



# Institutional Rights Retention Policy

A Researchers' checklist

The [Institutional Rights Retention Policy](#) empowers researchers to deposit Author Accepted Manuscripts (AAM) in institutional systems upon acceptance, facilitating open access without embargoes. We aim to disseminate research widely, complying with funders' requirements while allowing researchers to publish in preferred journals.

## 1. Before Submission:

Confirm whether your work falls within the scope of the policy.

Familiarise yourself with the different [Creative Commons \(CC\)](#) license options, with CC-BY being strongly encouraged.

Discuss the policy with co-authors.

If your work contains significant third-party copyrighted materials, consider whether a more restrictive license or opt-out is necessary. Consult [Copyright Toolkit](#).

Consider the potential consequences of a CC-BY or equally permissive licence on any future plans they or a partner may have for commercialisation. If researchers intend to commercialise their research outputs, they should contact [IIB](#) prior to publication for advice.

## 2. During Submission:

When submitting your manuscript, apply the appropriate Creative Commons license (e.g., CC-BY) to the Author Accepted Manuscript (AAM). Include a statement in your submission or cover letter: "*For the purpose of open access, the author has applied a Creative Commons Attribution (CC BY) license to any Author Accepted Manuscript version arising from this submission.*"

*Be aware that once a Creative Commons license is applied, it is perpetual and cannot be revoked, except in cases of license breaches.*

*If your article contains third-party copyrighted materials, ensure that a more restrictive license or opt-out is considered, if necessary.*

## 3. After Acceptance:

Within three months of acceptance, deposit an electronic copy (PDF/A) of the AAM in [Open Research Exeter \(ORE\)](#), via Symplectic Elements.

## 4. Opt-Out Considerations:

Understand that opting out of immediate open access or CC licensing may affect compliance with funder policies and eligibility for REF submissions.

Request an opt-out only in complex situations where compliance with the policy is challenging. Potential opt-out situations include:

Lack of permission to share the AAM with a CC BY license due to co-author objections.

Presence of significant third-party content that cannot be licensed as CC-BY, and redaction would compromise the article's integrity.

Contractual reasons, such as confidentiality obligations or commercial sensitivity.

Intellectual property (IP) commercialization plans.