

PUBLICATIONS AND COPYRIGHT POLICY**1. OVERVIEW AND PURPOSE**

- 1.1 This policy enables researchers at the University of Sussex to disseminate their research and scholarship as widely as possible, to achieve the greatest impact and make it available to the widest possible audience. It enables researchers to comply with funder requirements to make research articles and conference proceedings open access immediately upon publication; and to publish their work in a publication venue of their choosing.
- 1.2 This policy empowers authors to retain the rights to their work. It allows authors and the University to comply with funder requirements, in particular the requirements of UKRI's Open Access Policy and future research assessment exercises. It enables research and scholarship to be disseminated as widely as possible, in agreement with the University's strategic priority to maximise opportunities for creating impact.
- 1.3 This policy recognises that it is not necessary for an author to sign over their copyright or grant an exclusive licence to a publisher in order for their work to be published or disseminated.
- 1.4 This policy aligns with the current practice that members of staff control the copyright to their scholarly works, as outlined in clauses 6.3 and 6.4 of the University's Policy on Exploitation and Commercialisation of Research and Intellectual Property. The University of Sussex generally holds copyright for works produced by employees but waives ownership of copyright for books, journal articles, and conference papers written by staff, unless agreed otherwise.

2. SCOPE

- 2.1 The policy refers to articles, including reviews, peer reviewed and accepted for publication in a journal or on a publishing platform, and conference papers accepted for publication in proceedings with an ISSN.
- 2.2 The policy applies to all authors or co-authors who are staff members of University of Sussex. It does not apply to postgraduate researchers in accordance with section 8.1.3 of the University's Policy on Exploitation and Commercialisation of Research and Intellectual Property. However, postgraduate researchers are encouraged to assert their rights by using the statement outlined in section 5.2.1 of this policy.
- 2.3 Any outputs submitted, or accepted, for publication before the adoption of this policy are exempt. This policy was adopted on 14 June 2023.
- 2.4 This policy only applies to first copyright for authored research publications. It does not extend to other intellectual property rights in research, which are already covered by the University's Policy On Exploitation And Commercialisation Of Research And Intellectual Property.

- 2.5 This policy does not apply to any materials included within a research article that are provided by third-party copyright holders. Research articles published under a Creative Commons Attribution (CC BY) licence or a Creative Commons Attribution No derivatives (CC BY-ND) licence can include third-party materials (such as images, photographs or maps) that are subject to a more restrictive licence¹.

3. RESPONSIBILITIES

3.1 Authors

- 3.1.1 University of Sussex authors must ensure that items comply with funder Open Access requirements and relevant law, such as third-party copyright and data protection.
- 3.1.2 Authors are responsible for ensuring they meet their grant conditions around open publication and seek advice from the Library when they are unsure. When an output has multiple authors, it is the authors' responsibility to nominate one person to undertake this work.
- 3.1.3 Authors must deposit research and scholarly outputs into the institutional repository, via Elements.
- 3.1.4 The corresponding author (or the lead University author if the corresponding author is not at the University) is responsible for ensuring that the published output is properly recorded on Elements; that all University authors (staff and students) are correctly linked to the output; that the output is correctly linked to any project through which the research was funded; and that the funder is correctly referenced.

3.2 The Library

- 3.2.1 For green open access, the Library's Research and Open Scholarship team will make the full text of the author accepted manuscript (AAM²) publicly available on the date of first online publication (or the conference end date for conference proceedings) under a Creative Commons Attribution (CC BY) licence.
- 3.2.2 The Library's Research and Open Scholarship team made every effort to contact publishers used by University of Sussex researchers, to give notice that this policy is in effect, explaining that a prior licence has been applied to outputs within the scope of this policy.
- 3.2.3 The Library's Research and Open Scholarship team offers advice and support to researchers and staff around appropriate publishing routes, transitional deals available, open access REF compliance.

