Open access and the research lifecycle: a guide for researchers

**PUBLISHED WORK**

Look beyond the library: search CORE’s index of 20 million OA articles.

Will your research partners agree to making published outputs OA?
Do their institutions have OA mandates or central funds for APCs?
Use OpenDOAR to find an institution’s OA repository and view your prospective collaborators’ work.

**RESEARCH DATA**

Identify new research area

Check out the re3data.org registry of data repositories for existing reusable datasets.

Consider how you will manage your data collaboratively and whether all parties will agree to sharing data after the project. The UK Data Service (UKDS) has some advice.

Produce research proposal

What is the funder’s policy on data sharing? The Digital Curation Centre (DCC) has a useful summary.
Does your funder expect you to re-use existing datasets if possible?
Do you have to produce a data management plan? More about DMPs here.

Bid for funding

Are your data likely to be sensitive? Even sensitive data can be shared legally and ethically if appropriate steps are taken.
The UK Data Archive (UKDA) and the UKDS have excellent information on consent and ethics for data sharing.
Maintaining good documentation is essential for future data sharing; think about following disciplinary metadata standards where possible and be mindful of version control and authenticity.
See the UKDA’s advice on storing your data. Bournemouth University are developing institutional guidance for RDM. For further info, please email RDM@bournemouth.ac.uk.

Conduct literature review

Does the prospective funder have an OA policy for publications? Use SHERPA/JULIET to check.
What are their requirements (e.g. ‘green’ or ‘gold’ route; CC BY licence)?
Will the funder pay APCs?
Bournemouth University’s OA services, including BURO, are listed overleaf.

Collect and analyse data

Will interim reports be made available on your project/funder website?
Can these be made OA?
Do you have permission from third party copyright holders for OA dissemination?
The University of Exeter has some useful information about OA and third party 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 see DataCite’s Cite your data; the UK Data Archive’s Citing data or the ESRC’s Data citation: what you need to know.

Disseminate

Does your proposed journal or conference offer an OA option? Are APCs charged?
Will you be able to comply with your funder’s OA requirements?
Be aware of HEFCE’s OA policy for potential REF outputs.
Use SHERPA/RoMEO to find prospective journals’ open access archiving policies and follow the links to paid OA options.

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.
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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:

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<th>Term</th>
<th>Description</th>
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<td>Article Processing Charge (APC)</td>
<td>A fee paid to a publisher to ensure an article is made open access on publication. Some funders (e.g. 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).</td>
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<tr>
<td>Creative Commons Licence</td>
<td>Creative Commons licences enable copyright owners to give limited permissions to other people wishing to use their work. Some fund holders are expected to make their outputs available with specific licences as a condition of their award e.g. RCUK expects outputs they fund to be published under a CC BY (attribution only) licence; HEFCE does not specify a licence but advises that CC BY-NC-ND would satisfy their minimum requirements (HEFCE FAQ 13).</td>
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<td>Data Management Plan (DMP)</td>
<td>A data management plan describes how research data will be managed during a project and preserved and shared thereafter. Although discipline- and project dependent, a DMP will typically address data types and formats; ethics and intellectual property; access, sharing and re-use; and short and long term storage. DMPs can be constructed using DMP online. Further links and resources can be found here.</td>
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<td>Embargo period</td>
<td>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.</td>
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<td>‘Gold’ route to OA</td>
<td>Publication either in a fully open access journal or a ‘hybrid’ journal which offers an open access option. The publisher makes the text open access immediately on publication. A fee (or Article processing Charge (APC)) may be payable.</td>
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<td>‘Green’ route to OA</td>
<td>Publication in a traditional (subscription) journal followed by deposit of a permitted version of the full text in an open access subject or institutional repository (such as BURO). An embargo period may apply. Use SHERPA/RoMEO to find out publishers’ policies on self-archiving in repositories.</td>
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<td>HEFCE OA policy</td>
<td>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 1st 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.</td>
</tr>
<tr>
<td>Open Access (OA)</td>
<td>“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)</td>
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<tr>
<td>SHERPA/RoMEO</td>
<td>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.</td>
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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 (BURO) and the depositing of outputs is made through BRIAN, Bournemouth Research Information and Networking.

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

The University expects that any researcher hoping to submit to the next REF will be aware of HEFCE’s open access policy and will deposit their journal articles and conference proceedings in BURO 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.

RKEO – OpenAccess@bournemouth.ac.uk
BURO – BURO@bournemouth.ac.uk

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