For Swansea University Researchers

Library Research Support Team
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Open Access for Swansea University researchers by Samantha Oakley is licensed under a Creative Commons Attribution 4.0 International License.
What is Open Access (OA)?

**Full-text** research output (e.g. a journal article) is available **online** for anyone to access, **without financial cost**.
Open Access matters!

- OA maximises the usage of research
- Increases citations
- Accelerates research
- Increases transparency & accountability
- Collaboration
- Raises an academic’s profile
- Raises the profile of University
- Government departments (e.g. central & local government, policy makers, hospitals, police, defence, education etc)
- Businesses & industry
- Public (tax payers)
- Charities
All Swansea University researchers need to comply with the university and REF policies; check any additional funder policies with the Sherpa Juliet database.
The REF2021 open access policy requires that:

“certain research outputs should be made open-access to be eligible for submission to the next Research Excellence Framework (REF). This requirement will apply to journal articles and [some] conference proceedings accepted for publication after 1 April 2016.”

Research England REF2021 Open Access Policy
Swansea University’s OA policy requires that:

“Wherever possible researchers will be expected to make all published research outputs available as Green Open Access, however, recognizing the still changing landscape, it is initially mandatory for journal articles and conference proceedings.”

*Swansea University Open Access Policy*
Papers will be free to download from our repository, Cronfa:

http://cronfa.swan.ac.uk
What you need to do before you submit a paper for publication

• **Check the journal copyright policy**: does it let you meet your open access obligations?

• **Sherpa Romeo** is a database that usually has the answer; if not, check with the publisher
What you need to do before you submit a paper for publication

Key self-archiving permissions to check: can you...

• Upload the author’s accepted version (or published version) into an institutional repository?

• Make it open access on the repository without too long an embargo*?

* The REF permits 12mo (Panels A/B) or 24mo (C & D); funder requirements may be shorter
What you need to do when your paper is accepted...

• Create a record on RIS with the details you know (title, journal, date of acceptance etc.)
• Upload your accepted version into RIS via the “Documents” tab
If you are publishing open access

= your paper will be permanently and immediately open access on the publisher site

✓ Job done!

➢ Please still add details to RIS
When the paper is published:

- Add in missing bibliographic information on RIS
- Set any required embargo period to run from the date of online publication: use the “Publish to Cronfa” link next to your uploaded file in RIS
- Cronfa will make the file available automatically on the date you enter and your paper will be
Critical for the REF:

• You have 3 months from acceptance to upload your accepted version into RIS
• You must upload the author’s accepted version (NOT a proof or publisher version) in most cases
• Embargoes cannot be longer than 12 (STEM) /24 (AHSS) months
Good for the REF:

• Make everything open access that you can: the Environment section includes this as an area for credit
• Book chapters for many major publishers have similar permissions: see our blog post for some examples
• Plan ahead for books/monographs published after 2021
Are you making your research data discoverable and accessible? For support with research data management, sharing and archiving, visit http://researchdata.swan.ac.uk/
Or contact research-data@Swansea.ac.uk
Open Access help is available from the Library Research Support Team

We are:

• Checking outputs entered into RIS and following up if needed
• Answering queries: send us details of your paper and we can check it
• Applying legitimate exceptions for the REF Open Access policy where specific conditions are met
• Reporting on compliance
• Running sessions on request for research groups / departments / Colleges

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