



RESEARCH OUTPUTS AND OPEN ACCESS

GUIDANCE FOR RESEARCHERS

This guide has been prepared to help you as a researcher at the University of Exeter to be aware of what you need to do regarding Open Research and who to contact for further help.

The checklist will help you to ensure that your publications record and digital identity are up-to-date in all our systems and that you will be able to comply with the University's [Open Access Research and Research Data Management Policy](#), our funders and the Research Excellence Framework (REF) exercise.

PUBLICATIONS

WHEN YOU PUBLISH

UPON SUBMISSION

- Include a [Rights Retention](#) statement, required in all articles with a University of Exeter author or co-author: ***'For the purpose of open access, the author has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission'*** This ensures you can always make the *accepted manuscript version* of your paper immediately open access (OA), regardless of whether you also publish OA on the publisher website.
- Consider taking advantage of [publisher Transformative Agreements](#) - corresponding authors at the University can publish OA in journals included in these agreements, as it has already been paid for.
- If submitting to a full OA journal, contact the Open Research team at submission to apply for OA funding.
- Acknowledge funding in your publication, including grant references.
- Include a [data access statement](#).
- Use your ORCID ID. Further details about ORCID IDs can be found in the [Research Toolkit](#).
- New OA requirements apply to monographs, book chapters, edited collection arising from UKRI funding, contact the Open Research team at the earliest opportunity, before signing a publishing contract.

UPON ACCEPTANCE

IF NOT PUBLISHING OPEN ACCESS:

- Upload your accepted manuscript upon (within three months of) acceptance via [Symplectic](#) to [ORE](#), our institutional repository, ensuring compliance with [University policy](#) and [REF OA policy](#).
- Providing your paper is covered by [Rights Retention](#), we will make it immediately OA in ORE with CC BY.

IF PUBLISHING OPEN ACCESS:

- Choose a Creative Commons licence in compliance with your funder e.g. CC BY (only).
- If publishing in a full OA journal you should already have secured funding to pay for this - arrange payment of publishing fees using instructions already provided to you by the Open Research team.
- If publishing in a journal included in a [Transformative Agreement](#) and you are corresponding author, identify affiliation on publisher forms and request OA, at no extra cost (it has already been paid for).

- Upload the final published PDF via Symplectic to ORE as soon as possible after publication.

OPEN ACCESS FUNDS MANAGED CENTRALLY

To apply to one of these funds, **submit an OA funding request** at submission to a full OA journal:

- UKRI open access block grant.
- Wellcome Trust open access block grant.
- British Heart Foundation open access fund.
- Institutional open access fund - for outputs that have **no other funding** to pay for open access.

ENSURE YOUR PUBLICATION COMPLIES WITH UNIVERSITY AND REF OPEN ACCESS POLICIES

- The **output must be deposited in a repository**, *no later than three months after acceptance*.
- The output deposited should be the [accepted manuscript](#) (following peer review).

REF OA policy applies to all journal articles and conference contributions (with an ISSN). Monographs, book chapters or other long-form publications, working papers, creative or practice-based research outputs or data are eligible for REF but don't need to comply with REF OA policy.

REF OA policy is under review; REF 2021 OA policy should be followed until further notice

RESEARCH DATA

RESEARCH DATA MANAGEMENT SUPPORT

Before your project

- [Write your data management plan](#) using [DMPonline](#).
- Be sure to include appropriate [data management costs](#) in your funding application.
- If applicable, [plan for working with sensitive data](#).

During your project

- [Organise your data](#).
- [Securely store your data](#).
- Ensure that your data are [regularly backed-up](#).

After your project

- Determine which data are suitable for sharing and [select a license](#) to maximize re-use.
- [Deposit your data into ORE](#) or a subject-based data repository - you can use the [Registry of Research Data Repositories](#) to find a suitable subject-based repository.
- Include a [data access statement](#) in any associated publications.

In addition to

- Be compliant with the [University policy](#) and the [research funder policies](#).
- Contact the Open Research team's Research Data Officer** (rdm@exeter.ac.uk) with any questions.

OPEN RESEARCH SUPPORT

The [Research Toolkit](#) outlines support available to University of Exeter researchers.

Contact UoE's Open Research team (openaccess@exeter.ac.uk) in the Library, if you have any questions.