

Use **SHERPA/RoMEO** to find prospective

journals' open access archiving policies and

follow the links to paid OA options.

Open access and the research lifecycle: a guide for researchers

University **RESEARCH DATA PUBLISHED WORK** Look beyond the library: search CORE's index Check out the re3data.org registry of data **Identify** new of 20 million OA articles. repositories for existing reusable datasets. research area Will your research partners agree to making Consider how you will manage your data published outputs OA? collaboratively and whether all parties will Do their institutions have OA mandates or agree to sharing data after the project. The central funds for APCs? Produce research UK Data Service (UKDS) has some advice. Use OpenDOAR to find an institution's OA proposal repository and view your prospective collaborators' work. What is the funder's policy on data sharing? The Digital Curation Centre (DCC) has a useful <u>summary</u>. Does the prospective funder have an OA Does your funder expect you to re-use policy for publications? Use SHERPA/JULIET existing datasets if possible? to check. Bid for funding Do you have to produce a data What are their requirements (e.g. 'green' management plan? More about DMPs here. or 'gold' route; <a>CC BY licence)? Will the funder pay APCs? Are your data likely to be sensitive? Even Bournemouth University's OA services, sensitive data can be shared legally and including **BURO**, are listed overleaf. ethically if appropriate steps are taken. The UK Data Archive (UKDA) and the **UKDS** have excellent information on **CORE** indexes over 20 million OA articles consent and ethics for data sharing. from repositories worldwide. Conduct Maintaining good documentation is Other sources of OA papers are listed here. literature review essential for future data sharing; think about following disciplinary metadata Will interim reports be made available on standards where possible and be mindful your project/funder website? of version control and authenticity. Can these be made OA? **Collect and** See the UKDA's advice on storing your Do you have permission from third party analyse data data. Bournemouth University are copyright holders for OA dissemination? developing institutional guidance for The University of Exeter has some useful RDM. For further info, please email information about OA and third party RDM@bournemouth.ac.uk. copyright material. Write up If you have re-used other people's research data don't forget to acknowledge them. For guidance on how to cite datasets correctly Does your proposed journal or conference see DataCite's Cite your data; the UK Data offer an OA option? Are APCs charged? Archive's Citing data or the ESRC's Data Will you be able to comply with your citation: what you need to know. funder's OA requirements? Be aware of HEFCE's OA policy for potential REF outputs. Disseminate Will your publisher require you to make your

underlying datasets available? The DCC's

guidance on How to cite datasets and link to

publications may be useful.



Open access and the research lifecycle: a guide for researchers

Funders' requirements for open access present researchers with opportunities and challenges throughout the research lifecycle. This guide highlights some of the open access issues to consider and the tools to support you.

Glossary of terms:

Autiala Dua acceiu -	A fee poid to a publisher to appure an article is made are a second or multi-ation. Come for day, for
Article Processing	A fee paid to a publisher to ensure an article is made open access on publication. Some funders (e.g.
Charge (APC)	Wellcome Trust) will allow researchers to include APCs in their bids for funding. RCUK expects fund
	holders to pay APCs from block grants awarded to (some) institutions (but not the University of
	Northampton).
Creative	<u>Creative Commons licences</u> enable copyright owners to give limited permissions to other people
Commons	wishing to use their work. Some fund holders are expected to make their outputs available with
Licence	specific licences as a condition of their award e.g. RCUK expects outputs they fund to be published
	under a <u>CC BY</u> (attribution only) licence; HEFCE does not specify a licence but advises that <u>CC BY-NC-ND</u>
	would satisfy their minimum requirements (<u>HEFCE FAQ 13</u>).
Data	A data management plan describes how research data will be managed during a project and preserved
Management	and shared thereafter. Although discipline- and project dependent, a DMP will typically address data
Plan (DMP)	types and formats; ethics and intellectual property; access, sharing and re-use; and short and long term
	storage. DMPs can be constructed using <u>DMP online</u> . Further links and resources can be found <u>here</u> .
Embargo period	A period of time, post publication, in which a research output may not be made OA in a repository. The
	length of an embargo is set by the copyright holder (usually a publisher) and should be no more than 12
	months for STEM subjects or 24 months for the arts, humanities and social sciences.
'Gold' route to	Publication either in a fully open access journal or a 'hybrid' journal which offers an open access option.
OA	The publisher makes the text open access immediately on publication. A fee (or Article processing
	Charge (APC)) may be payable.
'Green' route to	Publication in a traditional (subscription) journal followed by deposit of a permitted version of the full
OA	text in an open access subject or institutional repository (such as <u>BURO</u>). An embargo period may
	apply. Use SHERPA/ROMEO to find out publishers' policies on self-archiving in repositories.
HEFCE OA policy	HEFCE's OA policy states that: "to be eligible for submission to the post-2014 REF, authors' final peer-
	reviewed manuscripts must have been 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.
	The requirement applies only to journal articles and conference proceedings with an International
	Standard Serial Number." (HEFCE, 2014)
	The policy applies to research outputs accepted for publication after 1 st April 2016. Answers to FAQs
	are available here.
	Deposit of metadata and the accepted version of a paper into BURO (subject to embargo) within three
	months of acceptance will satisfy HEFCE's requirement.
Open Access (OA)	"Open Access is the free, immediate, online availability of research articles, coupled with the rights to
	use these articles fully in the digital environment." (SPARC, 2013)
SHERPA/RoMEO	A widely used tool for establishing publishers' copyright and 'self-archiving' policies i.e. whether and
	under which conditions an author may deposit their work in a repository. SHERPA/ROMEO also has
	useful links to related information on publishers' websites.
	· · · · · · · · · · · · · · · · · · ·

Bournemouth University OA services: The University is committed to making the research outputs of its members freely accessible to the wider community. To this end it maintains an open access digital repository (<u>BURO</u>) and the depositing of outputs is made through <u>BRIAN</u>, Bournemouth Research Information and Networking.

Bournemouth University OA policy: The University has a <u>Publications Policy and Procedures</u> with a section on Open Access. Please refer to the <u>policy</u> for more information.

The University expects that any researcher hoping to submit to the next REF will be aware of <u>HEFCE's open</u> access policy and will deposit their journal articles and conference proceedings in <u>BURO</u> on acceptance for publication. Note that the University maintains a competitive central fund for the payment of APCs ('gold' OA).

Bournemouth University researchers: for further information or support for open access at any stage of your research lifecycle please contact either the RKEO or BURO team.