

Kingston University Open Access Policy

Introduction

- 1) Kingston University is committed to ensuring that the outputs of our research are freely accessible. Making our research outputs widely available reflects our commitment to producing research with the potential to make a significant economic, social and cultural impact. We believe that adopting an open access mandate will achieve maximum visibility and accessibility for our research. The University's Research Repository will enable us to implement this policy and achieve a green open access environment, by providing the mechanism for recording details of all published outputs and a means for making full-text versions available online.

Rationale

- 2) Adopting an open access policy will enable the University to achieve compliance with funder body requirements as well as to enhance the profile and reputation of our research:
 - a) Compliance:
 - i. Ensuring that Kingston University researchers meet the requirements of Research Councils and other research funders to make publicly funded research outputs available freely over the internet.
 - ii. Ensuring that research conducted at Kingston University is compliant with HEFCE's Open Access Policy and is eligible to be submitted for REF2020.
 - b) Reputation and visibility:
 - i. Raising the profile of Kingston University research.
 - ii. Increasing the potential for research collaborations.
 - iii. Making the results of our research more accessible to the public.

Benefits

- 3) Open Access publication will benefit authors by:
 - a) Showcasing their research and enhancing its visibility to potential collaborators and prospective postgraduate students, both nationally and internationally.
 - b) Broadening the potential international audience for the research, making it available to internet search engines and maximising the potential for increased citations and knowledge transfer.
 - c) Ensuring the long term preservation and storage of research outputs in the Research Repository.
 - d) Helping them to comply with research funder open access policies (check individual policies for detailed requirements).

University Open Access Policy

- 4) Kingston University has decided to adopt a green approach to open access. This means that researchers will self-archive their research outputs in the Research Repository, which will become openly accessible and searchable online either immediately or after an agreed embargo period. This policy applies to all research outputs, and includes those that have been made immediately available on a publisher's website through payment of an article processing charge (gold route open access.)
- 5) The policy applies in principle to all forms of research output produced by Kingston University staff and research students.
- 6) The policy applies to co-authored publications as well as to single authored publications.
- 7) The University already requires that authors record bibliographic details of all research outputs in the Research Repository. The Open Access policy now requires that, from 1st April 2015:
 - a) Authors must record bibliographic details of research outputs in the repository no later than the date of publication.
 - b) Authors are responsible for ensuring that their actions are compliant with the funder's publication policy and their award terms and conditions where the research output has been externally funded.
 - c) For journal articles and conference proceedings with an ISSN: Authors must deposit a machine-readable electronic copy of their final peer reviewed manuscript (also called the post-print or author's accepted manuscript) in the Research Repository no later than three months from the date of acceptance, where the publishers' license terms permit. Please note that where publisher embargoes exist they will be handled by the Repository software.
 - d) For all other research outputs: Researchers must strive to record the final version of their research outputs in the research repository no later than the date of publication or first appearance in the public domain.
 - e) Authors must use a standardised institutional affiliation "Kingston University" in all research outputs to ensure clear affiliation with the University.¹
 - f) Authors must acknowledge within the publication and the Research Repository the source of grant funding associated with a research output using the wording provided by the funder, where applicable.
 - g) Authors should ensure that research publications make reference to any research data used during a project, including a statement describing how and on what terms the supporting data may be accessed.
- 8) This policy complements the forthcoming University Research Data Management Policy, which will require that research data (defined as any material, digital or physical, that underpins research, including (but not limited to) raw data,

¹ For the Faculty of Health, Social Care and Education: authors in the School of Education should use the affiliation "Kingston University". Other staff should use: "Faculty of Health, Social Care and Education, a partnership between Kingston University and St George's, University of London"

observational data, experimental data, documents, spreadsheets, databases, laboratory notebooks, data visualisations, data models, software, images and measurements) should be made publicly available at the end of research projects, unless protected by appropriate exemption or exception.

Publications from funded research

- 9) Many research funding bodies are supportive of, or mandate, open access publication of funded research outputs, including research data. Grant holders are responsible for ensuring compliance with their funder's specific requirements about how research outputs arising from their funded programmes should be published or otherwise made available. Funder Open Access policies are usually referred to in grant Terms and Conditions and made available on their websites. Some common examples are listed below:
- a. RCUK: <http://www.rcuk.ac.uk/research/openaccess/>
 - b. Horizon 2020: <https://www.openaire.eu/oa-publications/h2020/open-access-in-horizon-2020>
 - c. Association of Medical Research Charities: <http://www.amrc.org.uk/our-work/open-access-and-open-data>
 - d. NIHR: <http://www.nihr.ac.uk/policy-and-standards/open-access.htm>

Grant holders are also responsible for complying with funder's specific requirements on reporting outputs and outcomes.

- 10) Please note that failure to comply with funder open access policies, including any mandated reporting, may result in sanctions including ineligibility to apply to future funding schemes, and withholding of outstanding research funds.

Research Excellence Framework (REF) 2020

- 11) HEFCE has mandated that for journal articles and conference proceedings with an International Standard Serial Number, the final peer reviewed manuscript must be deposited within three months of the date of acceptance in order to be eligible for REF2020 even if the final publication will be funded by the gold route. Although the HEFCE policy applies to outputs accepted for publication after 01 April 2016, they have advised that universities should implement it in advance. Kingston University is implementing this policy from 01 April 2015. Read the full policy and FAQs published here: <http://www.hefce.ac.uk/rsrch/oa/>

Advice and guidance

- 12) The University's Library and Learning Services department provides advice and assistance to researchers in using the Research Repository. LLS also advise on compliance with copyright and embargo periods. The SHERPA Romeo website www.sherpa.ac.uk/romeo provides details of the policies of different publishers with regard to copyright permissions. SHERPA FACT at <http://www.sherpa.ac.uk/fact> is a new tool to help authors establish whether a journal is compliant with RCUK, Wellcome Trust, Arthritis Research UK, Breast Cancer Campaign, British Heart Foundation, Cancer Research UK and Leukaemia and Lymphoma Research open access policies. Also, Sherpa Juliet at <http://www.sherpa.ac.uk/juliet> provides details of other research funders open access policies.

- 13) The Research Support Office can provide guidance on individual funder policies and grant terms and conditions
- 14) Further information can be found at: forthcoming RSO and LLS staffspace pages.

Approval and review procedure

- 15) This Policy will be reviewed on an annual basis by Library and Learning Services and the Research Support Office, with recommendations for amendments submitted for consideration and approval by the University Research Committee

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