

## Introduction

The University of East London is committed to sharing the fruits of its research with individuals, communities and businesses in the wider society, as well as to the global academic community. Academics, students, funders and the wider public are increasingly expecting free and unrestricted access to research publications. To further its values and meet expectations, research publications and associated data created by UEL staff will be made available on an Open Access basis wherever possible. This policy was adopted by the Research & Knowledge Exchange Committee on 5 June 2014.

## Open Access Policy

### 1. Scope

- 1.1. All research publications created by UEL academics and accepted for publication after 1 January 2015 will be added to ROAR and made freely available, unless there are legal restrictions which prevent this.
- 1.2. Journal articles and conference proceedings will be made available via a Creative Commons Attribution licence (CC-BY) to permit the fullest reuse which credits the author(s). Authors are free to choose an appropriate Creative Commons licence for other publications.
- 1.3. Authors should seek to retain the right to deposit an Accepted version of other publications in ROAR when negotiating agreements or contracts with publishers. Library staff will make available a standard licence for this purpose.
- 1.4. Publisher embargo periods will be respected, as will the confidentiality of commissioned reports where it has not been possible to negotiate permission to disseminate research findings.
- 1.5. Data suitable for sharing (openly or with appropriate safeguards) can be added to the [data repository](#). Such data collections can be linked to related publications in [ROAR](#).
- 1.6. This policy does not apply to textbooks and other teaching resources created by UEL academics.
- 1.7. Students are invited but not obliged to deposit peer-reviewed publications in ROAR. PhD/MPhil students are already required to deposit their theses in ROAR according to UEL regulations.

### 2. Process

- 2.1. UEL researchers are required to deposit an Accepted Version (the final author manuscript as accepted for publication, incorporating any peer review) of their research publication in ROAR within three months of acceptance for publication. If a publication is itself Open Access, the Published Version should be deposited in preference.
- 2.2. Where the corresponding author is not at UEL, the first-named UEL author will be responsible for seeking an Accepted Version for deposit in ROAR: if it not possible to obtain a copy, UEL authors will not be required to comply with the policy.
- 2.3. Where it is not possible to make a publication Open Access because of copyright constraints, authors will claim a waiver of the Open Access policy in a standard form communicated to their Dean and LLS.
- 2.4. Library staff will check author deposits for compliance with publisher and funder policies, and enhance the metadata with details of the Published Version, but will not check or rework submitted documents. Copyright checking will only be undertaken on journal and conference proceedings.
- 2.5. Procedures will be kept under review, especially if UEL implements a central research information system.

3. Promoting Open Access
  - 3.1. The RCUK block grant received by UEL to cover Article Payment Charges (APC) will be distributed to Schools each year in proportion to the value of each award. The block grant only covers 80% of APC fees, with the remainder to be met by School funds.
  - 3.2. A central UEL Open Access Fund will be established under academic direction with a remit to enhance the visibility and impact of UEL research through targeted payment of APC fees: details of the fund will be developed during 2014/15.
  - 3.3. The Research Communications and Promotions Executive and Research Services Librarian will work with academics to promote the open availability of research publications.
  - 3.4. Library and Learning Services will support Open Access through advocacy, training, and advice on which publications comply with funder requirements.
4. Compliance and monitoring
  - 4.1. Nothing in this policy shall limit academic freedom to choose where and in what manner researchers publish their research.
  - 4.2. ROAR will be used to store and report publications for the post-2014 REF exercise.
  - 4.3. All publications will identify the University of East London as the affiliation address for all UEL staff, to enable better bibliometric measures of research outputs from UEL staff.
  - 4.4. All publications will identify external sources of funding (both funder and grant number). Where publisher policy does not routinely include this information, it will still be recorded on ROAR to enable the association of outputs with research projects.
  - 4.5. Library and Learning Services will monitor the payment of Article Payment Charges to publishers to ensure value for money, especially where UEL is paying subscription licences for the same journals.
  - 4.6. The Research Services Librarian will give a report on Open Access to the Research and Knowledge Exchange Committee in January 2015, and annually thereafter.

Stephen Grace, Research Services Librarian

5 June 2014