

Open Access Publication Policy Summary

What is this Policy about?

The requirement to make publications written by staff at Teesside University open access.

Who is the Policy For?

Teesside University Staff

How does the University check this Policy is followed?

The validation process is managed by Library & Information Services. (L&IS)

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

Jane Aiken (Assistant Director (Collections & Resources), L&IS)

This summary should be read in conjunction with the full Teesside University Open Access Publications Policy Document available on TeesRep <http://tees.openrepository.com/tees/> and HEFCE's Policy for Open Access in the Post 2014 Research Excellence Framework at http://www.hefce.ac.uk/media/hefce/content/pubs/2014/201407/HEFCE2014_07.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
- 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. To comply with HEFCE requirements 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.

2. Principles

- 2.1 Teesside University 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 choice of route to open access is by making the Post-print of a published Output accessible through the University's institutional repository, TeesRep.
- 2.5 The University has had an arching mandate since September 2010 which underpins the HEFCE Policy for Open Access in the Post 2014 Research Excellence Framework.

¹ HEFCE's 'Policy for Open Access in the Post-2014 Research Excellence Framework' includes conference proceedings with an International Standard Serial Number (ISSN), but not those with an International Standard Book Number (ISBN).

3. Teesside University's Open Access Publications Policy

- 3.1 From 1st May 2015 In order to conform to HEFCE Policy as well as the Teesside University Archiving Mandate, Authors are required to add the following to TeesRep:

Upon acceptance of an Output for publication:²

- i) Bibliographic information (metadata) describing the Output, for example Authors, title, journal, abstract and acceptance date:
- ii) The Post-print version of the Output (the file type must allow electronic searching within the text), respecting the publishers' copyright permissions.³

Additionally, upon publication of the Output:

- iii) Authors must complete any additional bibliographic information, such as page numbers and publication date;
- iv) If the publisher specifies an embargo period,⁴ then the Post-print should be set to become visible after the embargo period has expired. The start and end dates of the embargo period should be recorded.

- 3.2 Authors must use the following standardised institutional affiliation in all research Outputs: Teesside University (plus Institute affiliation, etc.).

- 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.

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.

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² HEFCE's 'Policy for Open Access in the Post 2014 Research Excellence Framework' 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 Typically publishers do not permit the Post-print version to be publicly accessible prior to the publication date, at the earliest.

⁴ HEFCE's 'Policy for Open Access in the Post-2014 Research Excellence Framework' 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. RCUK) may be shorter.