

Open Access Survival Guide for Academics and Researchers

This guide outlines the basics of open access and what you need to know about funder, HEFCE and University policies.

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This guide outlines the basics of open access and what you need to know about funder policies. Visit the [open access web site](#) and [FAQs](#) for further information.

Open access policies

Most major research funders have an open access policy that mandates open access for publications arising from funded research. If you are funded by [RCUK](#), [Wellcome Trust](#), [NIHR](#), [European funders](#) or many charities you will be required to make your published papers open access in accordance with the terms of the relevant policy.

Those academics that are not externally funded will be affected by the [University of Exeter open access policy](#) which requires deposit of research outputs in the institutional repository, [ORE](#). In addition, [HEFCE open access policy](#) states that in order for research papers to be submitted to REF 2020, they must have been deposited in a repository on open access.

How will open access affect the post-2014 REF?

Anyone wishing to submit a journal article or conference proceeding to REF 2020 will be affected by the HEFCE open access policy. **All** such submissions will need to be deposited in a repository. Find out more [here](#).

What types of research outputs are covered by open access policies?

In general, open access policies, including those of RCUK and HEFCE, cover peer-reviewed published journal articles and conference proceedings only. An exception is the Wellcome Trust which does not require open access to conference proceedings but does mandate open access to scholarly monographs and book chapters. European funders, such as Horizon 2020, expect efforts to be made to ensure that all research outputs are open access. Open access policies are constantly evolving and we advise always checking with your funder that you are meeting the latest requirements.

While not always mandatory, many funders require attention to be given to the preservation of and continuing access to underlying research data, recommending that at least those datasets that underpin published research should be securely stored. Researchers can deposit data of any type and size in ORE, contact rdm@exeter.ac.uk for advice.

More guidance on managing and storing data can be found on the [research data management web pages](#)

How do I make my research open access?

There are two ways to make your papers open access:

- By depositing a [copy of your paper](#) in an institutional or subject repository (known as green open access)
- By paying the journal publisher an article processing charge (APC) to make the paper immediately and freely accessible to all (known as gold open access)

The average article processing charge is £1,800. The charge is typically, but not always, a reflection of the journal's importance, status and impact factor. It will cost around £3000 to publish in a Nature journal or in the British Medical Journal but many other well-regarded journals, such as PLOS ONE, charge under £1000.

Most researchers will need to make research open access by [depositing](#) it in Exeter's repository, [ORE](#). The green route costs the researcher nothing but options are usually restricted by what the publisher of the journal in question will allow you to do with your published paper.

Where do I get the funds to pay for open access?

The University has been given funds to cover the costs of open access publishing by the following funders:

- Any of the UK Research Councils
- The Wellcome Trust, and the following five charities under the [COAF](#) scheme
 - Arthritis Research UK
 - Breast Cancer Campaign
 - British Heart Foundation
 - Cancer Research UK
 - Leukaemia & Lymphoma Research

If you are funded by any of the bodies above, contact openaccess@exeter.ac.uk when your paper has been **accepted**. Payment of the APC will be handled on your behalf. RCUK PIs will need to apply on behalf of colleagues and PhD students. Any researcher or postgraduate student funded by Wellcome/charity partners can apply directly.

NIHR-funded researchers can get funding from the [NIHR Open Access Fund](#). Contact your NIHR programme manager or EMS research support staff.

Those funded by Horizon 2020 or the ERC are allowed to include the costs of open access publishing in grant applications or can be reimbursed.

The Leverhulme Trust allows the projected costs of APCs to be included in grant applications.

What's the alternative to paying for open access?

Researchers can make research open access by depositing it in Exeter's repository, [ORE](#). However, in most cases publisher imposed restrictions will apply.

For example, most publishers require a temporary embargo on access to the paper and will not permit deposit of the published PDF. You should make sure you hold onto the [accepted](#) version of your paper (following peer review and amendments) as this is the version you will in most cases be allowed to deposit.

You can submit your papers to [ORE](#) from within your Symplectic publications list. A [guide to submitting](#) is available.

[HEFCE policy](#) states that in order to submit a research paper to REF 2020 a researcher must first have deposited it in a repository.

What is an embargo on access?

Unless you pay for open access your publisher will normally stipulate a period of time during which the paper should not be accessible following deposit in a repository. Embargo periods vary from journal to journal and can sometimes be in conflict with what funders require.

