



Can I deposit my old publications in SERVAL?


Checklist

Would you like to deposit and make your old publications available in SERVAL? Use this checklist to find out if and how this is possible.

For articles

Have you assigned the rights to your publication? Do you have the right to deposit your publication in our institutional repository? If so, for which version and with which embargo?

- Check your publication contract.
- If you have not signed a contract, check the general conditions of the journal on [SHERPA/RoMEO](#), [Heloise](#), or finally on the review's website.
- If you cannot find the information, contact your publisher directly.
- Then submit your full text in SERVAL according to the conditions proposed by your publisher.

 In most cases, you will be entitled to submit the accepted version of the manuscript (peer-reviewed, but not yet formatted by the publisher) after a waiting period, or embargo.



For books

Have you assigned the rights to your publication? Do you have the right to deposit your publication in our institutional repository? If so, for which version and with which embargo?

- Check your publication contract.
- If you no longer have your contract, contact the publisher directly and negotiate the terms of the deposit.
- Then submit your full text in SERVAL according to the conditions proposed by your publisher.

 There are no standard conditions for the self-archiving of books in institutional repositories. It must be negotiated on a case-by-case basis.

ADDITIONAL RESOURCES

-  [Legal guide on copyright and open access.](#)
-  [Template letters for negotiating embargo periods for articles.](#)