Thinking about Open Access in the research lifecycle

**Identify new research area**
- Look beyond the library: search CORE’s index of 20 million OA articles.
- Will your research partners agree to making published outputs OA?
  - Do their institutions have OA mandates or central funds for APCs?
  - Use OpenDOAR to find an institution’s OA repository and view your prospective collaborators’ work.

**Produce research proposal**
- Does the prospective funder have an OA policy for publications? Use SHERPA/JULIET to check.
  - What are their requirements (e.g. ‘green’ or ‘gold’ route; CC BY licence)?
  - Will the funder pay APCs?

**Bid for funding**
- CORE indexes over 20 million OA articles from repositories worldwide.
  - Other sources of OA papers can be found here.

**Conduct literature review**
- Do you need to make interim reports OA on your project/funder website?
  - Check the LSE versions toolkit for which copies of your paper you should retain.
  - Does your work include 3rd party content?
    - The University of Exeter has some useful information about OA and third party copyright material.

**Write up**
- Does your journal or conference offer an OA option? Is it compliant with your funder’s OA policy? Are APCs charged?
  - Which version of your paper can be OA – submitted, accepted or published?
  - Use SHERPA/RoMEO to find prospective journals’ open access archiving policies and follow the links to paid OA options.
  - Be aware of HEFCE’s OA policy for REF outputs and deposit ASAP in DORA.
Funders’ requirements for open access present researchers with opportunities and challenges throughout the research lifecycle. This guide highlights some of the open access issues to consider and the tools to support you.

**Glossary of terms:**

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<th>Term</th>
<th>Description</th>
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<td><strong>Article Processing Charge (APC)</strong></td>
<td>A fee paid to a publisher to ensure an article is made open access on publication. Some funders (e.g., Wellcome Trust) will allow researchers to include APCs in their bids for funding. RCUK expects fund holders to pay APCs from block grants awarded to institutions.</td>
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<td><strong>Creative Commons Licence</strong></td>
<td>Creative Commons licences enable copyright owners to give limited permissions to other people wishing to use their work. Some fund holders are expected to make their outputs available with specific licences as a condition of their award e.g. RCUK expects outputs they fund to be published under a CC BY (attribute only) licence; HEFCE does not specify a licence but advises that CC BY-NC-ND would satisfy their minimum requirements (HEFCE FAQ 13).</td>
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<td><strong>Embargo period</strong></td>
<td>A period of time, post publication, in which a research output may not be made OA in a repository. The length of an embargo is set by the copyright holder (usually a publisher) and should be no more than 12 months for STEM subjects or 24 months for the arts, humanities and social sciences.</td>
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<td><strong>‘Gold’ route to OA</strong></td>
<td>Publication either in a fully open access journal or a ‘hybrid’ journal which offers an open access option. The publisher makes the text open access immediately on publication. A fee (or Article processing Charge (APC)) may be payable.</td>
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<td><strong>‘Green’ route to OA</strong></td>
<td>Publication in a traditional (subscription) journal followed by deposit of a permitted version of the full text in an open access subject or institutional repository (such as DORA). An embargo period may apply. Use SHERPA/RoMEO to find out publishers’ policies on self-archiving in repositories.</td>
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<td><strong>HEFCE OA policy</strong></td>
<td>HEFCE’s OA policy states that: “to be eligible for submission to the post-2014 REF, authors’ final peer-reviewed manuscripts must have been deposited in an institutional or subject repository on acceptance for publication. Deposited material should be discoverable, and free to read and download, for anyone with an internet connection. The requirement applies only to journal articles and conference proceedings with an International Standard Serial Number.” (HEFCE, 2014) The policy applies to research outputs accepted for publication after 1st April 2016. Answers to FAQs are available here. Deposit of metadata and the accepted version of a paper into DORA (subject to embargo) within three months of acceptance will satisfy HEFCE’s requirement.</td>
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<tr>
<td><strong>Open Access (OA)</strong></td>
<td>“Open Access is the free, immediate, online availability of research articles, coupled with the rights to use these articles fully in the digital environment.” (SPARC, 2013)</td>
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<td><strong>Other funders’ OA policies</strong></td>
<td>Researchers receiving funding from RCUK, the European Commission or many other funders are expected to make their work open access. See SHERPA/JULIET for details.</td>
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<td><strong>SHERPA/RoMEO</strong></td>
<td>A widely used tool for establishing publishers’ copyright and ‘self-archiving’ policies i.e. whether and under which conditions an author may deposit their work in a repository. SHERPA/RoMEO also has useful links to related information on publishers’ websites.</td>
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De Montfort University OA services: The University is committed to making the research outputs of its members freely accessible to the wider community. To this end it maintains an open access repository (DORA).

De Montfort University OA policy: The University OA policy encourages the deposit of a full text version of all research output types in DORA (‘green’ OA). The University expects that any researcher hoping to submit to the next REF will be aware of HEFCE’s open access policy and will deposit their journal articles and conference proceedings in DORA on acceptance for publication. De Montfort University has a small central fund for the payment of APCs (‘gold’ OA). This can only be used for outputs from RCUK funded projects. To access this please contact openaccess@dmu.ac.uk

For further information or support for open access at any stage of your research lifecycle please contact the Open Access team at openaccess@dmu.ac.uk

Open access and the research lifecycle: a guide for researchers from the O2OA project is licensed under CC BY 4.0.