

## **Baylor University Press Policies for Institutional Repositories and Self-Archiving**

The below policies apply to Baylor University Press authors, editors, or contributors who wish to submit pre-print or post-print versions of their work to their institutional repositories or to “self-archive” pre-print or post-print versions in their *personal* online space (for example, post within a personal website or blog).

A pre-print is defined as a non-final (draft) version of the work. A post-print is defined as the final published version of the work.

The below policies will not apply for posting to third-party sites such as Academia.edu, SlideShare, ProQuest, etc., or for deposit in open access sites or publications. Authors, editors, or contributors who wish to post pre-prints or post-prints to such sites should contact the Press for permission.

Authors, editors, or contributors who are contacted about use of their work in a classroom setting, online course, or library reserve should always refer the requester to the Press. At no time should an author, editor, or contributor provide PDFs or other versions of a work in response to such requests.

### **Policy for Authored Books**

#### Institutional Repository and Self-Archiving – Pre-prints and Previous Versions

An author *may not* submit to institutional repositories or self-archive any pre-prints (drafts), whether of the full manuscript or of individual chapters, of material slated for publication by the Press. This policy ensures that the key ideas of the work are not disseminated prior to publication and protects the Press’ investment in the book as well as the intellectual property of the author.

The Press understands that authored works often evolve from conference papers, lectures, collaborations with fellow scholars, and in some cases, prior publications. If the material slated for publication by the Press has been significantly modified from previous versions, then an author may submit to an institutional repository or self-archive those *previous versions* (assuming the previous versions are not subject to restrictions). As a guideline, material slated for publication by the Press will be considered “significantly modified” if **25% or less** of its content comes from a previous version.

Example: An author might give a conference paper that evolves into a chapter of a Press monograph. If the chapter in the monograph has been significantly modified from the conference paper, the author may submit to institutional repositories or self-archive the conference paper without requesting permission from the Press. If the chapter has *not* been significantly modified from the conference paper, then the Press requests that the author not submit to institutional repositories or self-archive the conference paper, in order to protect the audience for the Press version.

The Press requests that authors label such previous versions as “working papers” and link the material to the Press version by including relevant publication details. See the below examples.

Example 1: A revised version of this conference paper will appear in chapter two of my book *Jesus Explained* (Baylor University Press, forthcoming in 2015).

Example 2: The ideas in this conference paper have been revised and expanded for chapter two of my book *Jesus Explained* (Baylor University Press, 2013).

Authors are encouraged to consult the Press on whether posting or self-archiving such previous versions could negatively affect sales of the Press version.

#### Institutional Repository – Post-print

No material from authored books may be posted to an institutional repository in post-print format. This protects the Press’ investment in the book and serves authors by ensuring that sales and royalties are protected.

#### Self-Archiving – Post-print

Authors may not self-archive post-prints longer than **five pages** without the permission of the Press, and posted material may not consist of the publisher-generated PDF without the permission of the Press. Authors are encouraged to quote or excerpt small selections of their work as part of online posts, blogs, interviews, etc. but should always include the publication details of the work.

Example: This blog post includes excerpts from chapter two of my book *Jesus Explained* (Baylor University Press, 2015).

### **Policy for Edited Volumes (Original Material)**

#### Institutional Repository and Self-Archiving – Pre-prints and Previous Versions

The Press often publishes edited volumes of original material from a number of different scholars. The Press understands that essays submitted for edited volumes often evolve from conference papers, lectures, collaborations with fellow scholars, and in some cases, prior publications.

If an essay to an edited volume has been significantly revised and expanded from previous versions before inclusion in the final Press volume, then a contributor to an edited volume may submit to an institutional repository or self-archive those previous versions (assuming the previous versions are not subject to restrictions).

It is often the case that essays for edited volumes are commissioned specifically for the Press (contributions to edited volumes generally fall under a Work-for-Hire arrangement, which assigns full ownership to the Press). If an essay is commissioned specifically for the Press and no previous versions exist, then drafts of that essay *may not* be submitted to institutional repositories.

If a contributor wishes to self-archive more than **500 words** of a pre-print of an essay that has been commissioned for a Press edited volume, he or she should contact the Press for permission.

#### Institutional Repository and Self-Archiving – Post-print

In most cases, three years after publication of the edited volume, contributors may submit to their institutional repositories or self-archive their essays. Contributors may not use the publisher-generated PDF without the permission of the Press.

For all post-prints, the following credit line must be included as the first page (i.e., the cover sheet) of the submission:

This essay was published as [complete bibliographic citation as it appears in the edited volume]. No part of this essay may be reproduced, stored in a retrieval system, transmitted, or distributed, in any form, by any means, electronic, mechanical, photographic, or otherwise, without the prior permission of Baylor University Press. For reuse, please visit the Copyright Clearance Center website ([www.copyright.com](http://www.copyright.com)) or contact Baylor University Press at 254-710-3164.

#### **Policy for Edited Volumes (Collections/Reprinted Material)**

Because edited volumes of collections/reprinted material are generally composed of either previously published material *or* material that has not been widely distributed (for example, transcriptions of newly discovered sermons or lectures), editors of such volumes should *not* submit or post pre-prints or post-prints of the collection at any point.

Editors of collections may quote small selections (**less than 250 words total**) of their introductions as part of online posts, blogs, interviews, etc. but should always include the publication details of the work.