

## Open Access – Library Staff Process

This is the process library staff follow to make your research outputs Open Access in line with publishers' policies after you have created the record and uploaded your accepted manuscript.

STEP	ACTION
1	<b>Check Metadata</b> Once a record is marked 'for validation', our staff will check and add all the outputs' metadata (i.e., direct web links, statement of rights, publication dates).
2	<b>Validation and Copyright</b> Publisher policies and copyright are checked to ensure that the correct version is made Open Access after any set embargo period
3	<b>Open Access</b> Where publisher policies allow (after any set embargo period), your output will become Open Access through Strathprints. <a href="http://strathprints.strath.ac.uk/">http://strathprints.strath.ac.uk/</a>

**Library and Information Resources**  
Andersonian Library – Curran Building  
e-mail: [openaccess@strath.ac.uk](mailto:openaccess@strath.ac.uk)  
telephone: 0141 548 4666

[www.strath.ac.uk/openaccess](http://www.strath.ac.uk/openaccess)  
[www.twitter.com/StrathclydeOA](https://twitter.com/StrathclydeOA)

The University of Strathclyde is a charitable body, registered in Scotland with registration number SC015263

# HEFCE'S OPEN ACCESS REQUIREMENTS FOR THE NEXT REF

Applies to All Journal Articles  
& Conference Proceedings  
Accepted for Publication  
From 1 April 2016

HIGHER EDUCATION  
FUNDING COUNCIL  
FOR ENGLAND

hefce



It is essential that you adhere to HEFCE's policy on Open Access to ensure that your research outputs can be included in the next REF. This applies to journal articles and conference proceedings accepted for publication after 1 April 2016.

STEP	ACTION
1	<p><b>Prior to Publishing</b></p> <ul style="list-style-type: none"> <li>Check the embargo<sup>3</sup> period of the journal at <a href="http://www.strath.ac.uk/openaccess/resources/">www.strath.ac.uk/openaccess/resources/</a></li> <li>If embargo exceeds 12 months (Panel A &amp; B) or 24 months (Panel C &amp; D) or open access is not allowed, email <a href="mailto:openaccess@strath.ac.uk">openaccess@strath.ac.uk</a></li> </ul>
2	<p><b>Create a Publication Record</b></p> <ul style="list-style-type: none"> <li>Log into PURE at <a href="https://pure.strath.ac.uk/admin/login.xhtml">https://pure.strath.ac.uk/admin/login.xhtml</a></li> <li>Click on the 'Add new' button and select the appropriate output type.</li> <li>Add as much information as possible – completing all fields marked with an asterisk</li> </ul>
3	<p><b>As Soon as Accepted</b></p> <ul style="list-style-type: none"> <li>Update record to include the date of acceptance<sup>2</sup> (under publication statuses and dates)</li> </ul>
4	<p><b>Upload Accepted Manuscript</b></p> <ul style="list-style-type: none"> <li>Upload the accepted manuscript<sup>1</sup> at 'Access to electronic version (full text)'</li> <li>Mark the record as 'For Validation'</li> </ul>
5	<p><b>Exceptions to Open Access</b></p> <ul style="list-style-type: none"> <li>If you believe that your research output qualifies for an exception<sup>4</sup> to HEFCE's OA Policy, email <a href="mailto:openaccess@strath.ac.uk">openaccess@strath.ac.uk</a></li> </ul>
6	<p><b>Link Output to Projects and Activities</b></p> <ul style="list-style-type: none"> <li>Ensure that your output is linked to all appropriate projects and other publications (under Relations)</li> <li>NOTE – RCUK / Wellcome Trust have their own Open Access requirements email <a href="mailto:openaccess@strath.ac.uk">openaccess@strath.ac.uk</a> for more information.</li> </ul>

STEP	ACTION
7	<p><b>Once Output is Published</b></p> <ul style="list-style-type: none"> <li>Update record in PURE, entering the publication date (under publication statuses and dates)</li> <li>Add any additional data</li> <li>Mark the record as 'For Validation'</li> <li>You are now compliant</li> </ul>

### Glossary

#### 1 Accepted Manuscript

The author's accepted manuscript is the version that has been accepted for publication. The accepted manuscript is not the same as the copy-edited, typeset or published paper

#### 2 Date of Acceptance

The point at which the author is notified that their output has been reviewed by the journal or conference and all academically necessary changes have been made. The article is ready to be taken through the final steps toward publication (normally copy-editing and typesetting)

#### 3 Embargos

A length of time that publishers can make authors wait before they are allowed to make their research output available as open access.

The length of embargo periods varies. HEFCE requires that embargo periods do not exceed:

Panels A and B (STEM) – 12 Months - Panels C and D (Humanities) 24 months

#### 4 Exceptions

There are a limited number of situations where an output may be exempt from the open access policy, for example, where research outputs using third-party materials (photographs) for which copyright for online publication was not achievable.

We expect that such cases will be extremely rare. Email [openaccess@strath.ac.uk](mailto:openaccess@strath.ac.uk) if you need further information.

***Any output that falls within the scope of HEFCE's OA policy and is submitted to the next REF but does not meet the requirements without a valid exception will be given an unclassified score and will not be assessed.***