

Institutional Repository Copyright Tips

Author Letter Template

When an author deposits a Journal Article, Book Chapter or Conference Paper into an Institutional Repository (IR) and a procedure for checking Copyright permissions is followed, it may be necessary to go back to the author and seek a different version of the paper (such as the author's own copy) if the publisher's version cannot be used.

The following template can be useful in seeking an alternative version of a work deposited to the IR:

Dear ****,

I have details of an article that you have published, that you or ePrints staff wish to add to USQ ePrints.

The publisher has specified that the final formatted published version of the article cannot be used, but that the author's personal version of the text of the final article (reflecting changes made in the peer review and editing process) must be used.

Could you please send me at <contact email address> your author's copy of the following article?:

- First Author's Surname, First name and Second Author's Surname, First Name (Year).
Article title. Journal Title, # [italicised](#), #-#. ISSN ****-****.

I look forward to your advice and to receiving the article,

Please contact me if you have any problems with this request.

Kind Regards,