¹ Creative Commons licenses are a standardised way to grant the public permission to use a work under copyright law. A CC BY license allows distribution, remixing, adaptation, and building upon the material in any medium or format, so long as attribution is given to the creator.

² Author accepted manuscript (AAM) refers to the manuscript of an article that has been accepted for publication and includes author-incorporated changes suggested during submission, peer review, and editor-author communications. This version will not include layout or copyediting work by the publisher.

- 3.2.4 The Library's Research and Open Scholarship team provides support in checking copyright conditions.
- 3.2.5 The Library's Research and Open Scholarship team works with University of Sussex General Counsel to resolve any publisher disputes regarding the author's right to deposit a digital copy of their manuscript into Sussex Research Online, on behalf of the author.

4. POLICY

- 4.1 Upon acceptance for publication, the author grants the University of Sussex a non-exclusive, irrevocable, worldwide and royalty free licence – this includes the right to sub-licence to third parties - to make the author accepted manuscript (AAM) of their scholarly work publicly available under the terms of a Creative Commons Attribution (CC BY) licence with no embargo.

- 4.2 The author will then deposit a digital copy of their manuscript into Sussex Research Online (SRO), the institutional repository, via Elements.

4.3 Exceptions

- 4.3.1 There may be situations beyond an author's control where it is difficult to follow this policy. Possible reasons include (but are not limited to): an author does not have permission to share the AAM with a CC BY licence immediately on publication because of lack of response or agreement from co-authors; the work contains a substantial amount of 3rd party materials which cannot be licensed with a CC BY licence and the removal of them would compromise the reading of the work; the author has already applied for a Wellcome/UKRI licensing exception; the publisher does not accept a Rights Retention Statement.
- 4.3.2 In such cases, it will be permissible for staff to voluntarily opt out of the requirement for immediate open access upon publication, or the assignation of a CC BY licence. However, this may cause the research output to be non-compliant with funder policies and future research assessments.
- 4.3.3 The University recognises that there may be cases, for reasons outside of an author's control, where it is not possible to follow all aspects of this policy. In such cases, authors may use the more restrictive Creative Commons Attribution No-derivatives (CC BY-ND) licence. For UKRI funded research, researchers must apply for an exception to use this more restrictive license, the grant holder should contact openaccess@funding.ukri.org
- 4.3.4 To discuss cases where it is not possible to comply with the policy, and for further help and advice, authors should contact the Library's Research and Open Scholarship team.
- 4.3.5 In instances of potential non-compliance authors will be advised to inform relevant stakeholders (including, but not limited to, funders and Associate Deans for Research and Innovation or equivalent).

5. LEGISLATION AND GOOD PRACTICE

5.1 In the UK, the Copyright, Designs and Patents Act 1988 is the principal UK legislation governing intellectual property rights and granting creators of works rights over copying and sharing their work. Please refer to the University's Policy on Exploitation and Commercialisation of Research and Intellectual Property for more information.

5.2 Other recommended good practice

5.2.1 For publications that are out of scope of the Publications and Copyright Policy, authors can assert their rights using the following text, which should be included in the funding acknowledgement section of the manuscript and any cover letter/note accompanying the submission: *'For the purpose of open access, the author(s) has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising'*. Note that some funders may require different wording but with the same intended outcome.

5.2.2 For long form work where a funder mandate around open access is in effect, we recommend that authors seek to assert their rights using the wording included in section 5.2.1. Please contact the Library Research and Open Scholarship team for guidance around making long form works open access.

Review / Contacts / References

Policy title:	Publications and Copyright Policy
Date approved:	30 th June 2026
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Last review date:	June 2026
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Next review date:	1 st July 2029
Related internal policies, procedures, guidance:	Open Research Statement Code of Practice for Researchers Procedures on Research Degrees Policies: • Policy on Exploitation and Commercialisation of Research and Intellectual Property • Open Research Policy (link to follow) Guidance: • Open access and Elements guidance • Publications and Copyright policy guidance Terms of use: • Sussex Research Online/Figshare terms of use • Elements terms of use

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