HEFCE’s Open Access Policy: a guide for researchers (pilot version)

Act on acceptance for your journal articles and conference contributions to be eligible for the next REF

The policy: what you need to know

- applies to journal articles and conference contributions (with an ISSN)
- requires researchers to act on acceptance to deposit their 'author accepted manuscript' (AAM) in a compliant repository within three months of acceptance
- requires additional action; meeting the open access requirements of other funders is not enough
- failure to act will make research outputs ineligible for the next REF; this cannot be corrected later
- applies to manuscripts accepted for publication after 1 April 2016

A pilot phase: February to May 2015

Your department is participating in a pilot phase to explore how the University can best support researchers to comply with the open access requirements of funders.

The pilot seeks feedback on what is the best method for researchers to deposit manuscripts in the University's repository (ORA), and how best to communicate these requirements. The pilot will test deposit via a web form in ORA, via Symplectic Elements and via email.

Findings from the pilot will inform recommendations to the University's Research Committee on the design of an open access service. The aim is that the service will operate a single method of deposit.

Depositing your AAM via Symplectic Elements: what you need to do

Your department is testing deposit via Symplectic Elements. Interested individuals will have the opportunity to contribute feedback on the other methods of deposit towards the end of the pilot.

1) Using your Single Sign-On log-on, access Symplectic Elements by clicking the top right menu option from the following webpage: http://www.admin.ox.ac.uk/researchsupport/awards/symplectic/

2) Under My Actions, click the Accepted for publication yellow box and select the publication type that you are depositing, Conference paper or Journal article.

3) On the next screen, enter the title of the output and click Search. It is unlikely that the output will have a record in Symplectic, but it’s useful to check since it may save you time if it does.

4) If the output doesn’t appear in the results, scroll down to bottom and click Go to next step. The title you have entered will be remembered in the next step.

5) Follow the onscreen instructions to complete your deposit.

A step-by-step guide to depositing via Symplectic Elements is available here.

Feedback: how to give your views

For immediate comments on these communications and/or the deposit method, please provide feedback via: https://www.surveymonkey.com/s/H6KSPXM
Open access: key terms and questions explained

What outputs are covered by HEFCE’s policy?
The requirement to comply with the policy applies only to journal articles or conference proceedings that have an International Standard Serial Number (ISSN); not monographs or book chapters.

What is the date of acceptance?
The date of acceptance is the date when the output was ‘firmly’ accepted for publication, (which means that all peer-review changes have been made and it is ready for publication).

What is the 'author accepted manuscript' (AAM)?
This is the final accepted version of the manuscript that is ready for publisher typesetting.

What should I do with my letter or email of acceptance?
You are recommended to upload your letter or email of acceptance, as proof of acceptance date.

Do I need to provide the names of co-authors when depositing?
We encourage you to identify the names of Oxford co-authors in order to avoid unnecessary duplication of work.

Will the deposit be in breach of my publisher’s copyright?
Depositing your manuscript into ORA doesn’t mean that it will be made open access immediately. Staff in the Bodleian Libraries will check embargo periods and licenses. The manuscript will only be made openly available if and when it complies with the requirements of the funder and/or publisher.

What if I think that my publication will not be submitted to the next REF?
There is no way to know with certainty which publications may be needed for a future REF submission. Non-compliance at the time of acceptance cannot be made compliant later. Therefore researchers need to take individual and timely action for every journal article or conference proceeding that they produce.

What if I already deposit in a subject repository?
Subject repositories do not necessarily meet the open access requirements of HEFCE’s policy. In order to ensure your publication complies with HEFCE's requirements, you need to deposit the manuscript in ORA, the University’s repository.

Will my deposit meet the open access requirements of funders other than HEFCE?
HEFCE’s policy sits alongside the open access policies of other funders; it does not supersede them.

Where can I find out more?
Visit the open access website: http://openaccess.ox.ac.uk/, or talk to your Subject Librarian. For problems with the deposit form, please contact ORA on (2)83809 or email ora@bodleian.ox.ac.uk. For help with other Open Access matters including Article Processing Charges (APCs), please email open-access-enquiries@bodleian.ox.ac.uk.