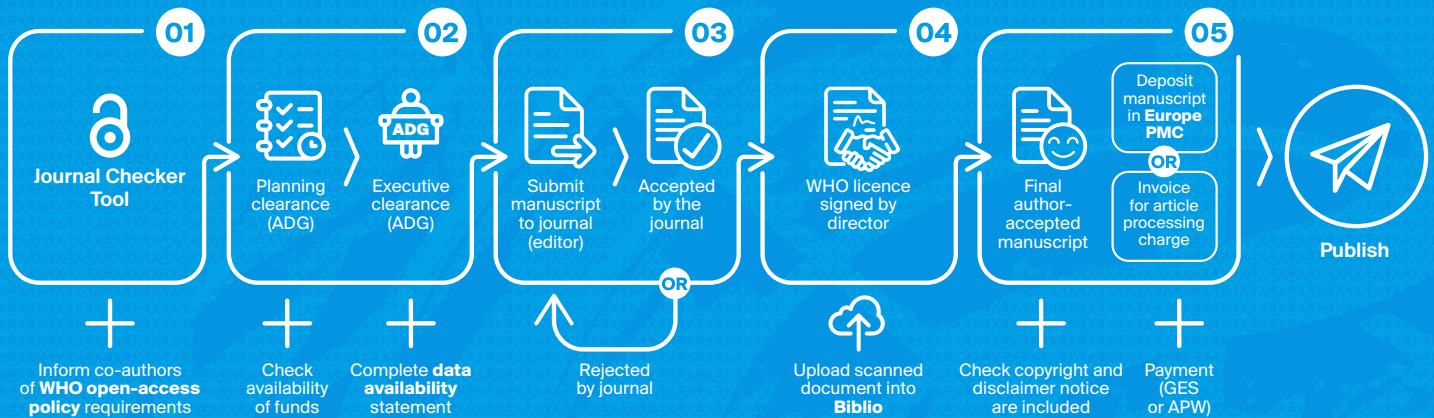


Guide to publishing articles in external journals



World Health Organization



01 Check your journal is compliant

- Go to journalcheckertool.org. Under “Journal”, enter the journal title. Under “My funder”, enter “WHO”. Under “My institution”, check “No affiliation”.
- If the journal is “non-compliant”, you will need to find an alternative journal (see [copyright and WHO](#)).
- If you are a co-author on an external paper, inform your external co-authors that you are required to comply with the [WHO open-access policy](#).

02 Funds check

- In addition to [planning clearance](#), most open-access journals charge authors an article processing charge (APC), so you need to check that your department has the funds available to cover the costs.
- Authors may need to provide a data availability statement within their manuscript (see Information Note [01/2021](#)). This should be included before the article is submitted for executive clearance.

03 Submit your manuscript

- When you submit the manuscript, identify yourself as a WHO staff member.
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- Upload your data to an open repository, such as [Figshare](#).

04 Publisher licence agreement

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- The licence should be signed by your director.
- Send the signed licence to the journal.
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05 Author acceptance stage

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- If you have selected to pay an article processing charge, you will receive an invoice that will need to be paid before the article is made available in Europe PMC (see [FAQ on publishing articles in journals](#)).

Questions?

For any queries related to the above steps, please contact us via openaccess@who.int
Additional information about WHO’s publishing policies can be found at <https://emanual.who.int/p08/Pages/home.aspx>