

F/1.3 QUT ePrints repository for research output

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| Contact Officer | Director, HiQ and Library Services |
| Approval Date | 01/02/2013 |
| Approval Authority | University Academic Board |
| Date of Next Review | 01/02/2016 |

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1.3.1 Background

QUT staff and postgraduate students produce research and scholarly output as a contribution to their discipline and/or as part of scholarly discourse. A significant proportion of this is intended for publication for the general purpose of recognition and impact. The following policy applies to this process, only where such output is not intended for commercialisation or individual royalty payment or revenue for the author or QUT. In effect it applies to the corpus of refereed research literature, conference papers, selected creative works and other non-refereed output, including research data, as contributed by QUT to the outside world.

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1.3.2 Policy

Material which represents the total publicly available research and scholarly output of the University is to be located in the QUT ePrints institutional repository, subject to the exclusions noted below. In this way it contributes to a growing international corpus of refereed literature and other research outputs available on open access, a process occurring in universities worldwide.

The following materials **must** be included in QUT ePrints

- refereed research articles and conference papers at the post-peer review stage (author's accepted manuscript)
- digital theses submitted by research higher degree candidates via the Research Students Centre (see [F/1.10 Library treatment of theses](#)).

The following materials **may** be included in QUT ePrints

- refereed research articles and conference papers at the pre-peer review stage (author's submitted manuscript) with corrigenda added following peer review if necessary
- books and book chapters
- un-refereed research literature, conference contributions, chapters in proceedings (the accepted draft)

creative works with a research component
descriptions of research data and datasets
research outputs in the form of software or computer code.

Materials to be commercialised, or which contain confidential material, or where the promulgation would infringe a legal commitment by the University and/or the author, will not be included in QUT ePrints. Materials will be organised in QUT ePrints according to the same categories used for the Higher Education Research Data Collection (HERDC) research assessment exercise (see the [Research webpage for administrators](#) in the Digital Workplace).

QUT's preference is to make materials available at the time of publication. Publisher requests for embargos of more than twelve months must be referred to the Deputy Vice-Chancellor (Technology, Information and Library Services).

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1.3.3 Roles and responsibilities

Authors and researchers are responsible for uploading materials to QUT ePrints. Where authors or researchers maintain academic profiles or personal web pages, links should be provided to the article or document which has been submitted to QUT ePrints.

The QUT Library is responsible for managing QUT ePrints.

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1.3.4 Reporting

The Director, HiQ and Library Services reports annually, through the Deputy Vice-Chancellor (Technology, Information and Library Services), to University Research and Innovation Committee and the Office of Research on the status of QUT ePrints.

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1.3.5 Operational guidelines

Guidelines for depositing research outputs into QUT ePrints are available from the [QUT Library](#). Guidance on Copyright arrangements and standards for publishers is available from the [University Copyright Officer](#).

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Related Documents

MOPP D/3.1 Intellectual property

MOPP F/1.10 Library treatment of theses

MOPP F/5.1 Copyright policy

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Modification History

| Date | Sections | Source | Details |
|----------|---------------------|---|--|
| 09.12.16 | F/1.3.2, F/1.3.4 | Enhancing the Student Experience REAL Difference Change Manager | Revised policy to include REAL Difference initiative, approved name change for position title, Deputy Vice-Chancellor (Technology, Information and Learning Support) to Deputy Vice-Chancellor (Technology, Information and Library Services) - effective 03.01.17 |
| 01.02.13 | All | Associate Director, Library Services (Information Resources and Research Support) | Periodic review - minor revisions only |
| 07.10.10 | All | Deputy Vice-Chancellor (Technology, Information and Learning Support) | Revised due to the removal of Australasian Digital Theses (ADT) |
| 18.09.09 | All | University Academic Board | Policy revised and renamed |
| 24.03.06 | All | University Academic Board | Revised policy (endorsed by University Research and Innovation Committee 01.03.06) |
| 26.09.03 | All | University Academic Board | New policy (endorsed by University Research and Development Committee) - effective from 01.01.2004 |

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