



Arts University Bournemouth Open Access Policy

(updated July 2020)

1.0 Introduction

- 1.1 Open Access publishing means publishing in a way that makes information freely available to the end user in an online form, normally with fewer licence and copyright restrictions than in some traditional forms of publishing.
- 1.2 There is a lot of evidence that publishing work via Open Access leads to higher visibility and higher citation rates. It is also increasingly a requirement from funding bodies that in the future journal articles and conference papers will have to be available via Open Access to be considered in the next Research Excellence Framework, REF 2021.
- 1.3 Arts University Bournemouth is committed to ensuring that academic research is made available via Open Access because the value and utility of research outputs increases the more widely available they are.
- 1.4 Research outputs are defined as published or presented results of research undertaken at the University. These may include, but are not limited to, original journal articles, books, published conference papers, designs and exhibitions, media presentations, performances, and artefacts. Research outputs will normally have been subject to some form of peer review.

2.0 Types of Open Access

- 2.1 There are a number of different forms of Open Access, but the two that are most commonly mentioned are Green and Gold Open Access.
- 2.2 Green Open Access – normally involves depositing in a Repository the author's final version of an article i.e. the version after peer review but before it is typeset. Green Open Access sometimes involves an embargo before the Open Access version is made available. There is no charge associated with this form of Open Access.
- 2.3 Gold Open Access – this makes the final published version of the article immediately available. In many cases this will involve a payment of an article processing charge (APC) which can range from a few hundred to a few thousand pounds. Certain types of outputs created with funding from one of the Research Councils are normally required to be made available as Gold Open Access.

3.0 Requirements for post-2014 REF

- 3.1 HEFCE announced a new policy on Open Access in March 2016.
- 3.2 The policy states that journal articles and conference proceedings must be available via Open Access to be eligible for the post-2014 REF. Outputs that don't meet this criterion will be given a score of zero in the next REF.
- 3.3 Where a higher education institution (HEI) can demonstrate that it has taken steps towards enabling Open Access for outputs outside the scope of this definition, credit will be given in the research environment component of the post-2014 REF.
- 3.4 The policy allows repositories to respect embargo periods set by publishers. Where a publication specifies an embargo period, authors can comply with the policy by making a 'closed' deposit. Closed deposits must be discoverable to anyone with an Internet connection before the full text becomes available to read and download (which will occur after the embargo period has elapsed). If still under embargo at the submission date of the next REF, closed deposits will be admissible to the REF.
- 3.5 The University expects all academic staff to make their research outputs available via Open Access where possible, through the University research repository, AUBREI. This represents a commitment to 'green' OA (archiving within the institutional repository) rather than 'gold' OA (where additional payment is required to publish in a journal).
- 3.6 However, in line with the Open Access policy for REF 2021, all research journal articles and conference proceedings either in the form of the author's final manuscript or the formally-published version, where copyright allows, must be deposited in AUBREI upon acceptance for publication, noting publication embargo periods. Responsibility for this rests with the academic member of staff.
- 3.7 From April 2016:
 - A bibliographic record of all research outputs should be recorded in AUBREI as soon as they are accepted for publication.
 - Final author manuscripts of research journal articles and conference proceedings (with an ISSN) should be uploaded to AUBREI within 3 months of the date of publication, noting publication embargo periods.
 - Where it is not possible to deposit an Open Access version of the full-text of the paper, a record of the publication should be created in AUBREI with a link to an externally available version.
 - Where external funding is available to meet the costs of Open Access article processing charges, researchers should take advantage of opportunities to publish their work with immediate Open Access upon publication.
 - Academic authors are encouraged to consider Open Access publication for books, chapters in books, and other types of output wherever possible.

And from 1 April 2018 the additional requirement:

- Final author manuscripts of research journal articles and conference proceedings must be uploaded to ABUREI within three months of acceptance.

4.0 Determining the Date of acceptance



4.1 The date of acceptance is the point at which the author is notified that:

- Their output has been reviewed by the journal or conference (normally via peer review)
- All academically necessary changes have been made in response to that review
- The article is ready to be taken through the final steps toward publication (normally copy-editing and typesetting).

4.2 By this point, the paper should have been updated to include all changes resulting from peer review as well as any changes of an academic nature requested by the journal editor or conference organiser. At this stage, the journal editor or conference organiser normally notifies the author that their paper has been 'firmly' accepted (as opposed to any earlier point of 'provisional' acceptance e.g. conditional on revisions being made) and the paper is ready for copy-editing or typesetting. It is the date of this

notification that should be taken to mean the date of acceptance. Authors should keep all notifications of firm acceptance for audit purposes.

- 4.3 The author's final, accepted manuscript is the one that has been agreed with the editor at that point. The accepted manuscript is **not** the same as the copy-edited, typeset or published paper – these versions are known as 'proofs' or 'versions of record' and publishers do not normally allow authors to make these available via Open Access.

5.0 Papers with multiple authors

- 5.1 Papers with multiple authors should be deposited on the staff profile irrespective of whether other HE providers choose to upload the papers on their own repositories.

6.0 Embargo periods

- 6.1 Embargo periods are normally calculated from the date of first publication, including online publication, but publishers may set their own policy. If the paper is not published by the time it is deposited, the embargo end date must be entered into the repository record at a later point.

7.0 Exceptions

- 7.1 There are a number of exceptions to the policy relating to deposit, access and technical requirements. The Research Office can advise on this.

8.0 Further information

- 8.1 Please contact the Research Office for advice and support on Open Access.
- 8.2 Full details of Research England's Open Access policy and guidance can be found at <https://re.ukri.org/research/open-access-research/>