## Pre-submission letter to Journal/Publisher – template text

Dear Journal editor/publisher,

I am/We are considering submitting a research article manuscript to [NAME OF JOURNAL] for consideration for publication. [If relevant: My/Our research is funded by [FUNDER’S NAME].

As author(s) and original copyright holder(s) of the manuscript, I/we will retain sufficient rights to use my/our Author’s Accepted Manuscript (AAM) as I/we choose. As such, my/our submitted manuscript will contain the following statement to notify the publisher of this prior licence:

*“For the purpose of open access, a CC BY public copyright licence is applied to any AAM arising from this submission”.*

I/we will apply a CC BY licence to my/our accepted manuscript and will make it freely available without embargo.

To ensure that these conditions are fully understood, I/we would welcome responses to the two questions posed below.

1. Will the [NAME OF JOURNAL/PUBLISHER] desk reject my manuscript at submission as a result of a statement notifying the publisher of a CC BY or equivalent licence being applied to the AAM resulting from this submission being included in my/our text? Please, indicate as applicable:

[ ]  Yes [ ]  No

1. Please indicate which of the two statements below will apply if my submission is accepted for publication:

|  |  |
| --- | --- |
| * 1. [NAME OF JOURNAL/PUBLISHER] confirms that the author(s) will **NOT** be required to sign a contract that prevents a CC BY licence being applied to the Author’s Accepted Manuscript, and imposes any embargo on the sharing of the AAM, irrespective of the publishing model (gold OA or subscription) used to publish this article).
 | [ ]  |
| * 1. [NAME OF JOURNAL/PUBLISHER] confirms that the author(s) **WILL** be required to sign a contract that prevents a CC BY licence being applied to the Author’s Accepted Manuscript, and imposes an embargo on the sharing of the AAM, irrespective of the publishing model (gold OA or subscription) used to publish this article).
 | [ ]  |

As (a) potential contributor(s), I/we would appreciate your clarity at the outset prior to submission on this matter. A prompt response would therefore be appreciated so I/we can take a timely decision whether or not to submit my/our manuscript to this journal.

If I/we do not hear from you before DD/MM/YYYY, I/we will seek a different journal that will accept my/our manuscript under these conditions.

[closing], **Author(s) name(s),** Date

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