

## Instructions for the Use of the EPFL Author Amendment to Publication Agreement

This AMENDMENT is a legal instrument that modifies the publisher's Copyright Transfer Agreement authors are required to sign in order to have their work published.

Adding this amendment to your publisher's agreement enables you to request for an extension of some rights (e.g. to retain your rights to distribute and to reuse your works as well as to allow others to reuse). Since the modification is subject to the publisher's approval, the only submission of the addendum does not guarantee any modification. Moreover, the use of the addendum does not prevent from an extensive reading of the contract.

Some publishers insist that authors sign an online, electronic publishing agreement that is not amendable. Authors should request that an agreement be sent to them by (e)mail.

Such request should in no way affect their chances of their manuscript being accepted for publication (so far, the Library has not heard of any case where a publication was rejected because an amendment to the copyright agreement was submitted by the authors). Authors can also discuss the amendment to their contract with their publisher or editor.

**STEP 1:** Sign your publisher's copyright transfer or publication agreement upon submission of the final manuscript with the following statement written above your signature:

**"Subject to attached amendment"**

**STEP 2:** Attach the amendment after filling the information and adding your signature. Send it via email or by post to the publisher.

**STEP 3:** In order to keep a track of the use of the EPFL amendment, you are strongly encouraged to send a copy of your signed amendment to the Library at [publish-support.bib@epfl.ch](mailto:publish-support.bib@epfl.ch) and give any feedback that you receive from the publisher. Contact the Library staff at the same address if a publisher is unwilling to accept the Amendment and you would like to receive assistance.