

Email sent to: gsecommunity@lists.stanford.edu
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From: Juan Pablo Alperin <alperin@stanford.edu>

To all students and staff,

The Stanford Graduate School of Education has now made history TWICE by passing the first School of Education Open Access Policy in 2008 and again in May when the [students passed the first ever student OA policy](#). The news of the student policy has been circulating widely [in social media](#) and will hopefully inspire others to follow suit.

Now it is time to **put the policies into action!** The policies express the collective *commitment* of both faculty and students to make as much of their research publicly accessible as possible. This is a lot easier than you think!

Below are some easy steps to complying with the policies:

For articles you've already published:

Chances are you can already upload them to the repository! Look up the journal in [Sherpa/RoMEO](#) to see if it allows pre-print, post-print, or publisher PDF archiving (it **almost certainly** allows at least one!). There's some easy colour coding:

If it is BLUE (allows Publisher PDF) upload the final **beautiful looking PDF** from the publisher (the one on the journal site)*

If it is GREEN (allows post-print) upload the final draft version (probably a word doc) *after the peer review* (add a header similar to [the one here](#))*

If it is YELLOW (allows pre-prints) upload the version *you submitted* for review (with the [same header](#))

*Note: Sometimes there is an embargo period, it would be listed in the Sherpa/RoMEO listing.

For articles you have submitted and are accepted:

Again, look up the journal in [Sherpa/RoMEO](#). If its BLUE or GREEN, wait until *after the peer-review* and then once it is accepted, upload the article to the repository (publisher PDF if its BLUE, the final version if its GREEN).

If it is YELLOW, you have a bit more work ahead of you. **Before** the corresponding author sends back the **copyright agreement** to the publisher, you must sign and send back the [author addendum](#). Most publishers will accept this, but some don't. If they do, you can treat it as a GREEN publisher. If they don't, you will have to waive out of the policy. Keep this in mind next time you want to submit to this journal (see below).

Before you submit to your next journal:

From now on, try to consider the spirit of the policy. While you can waive out, if a publisher says no, try to find a journal that is already GREEN or BLUE. Or, better yet! Publish in an [Open Access](#) journal. You can find a searchable list of over [9000 in the directory of open access journals](#) (DOAJ).

Remember, you've committed to make your *research and scholarship as widely and publicly available as possible!* Complying with the policy is not only a public service, it will also provide you with a **citation advantage**.

Uploading is easy!

Go to the [GSE Open Archive](#) and login with your SUNetID (link on left) Once you're logged in, you will find a link on the left to [Uploading Instructions](#).

If you have any questions, doubts, concerns, or simply need some help, do not hesitate to get in touch with me or with John Willinsky.

Congrats on taking this important step! Have a look at the [dozens of tweets](#) proudly advertising this important milestone. Help keep the momentum going by uploading some articles today!

Regards,

Juan Pablo