

REF Open Access Requirements - The Essentials



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| <p>What does it apply to?</p> | <p>Only applies to:</p> <ul style="list-style-type: none"> Journal Articles or Conference Proceedings with an ISSN accepted for publication AFTER 1st April 2016 |
| <p>What doesn't it apply to?</p> | <p>Does not apply to:</p> <ul style="list-style-type: none"> Journal Articles or Conference Proceedings with an ISSN accepted for publication BEFORE 1st April 2016 Books, book chapters or other long-form publications Conference proceedings that are including in a book published with an ISBN Non-text, creative and performance based research Research Data <p>However SOAS encourages researchers to add full-text for all their outputs (usually accepted versions) to SOAS Research Online</p> |
| <p>What are the requirements for outputs that fall under the policy?</p> | <ul style="list-style-type: none"> Outputs must be added to SOAS Research Online within 3 months of acceptance for publication Outputs must be added as the final, peer reviewed text, before any publisher copy-editing or proofing (Accepted Manuscript) The date of acceptance must be recorded in SOAS Research Online Outputs added to SOAS Research Online must become Open Access as soon as possible according to publisher policies and no later than 24 months after first online publication |
| <p>Does the policy allow for any exceptions?</p> | <p>There are some cases when an output cannot meet all criteria and HEFCE may allow an exception:</p> <ul style="list-style-type: none"> Your output includes copyrighted material for which you don't have permission to make Open Access Your chosen publication does not allow Open Access or requires a longer embargo period than 24 months but the publication is the most appropriate choice for your output You were not employed at a UK Higher Education Institution at the point of acceptance You were not able to acquire the Accepted Version within 3 months of acceptance (e.g. because you were not the correspondence author) |
| <p>What happens if my outputs don't meet the requirements?</p> | <p>If an output submitted to the next REF ...</p> <ul style="list-style-type: none"> falls under the scope of the policy Doesn't meet ALL of the policy requirements Doesn't have a valid exception recorded <p>... it will receive an unclassified score in the next REF, in other words it cannot be submitted</p> |

REF Open Access Requirements - Frequently Asked Questions

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| Do I need to publish in an Open Access Journal? | No you can meet the requirements by adding the Accepted Version of your outputs to SOAS Research Online as soon as a paper is accepted |
| Do I need to pay to make my outputs Open Access? | No you can select a standard publication licence as long as your journal allows you to add the Accepted Version of your paper to SOAS Research Online according to the policy requirements |
| How do I know if my publisher lets me add the Accepted Version to SOAS Research Online according to the Policy? | Most of the large publishers have Open Access policies which meet REF requirements however many smaller journals or journals published overseas may not have a clear policy. The easiest thing to do is email outputs@soas.ac.uk before you submit articles and we can help you check target journals. |
| What if my article will be published in an Open Access Journal or I have permission to add the published version to SOAS research Online? | A record still needs to be added to SOAS Research Online as soon as your article is accepted and you should add your Accepted Version. This can be replaced with the final version when the article is published. |
| What do I do if my journal doesn't allow Open Access according to the requirements? | Still add a record to SOAS Research Online with the Accepted Version and write to outputs@soas.ac.uk for advice about what other action you may need to take |
| Do I still need to add records and full-texts for papers I don't plan to submit to the REF? | Yes it is still important to follow the requirements for all outputs will fall under the policy so all your research can be considered for submission in the next REF |
| What should I do if I haven't added my output to SOAS Research Online in time? | Contact outputs@soas.ac.uk as soon as can so a record can be added to SOAS Research Online with the Accepted Version as soon as possible. We will give you advice about what other action you may need to take |
| What should I do if my paper contains copyrighted material that cannot be Open Access? | You still need to add a record and your Accepted Version to SOAS Research Online within 3 months of acceptance. Contact outputs@soas.ac.uk for further advice about what you can do. |
| What is the date of acceptance? | It is the date on which you are told your paper has gone through the peer review process, you have made the recommended changes and the paper is ready to be taken through the publication process. You will normally receive an email from the publisher at this point and this can be taken as the date of acceptance. |
| What exactly is the Accepted Version of my paper? | It is the final draft version (usually MS Word file) you submit to the publisher: <ul style="list-style-type: none"> • after you have made changes recommended in peer-review • before the publisher formats or copy-edits your paper The Accepted version is not the proofs sent to you by the publisher |
| Why does my Accepted Version have to be embargoed? | Publishers set the embargos for Accepted Versions. SOAS Research Online records are set up to make your paper Open Access automatically on the correct date. |