**Publication Process**

**1. Editorial Phase**
- Inform Library of intention to publish
- Library provides author with relevant Open Access information for the journal where author intends to submit manuscript
- First draft submitted to publisher
- Peer Review
- Publisher requests changes
- Changes made, Final draft submitted

**2. Legal Phase**
- Journal requests Assignment/Licence agreement
- Final Open Access compliance assessment
- Open Access available via payment or embargo period
- Open Access available
- Open Access unavailable
- Where appropriate, limited exclusivity rights granted
- CIP signs publication agreement
- Work published

**3. Publication Phase**
- Before publication, author forwards publishers’ version of article along with relevant metadata to the CIP Library
- Published version of the article and relevant metadata are archived
- Library deposits appropriate version of article and metadata into CGspace-CIP
- Access to the article remains restricted until date of publication and/or end of embargo period, per publication agreement
- Upon date of publication and/or the end of the embargo period, the article is accessible to the public on CGspace-CIP

**4. Post-Publication Phase**
- Upon date of publication and/or the end of the embargo period, the article is accessible to the public on CGspace-CIP
- Library promotes article via social media
- For selected articles, CPAD promotes article via blog posts
- Library monitors and reviews access data and other altmetrics
- Library regularly shares altmetrics/usage data with researchers, SOs, DCEs, and others within the organization
- Library enhances metadata as appropriate to encourage visibility, discovery, and reuse of openly-accessible articles

For more information on Open Access contact:

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