

# Open Access and Publications Policy

2025 – 2028



Edge Hill  
University

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## 1. Overview

- 1.1. The University has long recognised the potential of open access to increase the visibility of, and access to, its research findings. Edge Hill regards open access as being integral to research excellence and the creation of knowledge to provide opportunity; supporting the University's strategic aim to grow research that has impact.
- 1.2. This policy enables researchers to retain re-use rights in their own work, publish open access and ensure that funder and REF policy requirements are fulfilled.

## 2. Glossary of Terms

Article processing charge (APC): An APC is a fee paid to the publisher to make an article free at point of access. Whilst open access principles promote free availability of research and scholarly output, research papers are not cost free to produce. The cost of publication is moved from the reader (via subscriptions and pay-walls) to the author (via the APC). Funding bodies that pay for APCs, normally require the article to have a CC-BY (Creative Commons Attribution) licence.

Author accepted manuscript: The author accepted manuscript (sometimes known by other names in a publisher's workflow) is the version that has undergone peer review and has been accepted by the publisher. That is the paper as accepted for publication, including all changes resulting from peer review, but not necessarily incorporating the publisher's formatting or layout.

Embargo Period: Some publishers only permit green OA after an embargo period. UKRI policy accepts a maximum embargo period of 6 months in STEM subjects, and 12 months in Humanities and Social Science disciplines. The embargo period starts from the date of publication.

Open access (OA): Open access is 'unrestricted, online access to peer reviewed and published scholarly research papers where a user must be able to do the following free of any publisher-imposed access charge:

- Read published research in an electronic format.
- Search for and re-use (including download) the content of published research papers subject to proper attribution.

Green OA: Green OA is where a paper is stored in an online open repository other than the publisher's system. This can be an institutional repository, Pure, or one designated by the funder of the research e.g. Europe PubMed Central. The version of the paper released as green OA is the author accepted manuscript (AAM):

Gold OA: Gold OA is where a paper is published immediately, under a creative commons licence, as open access in an online journal and is therefore stored in the publisher's system.

- To cover the costs of gold OA, publishers normally charge a fee to the author or their institution, known as the Article Processing Charge (APC). Such costs can also be covered by any publisher agreements the Library has.
- The version of the paper released as gold OA is the version of record: that is the publisher's final (formatted) version.
- Gold does not mean 'gold standard' or that it is 'better' than green OA.

Publisher Agreement: Agreements reached with academic publishers that cover both subscription access and the cost of the institution's authors publishing open access

### 3. Scope

- 3.1. The policy applies to Edge Hill University researchers (staff and postgraduate researchers). Although the University encourages other stakeholders at the institution to follow its principles where possible.
- 3.2. This policy applies specifically to journal articles, conference proceedings with an ISSN, monographs, edited collections, and book chapters. However, in line with the University's [open research statement](#) researchers are encouraged to make other research outputs open access where feasible and appropriate either via the [PURE](#) or [Figshare](#) repositories. Details of outputs made available via other trusted repositories (sometimes mandated by Funders) should also be added to PURE or Figshare, as appropriate.
- 3.3. Materials out of scope of this policy include (but are not limited to) book reviews, editorials, commentary and opinion pieces, conference abstracts, scholarly editions, trade books, textbooks, creative writing, and fictional works. Research data and software are covered by the [Research Data Management policy](#).
- 3.4. The policy does not apply to any materials included within a research article that are provided by third parties, such as but not limited to works of art or photographs. These can be subject to more restrictive licences.
- 3.5. The policy applies to authored research publications. It does not extend to other intellectual property rights, which are already covered in the University's [Intellectual Property Policy](#).

3.6. Postgraduate research theses are out of scope of this policy and covered by the Intellectual Property policy and Graduate School regulations.

3.7. The scope of this policy may be revised in response to institutional strategic objectives and external funders' policies.

## 4. Open Access and Publications Policy

4.1. The open access and publications policy requires all staff and postgraduate researchers ensure their in-scope outputs meet open access requirements either via the 'green' route or by being open on publication, the 'gold' route (as defined in the glossary).

4.2. For journal articles and conference proceedings with an ISSN, the University requires all researchers (staff and postgraduate research students) to provide full publication details and deposit their AAM (authors accepted manuscript) within 3 months of acceptance for publication in the University's repository via the Edge Hill University research portal ([PURE](#)). The aim of this policy is to ensure that all Edge Hill University outputs are discoverable, accessible and open.

