**Instructions to authors for use of UMass Boston Amendment to Publication Agreement**

Step 1: Sign your publisher’s copyright transfer or publication agreement when you submit your final manuscript for publication with the following statement written above your signature:

***“subject to attached amendment”***

Step 2: Attach this amendment (next page) with the information filled in and your signature on the bottom.

Step 3: Send both to publisher. Do not include this instructions sheet.

*Note: If an author wishes, at any point, to waive application of the license for a particular article or delay access in ScholarWorks for a specified period of time due to publisher requests, etc., the guidelines put forth in UMass Boston’s Open Access Policy allow an author to do so, no questions asked. Simply email* [*library.uasc@umb.edu*](mailto:library.uasc@umb.edu) *to inform a ScholarWorks administrator of your decision and, if you’d like, offer a reason for your decision (publisher request, etc.).*

*To help assess the success of UMass Boston authors using the amendment,*

*please also follow these additional steps:*

Step 4: Email the addendum to [library.uasc@umb.edu](mailto:library.uasc@umb.edu), or send a copy to the FAX number on the bottom of the agreement. (This will allow UMass Boston to gather aggregated data about use. Data about individual uses will not be shared.)

Step 5: Please give us any feedback that you receive from the publisher, by emailing [library.uasc@umb.edu](mailto:library.uasc@umb.edu).

*If you would like support when a publisher asks questions or raises objections about*

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*Digital Archives and Outreach Librarian and ScholarWorks administrator,*

*at* [*andrew.elder@umb.edu*](mailto:andrew.elder@umb.edu) *or 617-287-5944.*

**AMENDMENT TO PUBLICATION AGREEMENT**

1. This Amendment hereby modifies the attached Publication Agreement concerning the following Article:

(manuscript title)

(journal/book name)

1. The parties to the Publication Agreement and to this Amendment are:

(the “Author”) and (the “Publisher”).

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(corresponding author on behalf of all authors)

Date Date