

Librarian toolkit email templates: Read & Publish

Use these email templates to build awareness about the support you offer.

Feel free to edit to suit your requirements, or simply copy and paste the text into a new email message, fill in the *[missing information]* and send.

Email 1 of 2

Subject line: Support for open access chemistry research

Template message:

Dear *[Name]*

Use the Read & Publish scheme to meet your open access targets

It's very important to us that you can easily access the research you need to support your own work, and that you have as much choice as possible over where to publish open access (OA).

We are part of the Royal Society of Chemistry's Read & Publish initiative, which means two things:

1 Everyone at *[name of institution]* can search and download any article from the entire RSC journal portfolio, providing instant access to a rich knowledge base spanning the chemical sciences and related subjects.

2 Corresponding authors wishing to publish gold open access in a Royal Society of Chemistry hybrid journal – subscription journals that publish OA articles – can do so with all article processing charges covered.

[Optional paragraph] Our Read and Publish deal is capped at *[x]* OA articles per year on a first come, first served basis. You can check how many articles we have remaining by *[method, eg emailing me, visiting our intranet page]*.

To find out more about Read & Publish and how to use it, visit *[link to your intranet page]* or speak to *[name and job title of contact]*.

With best wishes,

[Sign off name]

Email 2 of 2

Subject line: Make publishing open access your first choice

Template message:

Dear *[Name]*

Royal Society of Chemistry journals offer high quality, rigorously reviewed homes for the latest research in the chemical sciences and related disciplines.

You can already choose to publish gold open access in any RSC subscription journal because of their hybrid format. Now that we are part of the Royal Society of Chemistry's Read & Publish scheme, as a corresponding author you can do this easily, and without paying an article processing charge.

Those of you looking to publish in one of their fully open access journals can do so at a 15% discount.

If you would like to read more research published in RSC journals, we also have access to every article in the collection.

[Browse the portfolio now](#), or to learn more about Read & Publish, contact *[include contact details here]*.

[Optional paragraph] Our Read and Publish deal is capped at *[x]* OA articles per year on a first come, first served basis. You can check how many articles we have remaining by *[method, eg emailing me, visiting our intranet page]*.

With best wishes,

[Sign off name]