Open access and the research lifecycle: a guide for researchers



RESEARCH DATA

Check out the re3data.org registry of data

repositories for existing reusable datasets.

Consider how you will manage your data

collaboratively and whether all parties will

agree to sharing data after the project. The UK

Data Service (UKDS) has some advice.

What is the funder's policy on data sharing? The Digital Curation Centre (DCC) has a useful summary.

PUBLISHED WORK

Look beyond the library: search CORE's index of 20 million OA articles.

Will your research partners agree to making published outputs OA? Do their institutions have OA mandates or central funds for APCs? Use OpenDOAR to find an institution's OA repository and view your prospective collaborators' work.

Does the prospective funder have an OA policy for publications? Use SHERPA/JULIET to check.

What are their requirements (e.g. 'green' or 'gold' route; CC BY licence)? Will the funder pay APCs? The University of Northampton's OA services, including **NECTAR**, are listed overleaf.

CORE indexes over 20 million OA articles from repositories worldwide. Other sources of OA papers are listed <u>here</u>.

Do you need to make interim reports OA on your project/funder website? Check the <u>LSE versions toolkit</u> for which copies of your paper you should retain. Does your work include 3rd party content? The University of Exeter has some useful information about OA and third party copyright material.

Does your journal or conference offer an OA option? Is it compliant with your funder's OA policy? Are APCs charged? Which version of your paper can be OA submitted, accepted or published? Use **SHERPA/RoMEO** to find prospective journals' open access archiving policies and follow the links to paid OA options. Be aware of HEFCE's OA policy for REF outputs and deposit ASAP in **NECTAR**. Follow the UoN process for post acceptance OA publication here.

Identify new research area

Produce research proposal

Does your funder expect you to re-use existing datasets if possible? Do you have to produce a data management plan? More about DMPs here.

Are your data likely to be sensitive? Even sensitive data can be shared legally and ethically if appropriate steps are taken. The UK Data Archive (UKDA) and the UKDS have excellent information on consent and ethics for data sharing.

Maintaining good documentation is essential for future data sharing; think about following disciplinary metadata standards where possible and be mindful of version control and authenticity. See the UKDA's advice on storing your data. At Northampton we advise using **TUNDRA2** for data management, especially if you are working with external research partners.

If you have re-used other people's research data don't forget to acknowledge them. For guidance on how to cite datasets correctly see DataCite's Cite your data; the UK Data Archive's Citing data or the ESRC's Data citation: what you need to know.

Will your publisher or funder require you to make your underlying datasets available? Find a subject specific data centre in re3data.org or use TUNDRA2 with NECTAR at Northampton.

The DCC's guide: How to cite datasets and link to publications may be useful.

Bid for funding

Collect and

Conduct

literature review

analyse data

Write up

Disseminate

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Funders' requirements for open access present researchers with opportunities and challenges throughout the research lifecycle. This guide highlights some of the open access issues to consider and the tools to support you.

Glossary of terms:

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Article	A fee paid to a publisher to ensure an article is made open access on publication. Some
Processing	funders (e.g. Wellcome Trust) will allow researchers to include APCs in their bids for funding.
Charge (APC)	RCUK expects fund holders to pay APCs from block grants awarded to (some) institutions (but
	not Northampton). The University of Northampton has its own Open Access Fund.
Creative	<u>Creative Commons licences</u> enable copyright owners to give limited permissions to other
Commons	people wishing to use their work. Some fund holders are expected to make their outputs
Licence	available with specific licences as a condition of their award e.g. RCUK expects outputs they
2.0000	fund to be published under a <u>CC BY</u> (attribution only) licence; HEFCE does not specify a licence
	but advises that <u>CC BY-NC-ND</u> would satisfy their minimum requirements (<u>HEFCE FAQ 13</u>).
Data	A data management plan describes how research data will be managed during a project and
Management	preserved and shared thereafter. Although discipline- and project dependent, a DMP will
_	typically address data types and formats; ethics and intellectual property; access, sharing and
Plan (DMP)	
	re-use; and short and long term storage. This post on the Research Support Hub has links to a
Fuch and a series!	good number of DMP resources and guides.
Embargo period	A period of time, post publication, in which a research output may not be made OA in a
	repository. The length of an embargo is set by the copyright holder (usually a publisher) and
	should be no more than 12 months for STEM subjects or 24 months for the arts, humanities
	and social sciences.
'Gold' route to	Publication either in a fully open access journal or a 'hybrid' journal which offers an open
OA	access option. The publisher makes the text open access immediately on publication. A fee (or
	Article processing Charge (APC)) may be payable.
'Green' route to	Publication in a traditional (subscription) journal followed by deposit of a permitted version of
OA	the full text in an open access subject or institutional repository (such as <u>NECTAR</u>). An
	embargo period may apply. Use <u>SHERPA/RoMEO</u> to find out publishers' policies on self
	archiving in repositories.
HEFCE OA policy	HEFCE's OA policy states that "to be eligible for submission to the next REF, authors' final peer-
	reviewed manuscripts must have been deposited in an institutional or subject repository.
	Deposited material should be discoverable, and free to read and download, for anyone with an
	internet connection.
	The requirement applies only to journal articles and conference proceedings with an
	International Standard Serial Number." (<u>HEFCE</u> , 2015)
	The policy applies to research outputs accepted for publication after 1 st April 2016. Answers to
	FAQs are available here.
	Deposit of metadata and the accepted version of a paper into NECTAR (subject to embargo)
	within three months of acceptance will satisfy HEFCE's requirement.
Open Access	"Open Access is the free, immediate, online availability of research articles, coupled with the
(OA)	rights to use these articles fully in the digital environment." (SPARC, 2013)
Other funders'	Researchers receiving funding from RCUK, the European Commission or many other funders
OA policies	are expected to make their work open access. See SHERPA/JULIET for details.
SHERPA/RoMEO	A widely used tool for establishing publishers' copyright and 'self-archiving' policies i.e.
,	whether and under which conditions an author may deposit their work in a repository.
	SHERPA/ROMEO also has useful links to related information on publishers' websites.

University of Northampton OA services: The University is committed to making the research outputs of its members freely accessible to the wider community. To this end it maintains an open access digital repository (NECTAR), an Open Access Fund for the payment of APCs, a collection of online journals (Northampton Open Journals), and has a research data policy and set of data principles which support research data sharing. Open access news items are regularly reported on the Research Support Hub.

University of Northampton OA policy: The University encourages deposit of full text in <u>NECTAR</u> ('green' OA). The University expects that any researcher hoping to submit to the next REF will be aware of <u>HEFCE's open access policy</u> and will deposit their journal articles and conference proceedings in <u>NECTAR</u> on acceptance for publication. (The post acceptance process is described <u>here</u>.)