

## **SOAS, University of London**

### **Framework 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, academic members of staff 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 for staff: in disseminating their research worldwide; ensuring compliance with funder policies and eligibility for the next REF; and preserving their research outputs.

#### **Preparation for Publication of Research**

- Academic staff 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.
- Academic departments and SOAS Open Access Support Services will assist the School in developing discipline-specific guidance which includes information on high quality journals that are compliant for REF submission.
- For outputs resulting from external funding it is expected that academic staff are aware of the 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 Academic staff are expected to check that their planned publication outlet will allow Open Access publication in line with the HEFCE policy.
- Academic staff 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.
- Academic staff in receipt of RCUK funding should either:
  - at the point a journal article is accepted, apply for use of the SOAS RCUK block grant

for payment of APCs for Gold Open Access publication via the [online application form](#). (Journal articles co-authored with RCUK-funded research students are also eligible for use of the grant). 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 funder.

- Use the Green Open Access route by depositing accepted manuscripts (post peer-review but prior to publisher formatting) of all journal articles and conference proceedings at the point of acceptance along with details of the funded project.
- From April 1st 2016 all Academic staff 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. SOAS Library will check deposits to ensure compliance with the HEFCE policy for REF 2020. If journal articles or conference proceedings are not deposited within 3 months of acceptance they cannot be submitted to the next REF exercise.
- For research outputs which fall outside external funding or HEFCE REF guidance Academic Staff are expected to enter bibliographic information of all academic publications into SOAS Research Online, from there these details will be linked to staff publication profiles on the SOAS website.
- Academic staff are encouraged to refer to and make use of SOAS guidance, training and advice on Open Access and investigate options for Open Access before research outputs are published in final form.

#### **After Publication of Research**

- Upon publication of research Academic Staff should ensure records in SOAS Research Online are up to date and if necessary add bibliographic information for new publications including any links or full-text documents of outputs which have been made available Open Access by publishers.
- Academic staff are encouraged to assess whether existing publications can be made Open Access via SOAS Research Online and to seek advice from SOAS Open Access Support Services for advice on how to do this.
- In addition to using SOAS Research Online, Academic Staff are also encouraged to publicize their research findings using external services such as 'Research Gate' and 'Academia.edu' where copyright allows.

#### **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**

1. 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 within copyright and publisher permissions.
2. 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.

3. 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.
4. Guidance, training and updates for using SOAS Research Online is provided for both Academic and Academic Support Staff through the SOAS Website, in one-to-one meetings, drop-in sessions and staff development courses.
5. PhD theses are automatically deposited in SOAS Research Online on Open Access, unless a request for an embargo on online publication has been submitted.

### **Open Access**

6. Up to date support and information about Open Access developments, funder policies and SOAS processes will be made available within the School through various channels: the SOAS Website and Bulletin; MySOAS; the SOAS Open Access newsletter; Staff Development courses; Department meetings and research forums; regular drop-in sessions and via e-mail.
7. Enquiries can be sent to [openaccess@soas.ac.uk](mailto:openaccess@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.
8. 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.
9. SOAS encourages its PhD students to think about issues relating to Open Access publication through workshops and training run collaboratively by Academic Departments, the Library and Doctoral School.

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

**October 2015**