



Guidelines for SAGE Authors

SAGE Journal authors are able to re-use their Contribution in certain circumstances without requiring permission from SAGE. It is important to check your signed Contributor Agreement and/or the submission guidelines for the journal to which you submitted your Contribution to review the journal's policy regarding author re-use.

Gold Open Access and SAGE Choice






If you wish to re-use an Open Access Contribution published under a Creative Commons License, please see **Re-use of Open Access Content** for more information.

Green Open Access Policy: SAGE's archiving policy

Most SAGE journals are published under SAGE's Green Open Access policy, which allows you, as author, to re-use your Contribution as indicated below.

VERSION OF CONTRIBUTION	DEFINITION
Original Submission (Version 1)	the version submitted by the author before peer review
Accepted Version (Version 2)	original submission to the journal with author revisions after peer review, often the version accepted by the editor (author accepted manuscript)
Final, Published Version (Version 3)	copy-edited and typeset proofs and the final published version

The chart below includes common requests and an explanation of which 'version' of the article can be used in each circumstance. A list of titles that are exceptions to this policy are included at the bottom of this document.

	I WANT TO	CLEARED PERMISSION	REQUIRES PERMISSION
On a Website 	Upload my Contribution to my institution repository or department website	Accepted Version	
	Upload my article to a repository NOT affiliated with my institution, 12 months after publication	Accepted Version	
	Upload my Contribution to a repository NOT affiliated with my institution, without an embargo period	Original Submission	
In Education 	Include up to one full Contribution in my unpublished dissertation or thesis	Final, Published Version	
	Supply my Contribution to my students or use the Contribution for my own teaching purposes	Final, Published Version	
With Other Organizations 	Supply my Contribution to a research colleague at an academic institution	Final, Published Version	
	Supply my Contribution to an organization for republication, distribution or a web posting	–	Yes
In a Book 	Republish my Contribution in a book I am writing or editing at any time after publication in the journal	Final, Published Version	
	Include my Contribution in a book edited or written by someone else	–	Yes
In a Journal 	Include or translate my Contribution within another journal	–	Yes

Green Open Access policy:

- You may share the Original Submission Accepted Version anywhere at any time.
- Once the Contribution has been accepted for publication, you may post the Accepted Version of the Contribution on your own personal website, your department's website or the repository of your institution without any restrictions.
- Twelve (12) months after the date of initial publication, you may arrange for the Accepted Version of the Contribution to be made publicly available in any repository or database in addition to those listed above (e.g. the repository of another institution, a subject repository or another database). Where a repository or database enables depositing of a manuscript with the ability to delay its public availability, you may deposit the manuscript at any time after acceptance with the condition that the manuscript is not made publicly available until 12 months after its publication in the journal.
- You may use the Final, Published Version for your own teaching needs or to supply on an individual basis to research colleagues, provided that such supply is not for commercial purposes.
- You may use the Final, Published Version in a book authored or edited by you at any time after publication in the journal. This does not apply to books where you are contributing a chapter to a book authored or edited by someone else.
- You may not post the Final, Published Version on a website or in a repository without permission from SAGE.

When posting or reusing your Contribution under this policy, appropriate credit must be given to the SAGE journal where the Contribution has been published, as the original source of the content, as follows: **Author(s), Article Title, Journal Title (Journal Volume Number and Issue Number) pp. xx-xx. Copyright © [year] (Copyright Holder). Reprinted by permission of SAGE Publications.** Additionally, please provide a link to the appropriate DOI for the published version of the Contribution on the SAGE Journals website (journals.sagepub.com).

Green Open Access Journal Exceptions

The following titles are exceptions to our Green Open Access policy. For the terms of re-use of Contributions published in these titles, please review the author re-use terms contained within your Contributor Agreement.

If you have further questions regarding the following titles, please contact the Permissions team at permissions@sagepub.com.

- *Administrative Science Quarterly*
- *California Management Review*
- *Foot & Ankle International*
- *Journal of Dental Research*
- *JDR Clinical & Translational Research*
- *Otolaryngology-Head and Neck Surgery*
- *Acta Radiologica*

Please contact permissions@sagepub.co.uk if you have further questions regarding *Acta Radiologica*.

Author Copies

If you are the corresponding author you will receive an e-print of your Contribution. Please see our [Author e-prints policy](#) for more information.

It is not SAGE's policy to provide PDFs of the published Contribution (final, published version) for posting on servers or depositing in institutional repositories.

However, you may update your own version of the article (original submission or accepted version) to reflect substantive changes to the content made during production and convert that article into PDF form.

Permissions Clearance

For advice on how to clear permission for material contained within a Contribution you intend to submit for publication in a SAGE Journal, please visit our Author Gateway [Copyright and Permissions FAQs](#).

