## Instructions to Reserve Rights by Adding Text to Publisher Agreements to allow for Open Sharing:

Adding a brief statement to the publisher agreement in lieu of attaching an addendum can be sufficient to reserve the rights you need to share your work openly. Simply sign your name on the publication agreement with the added text next to your signature, "subject to the additional provision". Then add the brief text.

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## How to use the Author's Addendum or Short Text:

- 1. Choose the preferred addendum or text you wish to use.
- 2. If you choose to use the Author's Addendum, fill in the name of your article, the journal name, the authors' names, and the publisher's name, as indicated.
- 3. Sign and date the Author's Addendum.
- 4. Sign and date the publisher's agreement. Immediately below your signature write: "Subject to attached Addendum."
- 5. <u>If you choose to simply add the brief text from above</u>, next to your signature and/or initials write, "subject to the additional provision." Add the brief text from above near your signature.
- 6. Keep a copy of the documents (the publisher's form, your amendments or addendum) for your records.
- 7. Submit to publisher the required documents.

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