

16/06/2022

[Publisher's Contact details]

.....
.....
.....

Subject: Request for self-archiving – Modification of the contract signed on [date of contract]

Dear Sir/Madam,

Your publishing house has agreed to publish the following document, of which I am the author/a co-author:

.....
.....

On that occasion, we signed a licence/transfer agreement on [insertion date].

The University of Applied Sciences and Arts Western Switzerland (HES-SO) actively supports free access to scientific and academic research information. Within this framework, it has created the ArODES Institutional Repository (<https://arodes.hes-so.ch>), whereby its respective researchers may self-archive the complete text of their publications. This project aims exclusively at circulating scientific information and has no commercial purpose.

Our goal is to develop our institutional repository with the highest respect for the various parties concerned, particularly the publishers with whom we wish to maintain our excellent working relationships. Indeed, our purpose is in no way to be prejudicial to the essential work you do in this regard, nor to deprive ourselves from the crucial contributions you make (peer reviewing, title awareness, etc.) but rather to provide additional access to the scientific and academic research production of our Institution. This should allow for greater exposure of these works, to the ultimate benefit of the authors and their institutions as well as the publishing houses which have agreed to publish them.

Furthermore, a new [Swiss national Open Access strategy](#) has been adopted in January 2017 and our main funding body, the Swiss National Science Foundation (SNSF), has updated its own [Open Access policy](#) to align itself with the national strategy. The SNSF, which has funded this work, now requires to self-archive a copy of every article in an institutional repository with a 6-month embargo.

It is for this reason that I am taking the liberty of requesting your authorization to make the complete text of the document mentioned above available online on our ArODES Institutional Repository with a 6-month embargo. The text could eventually include the publication references as well as a link to your website, which would help increase its visibility. I thank you in advance for completing and returning the attached amendment, preferably electronically. This document will not be made available online without your express consent.

Trusting that you will give my request careful consideration, I thank you in advance for your collaboration.

[Name and signature of the author]

.....
.....
.....

Modification of contract

between

[Author's contact details], hereafter named the « Author »

[Publisher's contact details], hereafter named the « Publisher »

The object of the present amendment is to modify and complete the contract signed on [date] between the Parties designated above regarding the publication of the work entitled :
[Citation]

The Parties consider that allowing broad access to scientific works is in the general interest. In consequence thereof, they agree by the present amendment that the Author may deposit his/her work on the HES-SO's Institutional Repository (<https://arodes.hes-so.ch>).

To this end, the Parties agree that the publication contract shall be modified to include the following clause regarding the copyrights granted in the licence :

"Notwithstanding the preceding clauses, the Publisher expressly authorizes the Author to make the work available on the ArODES Institutional Repository website (and on any other system which may replace or supplement the ArODES website for Open Access publications) :

from the moment of its publication
at the end of a 6 month prohibition

as a :

Publisher postprint (*version published with the publisher's layout and formatting*)
Author postprint (*final accepted and authenticated version, without the publisher's layout and formatting*)"

The present amendment is an integral part of the publication contract as defined beforehand. It will take effect on the date it is signed by the Parties.

Drawn up in [place] on [date]..... in as many original copies as there are Parties, each of which acknowledges having received an original.

The Author

[Signature]

The Publisher

[Signature]