Hosting, Sharing, and Archiving Policies

Hosting and Sharing Articles

Platforms such as scholarly collaboration networks, repositories, and preprint servers can host research published by *The Researcher* following the guidelines below:

- *The Researcher* follows the [STM Article Sharing Principles](#) and works with organizations aggregating and making available versions of articles published by researchers with *The Researcher*.

- Hosting platforms should develop and share [COUNTER compliant](#) usage statistics so that researchers and publishers have a full picture of how articles are shared and used

- Where commercial organizations seek to benefit from hosting versions of articles on their platforms, formal commercial arrangements should be made with *The Researcher*. Non-commercial organizations can host documents under the terms of this policy.

- Sites or repositories that provide a service to other organizations or agencies, even if those other organizations or agencies are themselves non-commercial entities, are considered to be providing a commercial service, and this service activity will also require a commercial arrangement with *The Researcher*.

Non-commercial platforms, organizations, and institutional repositories

Prior to publication

- Prior to publication, manuscripts can be hosted anytime, anywhere.

- If accepted for publication, then hosting organizations should link from the preprint to the formal publication.

Accepted manuscripts and published articles

- A research institution can host its employees' and students' accepted manuscripts immediately for internal institutional use or private scholarly sharing as part of an invited research collaboration or work-group. After a one-year embargo period passes the manuscript can also be shared publicly.

- Internal institutional use means use for classroom teaching and internal training at the institution (including use in course packs and courseware programs, but not in MOOCs), and inclusion of the manuscript in applications for grant funding.

- After the embargo period has passed, other non-commercial organizations can host the manuscript and can share it publicly.

- If you are affiliated with a library that subscribes to EBSCO, you have additional private sharing rights for research accessed under that agreement.

- Otherwise sharing is by agreement only.

Self-Archiving

Authors can share their accepted manuscript

<u>Immediately</u>

- via their non-commercial personal homepage or blog

- via their research institute or institutional repository for internal institutional uses or as part of an invitation-only research collaboration work-group

- directly by providing copies to their students or to research collaborators for their personal use

- for private scholarly sharing as part of an invitation-only work group on commercial sites with which Elsevier has an agreement

<u>After the one-year embargo period</u>

- via non-commercial hosting platforms such as their institutional repository

- via commercial sites with which *The Researcher* has an agreement

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In all cases, accepted manuscripts should

- link to the formal publication,

- bear a CC-BY-NC-ND license (read the "How to attach a user license" section to find out how)

- if aggregated with other manuscripts, for example in a repository or other site, be shared in alignment with our hosting policy, and

- not be added to or enhanced in any way to appear more like, or to substitute for, the published journal article

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How to attach a user license

The Researcher requires authors posting their accepted manuscript to attach a non-commercial Creative Commons user license (CC-BY-NC-ND). This is easy to do. On

the accepted manuscript, add the following to the title page, copyright information page, or header /footer: © YEAR. Licensed under the Creative Commons [insert license details and URL].

For example:

© <year>. This manuscript version is made available under the CC-BY-NC-ND 4.0 license http://creativecommons.org/licenses/by-nc-nd/4.0/

You can also include the license badges available from the Creative Commons website to provide visual recognition. If you are hosting your manuscript as a webpage you will also find the correct HTML code to add to your page