

Supporting you at Reading

Top ten tips:

Open Access

1 Discover the benefits of Open Access

Open Access enables scholarly research outputs (e.g. peer reviewed journal articles) to be accessed free of charge and without restriction to anyone via the internet. There is evidence to show that making your research articles Open Access increases the number of citations and enhances the visibility of your work. Benefits to researchers include: wider readership and greater impact; enhanced interdisciplinary research; and accelerated pace of research.

2 Know about Green and Gold Open Access

There are two main routes to achieving Open Access. Gold Open Access means that the published article is made available freely and immediately on the journal website, by the publisher. The author may be required to pay an Article Processing Charge (APC) to the publisher for Gold Open Access but there are no charges for Green Open Access. Green Open Access requires the author to deposit ('self-archive') articles in an institutional repository, such as the University's repository CentAUR (www.reading.ac.uk/centaur), or in a subject repository; usually this is the author final manuscript version.

3 See the University's guidance on Open Access

The University has put together some guidance on Open Access (www.reading.ac.uk/library/open-access) alongside its Open Access policy. It includes a list of contacts in the University who can help you with queries about Open Access.

4 Comply with funder Open Access requirements

Many funders require you to make your research outputs Open Access. Check your funder's policy using the SHERPA/JULIET database (www.sherpa.ac.uk/juliet) in conjunction with your funder's terms and conditions. RCUK (the research councils in the UK) have a mandatory policy for Open Access which means that any journals that you publish in will need to offer a route to Open Access. The SHERPA/FACT tool (www.sherpa.ac.uk/fact) will enable you to check whether your publisher complies with RCUK's Open Access policy.

5 Understand publisher Open Access options

Publishers may offer a range of Open Access options. Check the SHERPA/ROMEO database (www.sherpa.ac.uk/romeo) in conjunction with your publisher's policy to find out which options are available to you. This will cover depositing your output in a repository (Green Open Access) such as the University's institutional repository CentAUR, or making it available on a publisher's website (Gold Open Access). If the

publisher's policy is not available to you, contact them to find out about Open Access options.

6 Save your author final manuscript

The author final manuscript is the author's own final version, incorporating peer review corrections, and as accepted for publication (e.g. in Microsoft Word). It should not have been copy-edited or typeset by the publisher. It is sometimes known as the 'postprint'.

7 Deposit your research output in CentAUR

Authors are required to deposit in CentAUR the author final manuscript of peer reviewed journal articles and conference proceedings **as soon as accepted for publication**. This is also **required by HEFCE for the post-2014 REF**, in order for an article to be eligible for submission. Embargo settings and locked access can be applied in CentAUR at that point if required by publishers. **Do not delay deposit** until after the embargo date or until full publication details are available. CentAUR staff will update the details when it is published. Published versions of articles, and final versions of full texts for other types of publication, can also be deposited in CentAUR, if permitted by the publisher.

8 Apply to the University's Open Access fund

The University's Open Access fund only applies to peer reviewed research papers which result from research that is wholly or partially funded by RCUK, and which are submitted for publication from 1st April 2013. There is a web request form for researchers to complete to request funds for Article Processing Charges (APCs) for Gold Open Access: www.reading.ac.uk/library/open-access-rcuk. The University has pre-paid deals and memberships with a range of publishers. Current deals are listed on the Open Access pages. **Read the guidance** on the Open Access pages **before** requesting funding.

9 Acknowledge your funder and data in your paper

Ensure that your funder is appropriately acknowledged in your research output, including the grant number. Also include a statement on how the underlying research materials (such as data, samples or models) can be accessed. These are important requirements if the research was funded by RCUK.

10 Familiarise yourself with copyright and licensing

Traditional publication routes usually require you to assign copyright in your work to the publisher. Open Access publishing ensures that your work is not only freely available to read but also to re-use in certain ways according to a specific licence attached to the work. The most commonly used suite of licences is Creative Commons (www.creativecommons.org), and your funder/publisher may wish you to use one of these licences when publishing under Open Access. **The CC-BY (Creative Commons Attribution) licence is required by RCUK** for articles resulting from RCUK research grants and which are made Open Access via the Gold route. NO OTHER licence is accepted for Gold Open Access by RCUK.

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