

Open Access Publication: Global Studies Guidance

Open Access (OA) is an initiative to make publicly-funded research outputs in academic journals freely available for the benefit of the wider public at the point of use and not restricted by journal subscription.

- OA gives your research a worldwide audience and increases its visibility
- It is essential for eligible REF 2021 submissions to upload accepted articles within the required timeframe

There are two options to make your journal publications open access:

1. **Green Route:** Most journals will allow authors to make the accepted version of their papers available via a repository, either institutional (Sussex Research Online (SRO)) or subject based. This is known as the Green Route and is appropriate for most publications. This way your paper will be free for anyone to download and easy for you to promote and share. The Green Route will be subject to the embargo period specified by the particular journal you have submitted to. This is usually often between 12-24 months.

2. **Gold Route:** This is the less common route and means making the published version of the paper open access on the publisher website from the date of publication, usually under a Creative Commons licence. This could be in a pure Open Access journal or a hybrid journal which offers Gold OA on a paper by paper basis. Gold often involves paying an article processing charge (APC) to the journal. The cost on average is £1,300 per publication although there is wide variation

HEFCE Open Access policy for REF 2021

HEFCE's Open Access policy for the next REF applies to journal articles and published conference proceedings accepted for publication after 1st April 2016. It requires all such publications to be deposited in Institutional or subject repositories **within three months of the date of acceptance** (not the date of publication). Outputs should be published in a publication which permits Green Open Access within a specified embargo period; for post-2014 REF Panels C and D (social science, arts and humanities) HEFCE will allow up to 24 months' embargo. If the journal in which you wish to publish does not have a compliant embargo period, or actively disallows Open Access, then you will need to follow the Exceptions Process¹ in order to record the reasons why it is the appropriate place to publish despite not meeting REF requirements. In our case the institutional repository is Sussex Research Online (<https://sro.sussex.ac.uk/>). Copies of your accepted journal articles² should be deposited here. This can either be done by yourself or you can send the details and the accepted manuscript to globalsro@sussex.ac.uk and Sharon Krummel will upload the information on your behalf. The library will check and apply any embargo restrictions imposed by journals on when papers can be made OA.

See Research Data, Publications and other Outputs 'REF Open Access Exceptions Process' on <http://www.sussex.ac.uk/staff/research/rqi/policy/research-policy> for more details.

² Accepted journal articles are defined as the full text version of the manuscript after peer review including any final changes, but before any typesetting or copy-editing by the publisher.

See <http://www.hefce.ac.uk/whatwedo/rsrch/rinfrastruct/oa/faq/Q3> 'What is meant by date of acceptance'.

RCUK Open Access policy

Many research councils and other UK research funders already mandate OA publication as a condition of the research that they fund – including research funded through ESRC studentships. Therefore doctoral students funded by RCUK are also bound by these requirements.

RCUK require articles acknowledging their funding to be Open Access within 6 months (sciences) or 12 months (arts, humanities and social sciences). University policy is to comply through the Green route but many journals have embargo periods that are too long to meet these requirements, or do not permit authors to attach the appropriate Creative Commons licence required by RCUK to their accepted manuscript. In these cases authors should elect for the Gold route in order to meet requirements.

Where the Gold Route is required, funds are held centrally for the whole University for articles funded with RCUK research money. The money is allocated on a first come first served basis (i.e. there is no specific school allocation). It is administered by the Library. If you have RCUK funding and it is best to email the library at openaccess@sussex.ac.uk with the details of the journal you'd like to submit to before you submit an article to a journal They will tell you if it complies with RCUK requirements for OA, and if the Gold route is necessary they will confirm that funds are available to pay for it.

RCUK provide a (limited) block fund to support this process and the University is required to report to RCUK on compliance with the OA mandate. For this reason, when providing publication details for Sussex Research Online and when depositing publications in the repository, it is essential that you provide details of the research funder (where relevant to Sussex authors), to enable the University to monitor and report OA compliance with funder requirements.

To apply for Gold Route funding, contact openaccess@sussex.ac.uk. There should be no fee associated with the Green Route and in most cases this will be recommended as the chosen route.

There are no requirements for monographs or edited books to be OA at this stage.

More information (including specific funder OA policies) can be found on the Library webpages <http://www.sussex.ac.uk/library/openaccess> and at <http://www.sherpa.ac.uk/romeo/search.php>

If the Green route would be compliant but you would like to make a case to use the block grant to make the paper Gold due to exceptional circumstances, contact [Michael Collyer](#), Director of Research and Knowledge Exchange.

The following criteria will be considered to support Gold OA when the Green Route is not appropriate:

- (i) where there is high potential to build impact around the research
- (ii) where you hold an RCUK grant of at least £75,000
- (iii) where a regular member of Sussex academic staff has authored at least 50% of the publication

Additional frequently asked questions relating to OA can be found at:

<http://www.sussex.ac.uk/library/research/openaccess/about-open-access/faq>