**At submission, include the** [**Rights Retention Statement**](https://www.gla.ac.uk/myglasgow/openresearch/openaccess/publicationscopyrightpolicy/) **in the manuscript (and in a** [**covering letter**](https://www.gla.ac.uk/media/Media_938770_smxx.docx) **if required)**

While the article is **in review**, read the publisher contract/licence to publish and any other documentation carefully to check it is compatible with the Research Publications and Copyright Policy

If you need any assistance contact research-openaccess@glasgow.ac.uk

**Upon acceptance, notify** **research-openaccess@glasgow.ac.uk**

**Your work will be freely available for anyone to read.**

**University of Glasgow Rights Retention workflow for authors**

Discuss the Rights Retention Statement with any co-authors

Include a [Data Statement](https://edshare.gla.ac.uk/1419/) in your manuscript

K

You can check policy in advance with the publisher, if you wish [[Template](https://www.gla.ac.uk/media/Media_938771_smxx.docx)]

**Useful links**

* Research Publications and Copyright Policy: <https://www.gla.ac.uk/myglasgow/openresearch/openaccess/publicationscopyrightpolicy/>
* Template emails to publisher:[Pre-submission](https://www.gla.ac.uk/media/Media_938771_smxx.docx) and [Submission](https://www.gla.ac.uk/media/Media_938770_smxx.docx)
* Open Access process at the University of Glasgow: <https://www.gla.ac.uk/myglasgow/openresearch/openaccess/openaccessprocessatglasgow/>

Please contact research-openaccess@glasgow.ac.uk with any queries.