

## ***Open Access Publications Deposit Mandate***

### **University of Bath Open Access Mandate**

1. The University of Bath requires researchers to deposit full-text copies of their peer-reviewed journal articles and papers from published conference proceedings into the University of Bath research repository.
2. The full-text of the paper and its details should be uploaded within three months of acceptance for publication.
3. Optional deposit of other research outputs such as book sections, reports, working papers and conference presentations is encouraged. These items will be identified as peer-reviewed or non-peer-reviewed as appropriate.
4. The library provides support for this activity and will check copyright permissions on all deposited papers.

### **Why do this?**

1. Increasing the availability of full-text, peer-reviewed research papers will lead to improved citations and usage.
2. Not all potential readers of your work are able to subscribe to the publication in which it appears. Increasing journal subscription prices and university budget cuts will see open access copies more widely utilised.
3. Publication details entered into Pure will be re-used to cut duplication of effort by researchers. These details feed through to the university's researcher profile web pages and will be used for the university's REF submission. Lists can also be exported for appraisal or CV purposes.
4. HEFCE have made open access a requirement for the next REF for journal articles and for conference papers that have an ISSN. Adding these to Pure, once they have been accepted for publication, will meet this requirement.
5. Open access is strongly supported by many funders including the UK Research Councils, the European Commission, the Wellcome Trust and other charities. These bodies already mandate that publications arising from such funded research are made publicly available.
6. Some publishers only allow authors to make their papers publicly available if it is mandated by the institution or funder.
7. Many other research-intensive universities have established open access mandates. These include: University College London, University of Bristol, University of Oxford and others. Institutions that do this benefit from increased dissemination and availability of their publications.

## What does it mean for researchers?

The Open Access Mandate requires researchers to deposit full-text copies of their peer-reviewed journal articles and papers in the University of Bath research repository. Uploading a copy of your paper and its details to Pure takes only a few minutes. All papers are copyright-checked by the library to comply with publisher policies and permissions and it is a means of safe and legal online storage. The library also offers help and guidance as needed.

## Are you REF-ready?

Our Open Access Mandate states that all new journal articles - and papers from published conference proceedings - should be deposited in Pure, in full-text form. Compliance with this mandate is necessary as HEFCE's requirements for the next REF include the condition that outputs can only be submitted to the REF if they are made available at the point of acceptance for publication. There is a three-month window to do this.

To ensure that your articles can be considered for the next REF, researchers need to follow these three steps:

### **Keep, Upload, Contact.**

#### **1. Keep your author's accepted manuscript ①**

- Keep this version for journal articles and conference proceedings (that have an ISSN). This activity is not necessary for books, chapters or other output types.
- It is necessary even where the publisher makes the article open access upon publication.
- Whether you are the sole author or a co-author, a postgraduate or a professor, you need to keep this version of your paper.

#### **2. Upload the author's accepted manuscript to Pure at the point of acceptance ②**

- When the publisher sends you an acceptance notification, log into Pure to add the basic publication details and upload the document.
- The library will ensure compliance with any embargo date.
- You are now compliant! The library will make regular checks to see if the article has been published and will update the publication details in Pure, once they become available.

#### **3. Contact the library for help or advice ③**

- Email [openaccess@bath.ac.uk](mailto:openaccess@bath.ac.uk) with any queries or questions.
- Call the open access team on ext. 5114 / 4676 or visit the office on level 4 of the library.
- We will be visiting departments and attending committee meetings over 2017/18 to answer any questions you may have.

① Author's accepted manuscript – this is the final, peer-reviewed manuscript, before proof-reading begins for the published version. It is often a Word document or LaTeX file or PDF.

② Point of acceptance – this is when the publisher confirms to you that your article has been accepted.

③ For questions about open access, please contact:

Garth Bradshaw, *Scholarly Communications Librarian*, or Katy Jordan, *Repository Support Librarian*.

Email: [openaccess@bath.ac.uk](mailto:openaccess@bath.ac.uk) or phone Garth Bradshaw on ext. 5114 or Katy Jordan on ext. 4676.

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