4.3. From 1<sup>st</sup> September 2025, as per Edge Hill University's Intellectual Property policy (LINK and section number), authors grant the University a non-exclusive irrevocable, worldwide, royalty-free licence to make the author accepted manuscripts of their scholarly journal articles and conference proceedings with an ISSN, publicly available under a creative commons attribution licence (CC-BY) on publication of the version of record or conference end date.

4.4. The University recognises that there may be situations beyond an author's control where it would be difficult to follow this policy. Such as, but not limited to, a lack of agreement from co-authors, or substantial third-party material which cannot be licenced under CC-BY licence and removal of such material would compromise the reading of the work. In such cases authors can request by emailing the [Open Research team](#) to opt out of requirements for immediate open access of their AAM. Authors should be aware that opting out may cause the output to be non-compliant with funder policies and limit their ability to contribute to the Research Excellence Framework or its successor.

- 4.5. The University acknowledges that works may be the result of collaboration with researchers not employed by Edge Hill University. Authors must inform their co-authors about this policy and agree on the licence before submission.
- 4.6. For monographs, book chapters and edited collections, where copyright permits the University strongly encourages researchers to make their work open access. For unfunded outputs, the accepted manuscript can be made available via the Institutional repository (green route) after any required embargo period. For funded outputs, authors should follow their funder requirements, noting the maximum embargo periods, when there is no money to go fully open access (gold route) on publication.
- 4.7. The University supports the practice of making research outputs available as pre-prints. Pre-prints are early versions of scholarly articles that are published, via a pre-print service or repository, before submission to a journal and potentially being published. Pre-prints enable research to be shared and commented on quickly and should be free to both publish and read, promoting Open Research.

## 5. Roles and responsibilities

### Library and Learning Services

- 5.1. Library and Learning services will notify publishers used by Edge Hill authors of this new policy will come into effect for all journal articles and conference proceedings submitted from 1<sup>st</sup> September 2025. To reaffirm the rights retained by authors in their work, the following text can be included (after 1/09/25) in the funding acknowledgement section of the manuscript and any cover letter/note accompanying the submission: *For the purpose of open access, the author(s) has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission*
- 5.2. The University believes outputs should be licensed as openly as possible and thus prefers and defaults to a CC-BY or similar licence. However, the University recognises there may be a need for other licences such as CC-BY-NC or CC-BY-ND or similar to be used. For more information on licences and to discuss your options if CC-BY is not appropriate, please contact the Open Research Team, Library and Learning Services.

5.3. The University is responsible for maintaining and managing the institutional repositories, [PURE](#) and [Figshare](#). Ensuring that the outputs deposited adhere to funders' and publishers' open access policies. Library and Learning services, on behalf of the University will seek to take full advantage of open access publishing discounts and agreements.

## Researchers

5.4. Researchers are responsible for ensuring that their research outputs are made open access where possible irrespective of whether the output is eligible for the REF.

5.5. The University is a signatory to DORA and is fully committed not to judge research works by their venue of publication. It strongly encourages its authors to adhere to DORA principles when selecting a venue for publication.

5.6. Researchers must use the standardised institutional affiliation 'Edge Hill University' in all research outputs for consistency and to aid discoverability.

5.7. Researchers are required to register for an [ORCID](#), create and populate their record and use their ORCID wherever possible.

5.8. Data access statements (or data availability statements) must be included in research outputs, indicating where supporting datasets and information can be found. Whether that is in [Figshare](#), another specific data repository or within the article. If there is no additional supporting information other than in the article this too should be made clear in the data statement.

5.9. Researchers should always comply with funder policy and are advised to check their funder open access policy prior to submission.

5.10. Researchers must acknowledge any funder associated with the research output, using any wording prescribed by the funder.

5.11. Further information on journal and publishers' policies can be found on Library and Learning services [SharePoint page](#) or contact the [Open Research Team](#)

## Related Policies and Resources

[Research Data Management policy](#)

[Intellectual Property policy](#)

[Code of practice for research](#)

[Open Research Statement](#)

## Endmatter

Title	Open Access and Publications Policy
Policy Owner	Head of Open Research Services
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