BAR - Self-Archiving Guidelines

With over 3,700 titles, BAR Publishing offers the largest series of academic archaeology titles in the world. We are dedicated to publishing data-rich archaeological monographs for a global audience and recognise that the wide dissemination of research is of key importance to the archaeological community. All titles in the BAR series become part of the BAR Digital Collection which has expanded the visibility of the books globally and allows for text crawling.

The **exclusive publishing licence** (that is, the right for the material to be reproduced in any form) for all BAR publications is owned by the publisher **BAR Publishing**. This means that, whilst the **copyright** (intellectual property) remains with the **author**, the rights regarding any future reproduction and publication in any form remains with the publisher.

If you would like to reproduce any material from a BAR publication in a forthcoming publication or in any situation which falls outside of the scope of this document, please contact us and we will send you a copyright permission application form to complete with the details of your request.

If you have specific **Open Access** requirements for your publication, you can see information on our **OA publishing here**. We will be pleased to discuss OA options – or any other requirements you may have – via email to **editor@barpublishing.com**.

The following guidance outlines our policies regarding the self-archiving of BAR publications by their authors.

**On Contract (pre-publication)**

From this point, the Accepted Manuscript, or significant portions of the manuscript, e.g., multiple chapters, cannot be distributed or made available without our permission. The Accepted Manuscript is the final manuscript that has been submitted by the author and accepted by BAR for publication. The text has *not* been typeset or, in some cases when a professional copyeditor was hired, copy-edited.)

If the manuscript originated as a thesis and has been deposited in an online repository, please request a **24-month embargo** on this material. If the manuscript exists online anywhere it must now be taken down. If you anticipate or encounter any issues with this, please contact us.
On Publication

At this stage one of the following (whichever is the fewer pages/shorter) from the Accepted Manuscript, can be self-archived by the author. Either:

- One chapter of the book
  or
- 10% of the book

For example, if 10% of your book is 45 pages and one chapter is 15 pages, then the author is only allowed to post the 15-page chapter.

The Accepted Manuscript material can be reproduced in:

- An institutional repository
- A non-commercial subject repository
- An academic social media site (e.g., Academia.edu; ResearchGate, etc.)
- A personal non-commercial web page (e.g., faculty website)

This material must provide a link to the DOI of the published version, and be accompanied by the following text:

‘This is an Accepted Manuscript version of a chapter published in [Title] by/edited by [Author/Editor], published by BAR Publishing. This version is free to view and download for personal use only. It cannot be reproduced in any form without permission of the publisher. The full text is available here: [INSERT DOI]’

These guidelines apply across the whole book, so editors of multi-author volumes must ensure that their contributors are not each publicly archiving their own chapters. Only a single chapter or 10% of a multi-authored volume can be self-archived in total.