SOAS University of London Policy for Open Access Publication

It is a fundamental principle of academic freedom that academic staff are free to decide where and how the conclusions of their research will be published and disseminated. At the same time SOAS recognizes both the increasing benefits of Open Access publication, as a way of maximising the impact of the School's research within both the academic world and wider society, and the necessity of Open Access publication, in line with HEFCE and RCUK policies.

This framework has been produced to set out both the responsibilities of, and opportunities for authors at SOAS in relation to Open Access publication, as well as to summarize the support available to them. It is anticipated that adherence to this framework will have significant benefits: in disseminating SOAS research worldwide; ensuring compliance with funder policies and eligibility for the next REF; and preserving SOAS research outputs.

Preparation for Publication of Research

- Authors are encouraged to develop publication strategies that target publication in outlets that combine the best possible academic rigour and reputation but to also consider widening reach through Open Access early on in preparation for publication and to ensure journals are selected which enable Open Access in line with funder policies on Open Access.
- Academic departments and SOAS Professional Services will assist the School in providing authors with information on Open Access policies of publishers to encourage deposit in SOAS Research Online and ensure compliance with external funder policies on Open Access
- For outputs resulting from external funding it is expected that authors are aware of their funder's policy on Open Access and include a budget for Article Processing Charges (APCs) - where this is an allowable expense - to enable publication via Gold Open Access.
- The next REF requires that journal articles or conference proceedings (with an ISSN) accepted for publication after April 2016 are made available Open Access as soon as possible after acceptance. Before submitting articles authors are expected to check that their planned publication outlet will allow Open Access publication in line with the HEFCE policy.
- Authors are encouraged to refer to and make use of SOAS guidance and support for Open Access before submitting research for publication

At the Point of Acceptance or Submission of Research for Publication

- Research should be submitted with a standardised institutional affiliation "SOAS University of London" should be used in all research outputs to ensure clear affiliation with the School and for easy identification.
- Research published as a result of external funding must acknowledge funding in line with funder guidelines.
- Authors (both staff and PhD students) publishing journal articles or conference

proceedings that result from RCUK funding must, at the point of acceptance:
- apply for the use of the SOAS RCUK block grant for payment for Gold Open Access via the online application form.
- deposit the accepted version of the article in SOAS Research Online

- Academic departments may also approve payments for APCs where this is considered important for the wide dissemination of research within excellent journals and no funding is available from the SOAS block grant or from an external funding.
- Authors must deposit accepted manuscripts (post peer- review but prior to publisher formatting) or published versions of all research outputs published with a SOAS affiliation at the point of acceptance where this is allowed by publishers in SOAS Research Online. If manuscripts cannot be added, a bibliographic record should be added as soon as an output is accepted so that publications listed on the SOAS website are up to date.
- From April 1st 2016 authors are required to deposit accepted manuscripts (post peer review but prior to publisher formatting) of all journal articles and conference proceedings at the point of acceptance in SOAS Research Online. If journal articles or conference proceedings are not deposited within 3 months of acceptance they cannot be submitted to the next REF exercise.
- Authors are encouraged to refer to and make use of SOAS guidance, training and advice on Open Access.

Upon publication of research

- Authors must ensure records in SOAS Research Online are up to date by emailing the information to outputs@soas.ac.uk
- Authors are encouraged to assess whether existing publications can be made Open Access via SOAS Research Online and to seek advice from outputs@soas.ac.uk

In addition to using SOAS Research Online, authors are also encouraged to publicize their research findings using other repositories or personal websites where their publisher policies allow. It is also recommended that authors register for a free ORCID ID to facilitate the sharing of details of publications between publisher, funder and institutional systems.

Support Services for Open Access Publication at SOAS

The Library is the lead department within the School for matters relating to Open Access, however it works closely with the Research Office, Journals team and academic departments to explore options for extending Open Access, promote and communicate Open Access within SOAS and inform strategic decisions relating to Open Access.

- SOAS Research Online is maintained by the Library to provide both a bibliographic record of SOAS research outputs as well as a repository for Open Access publication of research outputs whenever possible within copyright and publisher permissions.
- The metadata quality, bibliographic information and version of Open Access publications deposited in SOAS Research Online is checked by staff in the Library to ensure accuracy and compliance with HEFCE, RCUK, other funder policies and publisher permissions e.g. with respect to embargo periods.
- The Library implements developments to SOAS Research Online to improve the

interface, facilitate easy inputting of publication details and uploading of full-text. Community developments for institutional repositories and Open Access Advocacy, such as JISC projects and services, are also monitored and implemented where they will improve the technology and practices at SOAS in relation to Open Access publication.

- Guidance, training and updates for using SOAS Research Online and Open Access is provided for authors through the SOAS Website, in one-to-one meetings, drop-in sessions and dedicated training courses.
- PhD theses are automatically deposited in SOAS Research Online on Open Access, unless a request for an embargo on online publication has been submitted.
- Up to date support and information about Open Access developments, funder policies and SOAS processes will be made available within the School through relevant channels and appropriate committees. Enquiries can be sent to outputs@soas.ac.uk for assistance at any point of the publication process. Support and advice can be provided on:
  - publisher permissions for Open Access publication and approaching publishers about Open Access.
  - selecting the appropriate version of journal articles for deposit in SOAS Research Online.
  - selecting the most appropriate Creative Commons licence for research deposited in SOAS Research Online.
- Reports will be provided to Faculties, Academic departments, School Committees and Working Groups when required for monitoring Open Access publication at SOAS especially in relation to RCUK and HEFCE requirements.

The Research & Enterprise Committee is expected to review this Policy on a regular basis to respond to changes in Open Access policy by funders and other external bodies and to report to Academic Boards as necessary.

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