Open Access Publications Policy

Contents

Summary of policy

This policy sets out the requirements of the University for publishing Open Access.

Summary of significant changes since last version

There are no significant changes from the previous version of this policy (Version 1).

Policies superseded by this document

This document replaces the previous version of The Open University Open Access Publication Policy [version 1, 2015].

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Scope

Who and which circumstances this policy covers

This policy covers all those who publish Open University research outputs, this includes postgraduate research students.

Related Documentation

Refer to the following documentation in conjunction with this document:

Funder Open Access policies should be read in conjunction with this Policy. Further details of these can be found on the Library Research Support [website](#).

Introduction

In line with its mission[1], The Open University (OU) believes that the ideas and knowledge from its research should be made available and accessible for public use, interrogation and scrutiny, as widely, rapidly and effectively as possible, and should be preserved and remain accessible for future generations.

Open Access publishing aims to make research publications "free to read" for everyone.

The Open University supports Open Access publishing through the maintenance and development of Open Research Online (ORO) – the University's repository of research outputs. By ensuring its academics and research students are aware of and complying with external funder open access policies. By the transitional and transformative deals with publishers that are shifting journals for a pay to read to a pay to publish model and enabling more of our academics and research students to publish gold open access (where the output is immediately available to read or download by anyone with an internet connection).

Policy

1.   Purpose

The purpose of this policy is to identify the Open University's position with regard to open access publishing and to outline the responsibilities and requirements of the University and its researchers.

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[1] [The Open University mission](#)

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The objectives of this policy are:

- To set out the University's requirements for open access publishing.

- To inform all OU research staff and students, OU research support staff, those we work with, and the public of how open access publishing is managed at the OU.

- To provide OU researchers and support staff with references to guidance of how to publish open access.

Policy principles

- The Open University is committed to enabling their academics and research students to publish open access.

- In keeping with OU principles of openness, it is expected that publications will be open and accessible to everyone, as soon as this is practicably possible.

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2.   Responsibilities

OU research-active staff (including postgraduate research students) are required to publish their peer-reviewed research outputs in accordance with the Code of Practice for Research[2] at the Open University together with any applicable research funder's policy on Open Access.

All OU-affiliated research outputs, including journal articles (mandatory), published peer reviewed conference proceedings (mandatory), book chapters and similar material (recommended), either in the form of the author's final peer-reviewed manuscript or the formally published version, where copyright allows, should be deposited in Open Research Online (ORO) upon acceptance for publication or as soon as possible thereafter and no later than three months after the date of acceptance. This version may be replaced or augmented with the final published version of the output, with publisher's type setting and formatting, at a later date if appropriate.

The output must be deposited in a form so that it is discoverable manually to anyone with internet access and by automated tools such as search engines. Readers should be able to search electronically within the text, read it and download it without charge.

An output subject to a publisher's embargo must still be deposited on ORO as soon as possible and no later than three months after the date of acceptance for publication. Embargoed publications will remain closed so that they are discoverable but not available in full text until the end of the embargo period when it becomes publicly accessible.

Researchers should ensure that they apply the appropriate Creative Commons (CC) licence to their publications. Applying a CC licence[3] to an open access publication enables

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[2] The Open University Code of Practice for Research
[3] Creative Commons Licenses

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the author to allow the public sharing and use of their work, while retaining and protecting their copyright of the material. There are a range of licences available and the particular licence required varies by funder, therefore researchers should ensure that they check their funder's policy. Where possible this should be a CC BY license as this enables the maximum re-use.

Researchers must ensure that the source of funding for the research is acknowledged in all publications, with the funding agency written out in full, followed by the grant number in square brackets, e.g. *This work was supported by the Medical Research Council [grant number xxxx]* or following funders' specific requirements.

Researchers are responsible for ensuring their publications adhere to the above requirements as applicable, including checking journal and publishers' open access policies are compliant with this policy (including allowable embargo periods) and requesting open access charges on external research bids and/or retrospectively from funders where permitted. The Library Research Support team[4] is available to provide advice and support.

Where external funding is available to meet the costs of open access article processing charges (APCs) (e.g. UKRI Open Access Publishing block grant), researchers are encouraged to publish their work with immediate (gold) open access upon publication.

The decision to follow the 'gold' or 'green' open access publication route for externally funded outputs will be a matter for Faculty and Unit judgment but will also be dependent on the acceptability of publishers' embargo periods and the requirement for and availability of funding from the centrally-held block grants.

Researchers and postgraduate research students are encouraged to access the transitional and transformative deals available through the journal deals the Library holds. Further details can be found on the Library Research Support website[5].

E-thesis deposition

All PhD students are expected to submit an electronic copy of their thesis before the degree may be awarded. The electronic copy will be stored in ORO and the full text (either the full or a redacted version for the thesis where copyright clearance could not be obtained) will be made available by open access after deposition. Under the Research Degrees Regulations postgraduate research students can request an embargo on the full-text of their thesis and the full-text of the thesis will be made available after the embargo has expired.

3. Compliance and monitoring

Compliance with the Open University Open Access Policy and open access requirements of external funders and other bodies will be monitored and reported to Research

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[4] Library Research Support Team can be contacted at library-research-support@open.ac.uk

[5] Library Research Support website 'How to publish Open Access'.

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Committee, the Vice Chancellors' Executive and external bodies as required.

Further clarification

If you have any queries around the content provided within this document and how to interpret it, please contact the Library Research Support team library-research-support@open.ac.uk

Alternative format

If you require this document in an alternative format, please contact the Library Research Support team library-research-support@open.ac.uk