

Policy on Open Access

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Edge Hill
University

Policy on Open Access

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Summary

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 sharing and creation of new knowledge. It wishes for all research to be made as widely and as freely accessible as possible. This is a statement on the University's policy and support for open access publishing.

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). Note: if your funding body is paying the APC, they normally require the article to have a CC-BY (Creative Commons Attribution) licence.

Author accepted manuscript: There are usually three different versions of a journal article or other research output: preprint, author accepted manuscript, and the version of record.

- The pre-print is the version of the paper that has not yet undergone peer review.
- The author accepted manuscript (sometimes also known as a post-print) is the version that has undergone peer review and has been accepted by the publisher.
- The version of record is the final version that has been published and will have undergone typesetting and have the publisher's logo on it.

Embargo Period: Some publishers only permit green OA after an embargo period. RCUK 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 (RCUK's definition)

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. *Note: The*

version of the paper released as green OA is normally the author accepted manuscript (AAM): i.e. the paper as accepted for publication, including all changes resulting from peer review, but not necessarily incorporating the publisher's formatting or layout.

Gold OA: Gold OA is where a paper is published immediately as OA in an online journal and is therefore stored in the publisher's system.

Key points to note:

- 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).
- The version of the paper released as gold OA is the version of record: i.e. the publisher's final (formatted) version.
- Gold does not mean 'gold standard' or that it is 'better' than green OA.

Purpose

Edge Hill is committed to making all research available via open access to ensure that there is access to research work through the internet, unrestricted by payment or subscription. The University believes that there are significant benefits from open access: research outputs are read more, cited more and are more likely to have impact. As researchers, you need to abide by this policy when publishing your research outputs.

This policy applies to all researchers, which means any person publishing/or disseminating research outputs which shall include but is not limited to employees, workers, visiting researchers and postgraduate research students. Although this policy applies to research where the type of output is a journal article or a conference proceeding with an International Standard Serial Number (ISSN), you are encouraged to engage with open access for all your research outputs where feasible. The University has also developed Open Access Guidance (RO-GOV-08) to assist you to meet the open access requirements.

This document covers the following important areas; the responsibilities of researchers, Research Excellence Framework (REF) and author processing charges.

2. Responsibilities

- 2.1 The Edge Hill Policy on Open Access requires that all staff members should ensure that their research outputs meet open access requirements. We support the 'green' route (unless funds are available for gold OA) which allows you to deposit your full text research outputs via the Edge Hill research portal (Pure), unless there are valid reasons not to do so. You are responsible for ensuring that you follow the Open Access Guidance (RO-GOV-08). In particular, you need to ensure that articles with an ISSN:

- are deposited in Pure and available via open access within three months of being accepted for publication,
 - are deposited as the accepted/post-print version (i.e. the author accepted manuscript) of the text (as a minimum), and
 - respect any publisher/funder embargo period, while meeting the deposit requirements, including reasons for an exception to open access.
- 2.2 In order to ensure that researchers are adhering to these criteria, Learning Services will carry out periodic audits of research outputs to ensure that open access requirements are met after embargo periods have lapsed.
3. **Research Excellence Framework**
- 3.1 The University stresses that research outputs that do not conform to Research England's criteria will not be eligible to be included in REF2021 (please see Open Access Guidance (RO-GOV-08) for a detailed summary of Research England's requirements; or access the full text of [Policy for open access in the post-2014 Research Excellence Framework](#)). The policy therefore requires that all relevant research outputs meet these criteria, as a minimum, to increase the pool of potential REF items and encourages you to make all research output, e.g. books, book chapters, performances, exhibitions and other creative work open access if feasible.
4. **Author processing charges (APCs)**
- 4.1 The University acknowledges that there may be occasions when authors wish to publish in open access journals that charge APCs. Wherever possible, the costs should be met by external funding sources and researchers need to be make provision for this in their external bids (where the funders allow for APCs). Exceptionally, the University will meet the costs of publication but a very strong case needs to be made and approval granted before the costs are incurred. If you pay an APC before securing funds, you do so on the understanding you are not guaranteed reimbursement.
5. **Further Guidance**
- 5.1 The Open Access Guidance (RO-GOV-08) explains in detail how researchers can adhere to best practice.

Endmatter

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