KNAW policy on open access and digital preservation

	Publications	Research data
Summary	All Academy publications will be placed in the Academy publications repository. They will be made available open access within six months of their publication. A period of twelve months applies for the humanities and social sciences.	All Academy research data will be digitally preserved and made available open access, unless the data memorandum stipulates that this is not necessary. This will take place within eighteen months of the conclusion of the research.
What to preserve digitally?	The publisher's version of every publication. If the final author's version is permitted open access at an earlier date, then that version should be preserved as well.	All research data, unless the data memorandum stipulates that this is not necessary (e.g. for reasons of privacy).
Where to preserve digitally?	In the [Academy publications repository](#)	In a data repository that complies with generally accepted standards, for example the [Data Seal of Approval](#).
When to upload material the repository?	Preferably immediately after the publication has been accepted, but no later than the official publication date.	Preferably immediately; at the latest when the research has been completed.
What material should be available open access?	Within the Academy: all publications. Outside the Academy: all publications, unless the publisher does not approve open access (the researcher must retain the relevant correspondence).	All research data, unless the data memorandum makes an exception.
When should material be made available open access?	Preferably immediately after the publication is accepted. An embargo of up to six months after publication is possible; for the humanities and social sciences, the embargo should not exceed twelve months. A longer embargo period is possible only with the consent of the institute management.	Preferably immediately after the data is placed in the repository. An embargo of up to eighteen months after conclusion of the research is possible.
Metadata	All metadata is made accessible.	All metadata is made accessible, unless the data memorandum makes an exception.

Block on access	If the public nature of a publication or data is disputed, the repository administrator can quickly block access to them.

Tips

- Publications or data placed in a repository are not automatically available open access: this can be indicated when uploading the file.
- Visit the [RoMEO](#) website to find out the embargo period for the publisher's version or final author's version of an article (note: in RoMEO, the final
  author's version is called the 'post-print').
- The institute director may decide to block access to a book in the publications repository from outside the Academy (also not accessible with the
  'request a copy' button).
- The Academy intranet has more information about the Academy's policy on open access and digital preservation, for example formats for the data
  section and the data memorandum.

Contact

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BRIEF OUTLINE OF KNAW POLICY

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