This tree diagram outlines the UIC procedure for complying with the Policy on Open Access to Research Articles at the University of Illinois. See the Procedures and the Policy documents for more details.

1. **Manuscript is complete and ready to submit to a Journal.**

   - A non-exclusive license is granted to the University of Illinois for the purpose of making the publication available in INDIGO. You continue to own your copyright. [see policy for details]

2. **Submit manuscript to journal as usual and sign the publication agreement when requested.**

3. **Waiver**
   - In rare instances, the publisher requires a waiver of the non-exclusive license granted U of I. In these situations, or if you desire a waiver for your article, Request a Waiver.

4. **Your article is published.**
   - Once the article is published, three methods are available to meet compliance.

   - **Article not yet openly accessible**
     - University Library will upload in INDIGO.
     - If the journal is indexed in Scopus or Web of Science, you be contacted requesting the final peer reviewed manuscript. Reply to the email by attaching the manuscript and Library staff will upload the article into INDIGO.

   - Upload the article yourself in INDIGO.
     - If the journal is not indexed in Scopus or Web of Science, upload the article into INDIGO yourself. Or email uicindigo@gmail.com with the manuscript and complete citation, and library staff will upload the article into INDIGO.

   - **Article already OA**
     - Article uploaded in another OA repository or OA Journal
     - You do not need to do anything further.