publication by emailing: research@arthritisresearchuk.org. This is important to ensure Arthritis Research UK has sufficient notice to arrange any publicity.

