
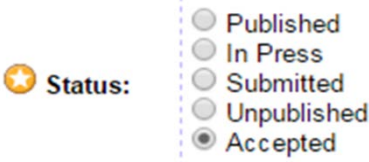


5 SIMPLE STEPS TO COMPLIANCE WITH HEFCE'S OPEN ACCESS POLICY

STEP 1	
PRIOR TO PUBLISHING	<p>Check if the journal is listed as non-compliant: http://bit.ly/2kznloN If journal listed as non-compliant, (or If embargo exceeds 12 months (Panels A & B) or open access is not allowed) email: openaccess@northampton.ac.uk</p>
STEP 2	
CREATE A PUBLICATION RECORD	<ul style="list-style-type: none"> Log into NECTAR: http://nectar.northampton.ac.uk/ Select the “New Item” button and select the appropriate output type Click Next 
STEP 3	
UPLOAD ACCEPTED MANUSCRIPT	<ul style="list-style-type: none"> Upload the Accepted Manuscript (under Upload) Click Show Options Under Contents select Accepted Version Click on Next
STEP 4	
AS SOON AS PUBLICATION IS ACCEPTED	<ul style="list-style-type: none"> Add as much information as possible – completing all fields marked with a star Ensure you include the date of acceptance (under dates, enter Year, Month and Day). Click Next Click Deposit Item Now 
STEP 5	
ONCE OUTPUT HAS BEEN PUBLISHED	<ul style="list-style-type: none"> Email nectar@Northampton.ac.uk with date of online publication Let people know! – Tweet, Blog, Use LinkedIn... Share your Research!