

Quick Reference - Open Access Policy and How to Opt Out

What is BU's opt-out open access policy?

- Under the policy, faculty members allow BU to make the accepted manuscripts of their scholarly articles publicly available. The policy was approved by University Council on February 11, 2015. The full text of the policy is available [here](#).

How does this work?

- Faculty members grant BU a non-exclusive license to the accepted manuscript of their article. This allows BU to exercise all rights under copyright to that accepted manuscript, as long as it is not for profit. Faculty authors retain *all* their rights to their articles.

What is the accepted manuscript?

- The version of your paper that incorporates edits from peer review, but before the publisher does copy-editing and layout. (Typically a PDF you create from a Word document.)

What articles fall under the policy?

- The policy applies only to scholarly articles (not books, book chapters, creative works, or popular articles) that were authored after the policy was adopted on February 11, 2015. No articles that you authored prior to February 11, 2015, or before you were employed at BU, fall under the policy.

Where are the articles made publicly available?

- BU makes accepted manuscripts publicly available in [OpenBU](#), our institutional repository where BU's intellectual and creative output is safely stored for long-term access and preservation.

How do I comply with the policy?

- To comply with the policy, provide a copy of your accepted manuscript for us to add to OpenBU. This is referred to as a deposit. You can make deposits through My CV; see the [Publications user guide](#) or [training video](#) for detailed instructions.

What if I don't want to make my article open access?

- When you deposit your article, you'll have an option to select an embargo period, or the period of time during which an article is not made openly available. You can choose to embargo your article indefinitely, which means that it will be preserved long-term in OpenBU, but it will not be publicly accessible.

What if I want to opt out?

- You can opt out on an article-by-article basis, by requesting a waiver. The waiver is granted automatically. For detailed instructions on requesting waivers through My CV, see the [Publications user guide](#) or [training video](#).