

Abertay University Open Access Publications' Policy

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Version Control Table

Version number	Purpose / Changes	Author	Date
1.1	Updated weblinks following introduction of Pure and new intranet	Noelle McDougall	30/10/17
1.2	Updated web link to UKRI and renaming of the former thesis submission form	Noelle McDougall	15/8/2018

Abertay University Open Access Publications' Policy

Introduction

'Open Access' refers to unrestricted, online access to the published findings of research. It aims to make the findings of academic research available electronically, immediately, without charge and free from most copyright or licensing restrictions. Governments and research funders - nationally and internationally - have recently encouraged a move towards open access. This has developed from a view that the freedom to access and use research outputs has considerable benefits for authors, researchers, funding bodies and the wider higher education sector.

Funder requirements

Following extensive consultation, the four UK higher education funding bodies introduced an open-access requirement¹ in the post-2014 Research Excellence Framework. The policy states that, to be eligible for submission to the post-2014 REF, authors' final peer-reviewed manuscripts must be deposited in an institutional or subject repository on acceptance for publication. Deposited material should be discoverable, and free to read and download for anyone with an internet connection.

Other funders have also adopted Open Access Policies, including the UKRI research councils², the Wellcome Trust³ and the European Commission.⁴

Policy

The policy is designed to help authors meet funder requirements and to maximise the visibility, usage and impact of the University's research outputs:

1. The University supports both Gold and Green Open Access⁵ publishing and the University's research portal⁶ will continue to serve as a **single point of public access to all of the University's research outputs** whether full-text or as a citation depending on the relevant publisher policies.
2. The University acknowledges that authors are free to publish in the most appropriate venue whilst complying with any funder open access requirements.
3. The primary responsibility for ensuring that research outputs are published open access and that all funder requirements are met lies with the individual researcher.
4. The University recognises the need to maintain awareness of evolving funder requirements and sectorial approaches regarding open access to research outputs.

¹ <http://www.hefce.ac.uk/pubs/year/2014/201407/>

² <https://www.ukri.org/funding/information-for-award-holders/open-access/open-access-policy/>

³ <http://www.wellcome.ac.uk/about-us/policy/spotlight-issues/Open-access/index.htm>

⁴ <http://ec.europa.eu/research/swafs/index.cfm?pg=policy&lib=science>

⁵ Gold open access equates to publication in an open access journal. Green open access refers to the practice of depositing articles in an institutional or subject-specific repository.

⁶ <https://rke.abertay.ac.uk/>

Practice

1. Researchers must deposit the final author accepted manuscript⁷ of all peer reviewed journal articles and conference papers in Pure⁸ (subject to publishers' restrictions) as soon as they are accepted for publication.
2. The simplest method for deposit is for the author to email repository@abertay.ac.uk on *notification of acceptance for publication* with the rest of the process being conducted on behalf of the author by library staff. However, authors can also self-deposit by logging directly into Pure.
3. Researchers should also deposit other forms of research outputs in Pure, such as monographs, book chapters, reports, working papers, exhibitions, video and audio representations.
4. Library staff will check publishers' self-archiving and copyright policies before making the full text of any publication open access. Copyright policies for other material will also be checked before these are made available to the public.
5. Where publisher or other restrictions prevent the deposit of the full-text version of published research in Pure a metadata record will be created.
6. Where there are no embargoes, the outputs of published research deposited in Pure must be made open access within 3 months of the publisher's acceptance date. For deposits where the embargo period has passed, outputs must be made open access immediately after the last day of the embargo period.
7. Research students will deposit an electronic version of their final PhD or MbR theses in Pure. [The Thesis Embargo Request Form](#) will be used to notify library staff of any embargo periods, restricted access or redacted thesis deposit. Embargo periods for 'publications pending' will be set at 18 months maximum. If an extension is required, it is the responsibility of the researcher to email repository@abertay.ac.uk to request an extension before the embargo period has passed.
8. Funded research should include an acknowledgement of any funding and should include the funder's name and grant number. A statement on how any underlying data can be accessed must be included where this is required by the funder.
9. Authors should use a standardised institutional affiliation 'Abertay University' in all research outputs.

Support

Open Access support and further information is available from the library intranet pages⁹ and from library staff. Email: repository@abertay.ac.uk

All items deposited in the Pure will be checked by library staff for:

- Accuracy;
- Compliance with publishers' self-archiving and copyright permissions;
- Compliance with the HEFCE open access policy.

⁷ The author accepted manuscript is the version of record after peer review but before any publisher formatting or copyediting changes.

⁸ <https://rke.abertay.ac.uk/admin/>

⁹ <https://intranet.abertay.ac.uk/research/open-access/>