Before publishing it is important that you check your funder's policy and whether your chosen journal is compliant. You can check funder/journal compliance using [SHERPA/FACT](#) and find out more about individual journal policies by searching [SHERPA/RoMEO](#).

Most funders will allow an embargo period of up to 6 months for STEM/M subject area and 12 months for HASS. In some cases, where embargo periods are well beyond funder expectations, paying for open access may be your only choice in order to be fully compliant. If a journal does not offer paid open access your funder may allow extended embargoes of 12 months for STEM/M and 24 months for HASS.

If you are worried that you may not be compliant contact your [Subject Librarian](#) or [Open Access](#) for advice.

Will my publisher allow me to put my paper in ORE?

The majority of publishers will allow you to put a copy of your paper in ORE at some point after it is published. A typical embargo period is 6-24 months, depending on the publisher policy. Use [SHERPA/RoMEO](#) to find out more about publishers' policies and [SHERPA/FACT](#) to check your chosen journal is compliant with your funder policy. Most publishers will let you deposit the author's accepted version of a paper. The [accepted](#) version is the peer-reviewed, amended final version that is submitted for publication – you may also see it referred to as the 'submitted' or 'author' version. Please **keep this version** of your paper as in most cases it is the only copy that can legally be made open access.

What are Creative Commons Licences?

[Creative Commons licences](#) allow you to retain copyright of your work while allowing others to use the work in specific ways, depending on the [type of licence](#) you select.

Many research funders require Creative Commons licences to be attached to published papers, especially when an article processing charge has been paid. RCUK, Wellcome, NIHR, European funders and most medical funders mandate use of the Attribution or [CC-BY](#) licence. The CC-BY licence allows anyone to reuse your work providing they correctly acknowledge the source.

When you agree with a publisher to pay a fee to publish on open access you will generally be given the option to choose a licence. Make sure you select CC-BY.

How do I deposit my papers in ORE?

You can upload papers to ORE from within your Symplectic Publications List. Your paper will enter the repository workflow where it will be checked by your Subject Librarian who will also place a temporary embargo on access where necessary. Providing there are no problems with your submission, it will generally be approved to the repository within two weeks. The [SHERPA/RoMEO](#) and [SHERPA/FACT](#) web sites allow you to check publisher and funder policy easily. Contact your [Subject Librarian](#) for help.

How can I find out more about my funder policy on open access?

[RCUK policy](#) and Exeter's own [guide](#).
[Wellcome Trust policy](#) and Exeter's own [guide](#)
[National Institute for Health Research](#) (NIHR)
[National Institutes of Health](#) (NIH)
[European Research Council](#)
[Horizon 2020](#)
[Seventh Framework Programme for Research](#) (FP7)
[British Academy](#)
[Leverhulme Trust](#)
[Arthritis Research Campaign](#)
[British Heart Foundation](#)
[Cancer Research UK](#)

Where can I get help?

We realise that researchers will have queries and may need additional support during this transition period and the Library will be a first point of contact:

- Your [Subject Librarian](#)
- [Open Access](#). Open Access staff can provide training on-demand to individuals, groups or departments, including PhD students and staff who support researchers.

You will find all the above information and more in the [Research Toolkit](#) and on the [Open Access](#) web pages.

Useful Links

RCUK open access policy: <http://www.rcuk.ac.uk/research/outputs>

Wellcome open access policy: <http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTD002766.htm>

NINR open access policy: <http://www.nihr.ac.uk/policy-and-standards/nihr-policy-on-open-access-for-its-funded-research.htm>

University of Exeter open access policy: <http://hdl.handle.net/10036/4280>

Exeter's institutional repository, ORE: <https://ore.exeter.ac.uk/repository/>

Open access web site: <http://as.exeter.ac.uk/library/resources/openaccess/>

Open access FAQs: <http://as.exeter.ac.uk/library/resources/openaccess/oaoptions/faq/>

Guide to depositing papers in ORE using Symplectic:
<http://as.exeter.ac.uk/library/resources/openaccess/ore/depositingguide/>

SHERPA/RoMEO: <http://www.sherpa.ac.uk/romeo/>

SHERPA/FACT: <http://www.sherpa.ac.uk/fact/>

SHERPA/JULIET: <http://www.sherpa.ac.uk/juliet/>

Europe PubMed Central: <http://europepmc.org/>

Open Access: openaccess@exeter.ac.uk

Subject Librarians: <http://as.exeter.ac.uk/library/subjectguides/>