You want to publish your latest article in open access? Great idea! Here's how to do it.

First, check your funder's and your institution's **mandate** on open access and self-archiving

Full open access journal: all articles are available in open access and there is no subscription fee for readers.

Look for a journal that allows you to comply with these requirements

Hybrid journal: individual articles, on the author's request, are freely available on the journal's website from the moment they are published, while subscription to the journal as a whole is still subject to a fee.

Is it a **full open access** journal?

Is it a **hybrid** journal?

Make sure that it is indexed in the DOAJ or that it is not in Beall's list of predatory publishers

You want to publish in Gold Open Access

You want to publish in Green Open Access

Check how you'll pay for the **Article Processing Charges**, if any

The journal's self-archiving policy is incompatible with your funder's / institution's requirements

The journal's self-archiving policy is compatible with your funder's / institution's requirements

Check that it has an adequate **license** (e.g. Creative Commons)

Submit a **license to publish** (L2P) or an **addendum** to the copyright transfer agreement

Select the gold open access option when submitting your article or upon acceptance by the publisher

The L2P or addendum is rejected by the publisher

The L2P or addendum is accepted by the publisher

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