

OPEN ACCESS PUBLICATION POLICY

June 2016

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<http://policies.docstore.port.ac.uk/policy-066.pdf>

Summary

What is this document about?

The requirement to make publications written by staff at the University of Portsmouth open access.

Who is this for?

University of Portsmouth staff.

How does the University check this is followed?

The validation process is managed by The Library.

Who can you contact if you have any queries about this document?

Liz Brindley (Research Outputs Manager, The Library) and Alan Thorne (Associate Dean for Research, Science Faculty, and Open Access Champion for the University).

This policy should be read in conjunction with Open Access information page on the Library website at <https://library.port.ac.uk/openaccess.html> and the RCUK Policy on Open Access and Supporting Guidance at <https://www.ukri.org/wp-content/uploads/2020/10/UKRI-020920-OpenAccessPolicy.pdf>

1. Definitions

Capitalised terms in this Policy are intended as follows:

- 1.1. **Output:** A peer-reviewed paper published in a journal or conference proceedings.
- 1.2. **Post-print:** The 'full-text' version of the Output that has been accepted for publication after the peer-review changes have been incorporated. However, it does not typically include the publisher's own formatting. The file type must allow electronic searching within the text.
- 1.3. **Author:** A person who has contributed to the research and writing of the paper, and therefore whose name is listed as an 'author' on the Output.
- 1.4. **Institutional Repository:** The University's online archive of academic output, which is currently provided through the Pure system.

2. Principles

- 2.1. The University of Portsmouth is committed to ensuring that the Outputs of its research can be accessed readily.
- 2.2. We believe that maximum visibility and accessibility can be achieved through unrestricted online access, and we support the ambition of major research funders to allow access to research Outputs to the widest possible community.
- 2.3. The University will continue to support and enhance its Institutional Repository as a mechanism for recording details of all Outputs published by Authors, and a means for making Post-prints openly available online.
- 2.4. The University's preferred choice of route to open access is by making the Post-print of a published Output accessible through the University's Institutional Repository.
- 2.5. The University recognises the importance of subject repositories, and encourages Authors to use them when appropriate. However, Outputs **must also** be deposited in the Institutional Repository, as this allows the University to promote and manage its Outputs, including monitoring the REF submission and other funder reporting requirements.

3. University of Portsmouth's Open Access Publication Policy

- 3.1. From 1st January 2014, as soon as an Output is accepted for publication, Authors are responsible for the addition of the following to the University's Institutional Repository:¹
 - i) bibliographic information (metadata) describing the Output, for example Authors, title, journal, abstract and **full** acceptance date;
 - ii) the Post-print version of the Output, respecting the publishers' copyright permissions.
- 3.2. Authors must use the following standardised institutional affiliation in all research Outputs: University of Portsmouth (plus departmental affiliation, etc).

¹ *The RCUK Policy on Open Access and Supporting Guidance requires outputs to be deposited as soon as possible after the date of acceptance (as given in the acceptance email/letter) and not later than three months after this date.*

- 3.3. Where research is funded through an external grant, Authors must acknowledge the source of grant funding associated with a research Output and comply with the funders' policies relating to open access and research data management.²
- 3.4. Upon publication of the Output, the Library will update the bibliographic information in the Institutional Repository, such as page numbers and publication date. The Library will also set any embargo period that the publisher requires.³

4. Background information: routes to open access

There are two primary ways of making research publications open access:

- 4.1. An Author publishes and self-archives a copy of the final peer-reviewed text in an institutional or other online repository, where the Output is freely available, either immediately or after the expiry of an agreed 'embargo' period. This is sometimes known as the 'Green' route to open access.
- 4.2. An Author publishes in an open access journal, or in a subscription journal with an open access option (also known as a 'hybrid' journal). In these cases, an Article Processing Charge (APC) will normally be levied, and the journal makes the articles freely available online on the journal's website immediately on publication. This is sometimes known as the 'Gold' route to open access. These Outputs can then also be made available through an institutional or other online repository.

² *UK Research and Innovation (UKRI) research councils funded research must include both the research council name and the full grant number.*

³ *RCUK Policy on Open Access and Supporting Guidance states embargo periods should not exceed:*

- 12 months for REF Main Panels A and B
- 24 months for REF Main Panels C and D

Note: *Maximum permitted embargo periods for other research funders (e.g. UKRI research councils) may be shorter.*

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