



# Open Access Policy

## Introduction

The University of East London is committed to and supports open access to its research publications. There is a worldwide move towards free and unrestricted access to research publications, with benefits for researchers, universities and wider society. UEL supports this initiative and recognises the importance of open access in increasing the visibility and impact of research. This policy is aligned with and supports HEFCE's Policy for Open Access in the Post-2014 REF, and is aligned with the open access requirements of research funding bodies. Research publications created by UEL staff will therefore be made available on an open access basis wherever possible.

### 1. Policy statements

1.1. All research publications created by UEL academics and accepted for publication will be added to UEL's open access repository (ROAR) and made freely available, unless there are legal restrictions which prevent this.

1.2. Research publications must be added to ROAR within three months of acceptance for publication, in order for them to meet the requirements of HEFCE's Policy for Open Access in the Post-2014 REF. Journal articles and conference proceedings not added within three months will not be eligible for submission to REF.

1.3. Journal articles and conference proceedings will be made available via a Creative Commons Attribution Licence (CC-BY) to permit the fullest reuse which credits the author(s). Authors are free to choose an appropriate Creative Commons licence for other publications.

1.4. Authors should seek to retain the right to deposit an accepted version of other publications in ROAR when negotiating agreements or contracts with publishers. Library & Learning Services can provide a standard licence for this purpose.

1.5. Publisher embargo periods will be respected, as will the confidentiality of commissioned reports where it has not been possible to negotiate permission to disseminate research findings.

## 2. **Scope**

2.1. This policy does not apply to research data, which is dealt with by UEL's Research Data Management Policy. Data which is suitable for sharing, either openly or with restrictions, can be added to UEL's data repository, data.uel. Datasets can be linked to related publications in ROAR.

2.2. This policy does not apply to textbooks or other teaching resources created by UEL academics.

2.3. Students are invited but not obliged to deposit peer-reviewed publications in ROAR. PhD and MPhil students are required to deposit theses in ROAR according to UEL regulations.

## 3. **Process**

3.1. UEL researchers are required to deposit the accepted version of their research publication in ROAR within three months of acceptance for publication. This is the final author manuscript as accepted for publication, incorporating any peer review, and often referred to as the Author's Accepted Manuscript. If a publication is itself open access, the published version should be deposited in preference.

3.2. Where the corresponding author is not at UEL, the first named UEL author will be responsible for seeking an accepted version for deposit in ROAR. If it is not possible to obtain a copy, UEL authors will not be required to comply with the policy.

3.3. Where it is not possible to make a publication open access because of copyright constraints, authors must claim a waiver of this policy from their Dean and Library & Learning Services. This does not apply to publications subject to a publisher embargo period, which will be added to ROAR but only made accessible to users outside of UEL once the embargo has expired.

3.4. Library & Learning Services will check author deposits for compliance with publisher and funder policies, and enhance the metadata with details of the published version, but will not check or rework submitted documents. Copyright checking will only be undertaken on journal articles and conference proceedings.

3.5. Library & Learning Services will create a digital object identifier (DOI) for all publications, ensuring that each publication has a permanent and stable identifier.

3.6. Procedures will be reviewed and amended where necessary following the introduction of UEL's Research Management System.

#### 4. **Promoting Open Access**

4.1. Where UEL is in receipt of RCUK funding, the block grant received to cover Article Processing Charges (APC) will be distributed to Schools in proportion to the value of each award. The block grant only covers 80% of APC fees, with the remainder to be met from School budgets. Research and Development Support (ReDS) will advise and make decisions on which research will receive APC funding, in order to maximise the visibility and impact of UEL's research outputs.

4.2. Library & Learning Services will support open access through advocacy, training, and advice on which publications comply with funder requirements.

#### 5. **Compliance and monitoring**

5.1. Nothing in this policy shall limit academic freedom to choose where and in what manner researchers publish their research.

5.2. ROAR will be used to store and report publications for the post-2014 REF.

5.3. All publications must identify the University of East London as the affiliation for all UEL staff, to support bibliometric analysis of research outputs from UEL staff.

5.4. All publications must identify external sources of funding (both funder and grant number). Where publisher policy does not routinely include this information, it will still be recorded on ROAR to enable the association of outputs with research projects.

5.5. Library & Learning Services will monitor the payment of Article Processing Charges to publishers to ensure value for money, especially where UEL is paying subscription licences for the same journals.

5.6. Library & Learning Services will provide an annual report on open access to the Research and Knowledge Exchange Committee.

This policy was adopted by the Research & Knowledge Exchange Committee on 12<sup>th</sup> January 2016.