

Imperial College  
London

# Open Access Guide



# Unlocking Open Access at Imperial

## WHAT IS OPEN ACCESS?

Open access refers to the online availability of scholarly work, free of charge to anyone. We all benefit from open access as it facilitates discovery and sharing of knowledge. Here is what you need to know to make your research more visible and meet the requirements of research funders.



## **WHY IS IT IMPORTANT?**

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### **It will be a requirement for the Research Excellence Framework (REF)**

To ensure your eligibility for the post-2014 REF, from 1 April 2016, journal articles and conference papers must be deposited in a repository within three months of acceptance.

### **Many funders require it**

Most funders now have an open access policy which they expect you to comply with as part of the research contract. Making your research articles open access will ensure eligibility for future research grants.

### **It can put you ahead of the competition**

Imperial, RCUK, the Wellcome Trust and the European Commission all support open access because it increases readership and impact. Research shows open access articles are viewed three times more than articles in journals requiring a subscription.

### **Open access content is freely available worldwide**

This enables people to developing countries to access and utilise scientific knowledge and information which they would not otherwise be able to afford. Even UK-based researchers do not always have access to subscription content.

### **It improves public access to research**

A lot of research is funded by public money and charitable donations but remains inaccessible to the public. Open access allows the public to see the results of their investment and helps charities promote new health developments.

## **THERE ARE TWO TYPES OF OPEN ACCESS**

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Your publisher will ask you about open access when a journal article is accepted for publication. The type of open access available to you will depend upon where and how you plan to make your research outputs available.

### **Green**

- Your work is available from a repository. By depositing a copy of your accepted author manuscript in a repository it will be available for anyone to read.
- There is no cost. Most publishers will include green open access permission in the publisher agreement, usually with an embargo period.

### **Gold**

- Your work is open access on the publisher's website. The published version of your article will be free to access immediately and without an embargo.
- There is usually a cost involved. Gold open access often means paying an article processing charge (APC). The Library has funding available to cover the cost of publishing your article as open access.
- You retain more rights. The work will be published under an open access licence. A Creative Commons licence makes it easier to re-use your work, for example in teaching and future publications.

## **HOW DO I GET STARTED?**

### **Things you can do...**

**Deposit your next paper** When you have a journal article or conference paper accepted for publication, upload the accepted manuscript, including the date of acceptance, to Symplectic. The manuscript will be deposited in Spiral, the college's repository, with any embargo period duly respected. Depositing manuscripts on acceptance will ensure that articles can be submitted to the post-2014 REF.

**Apply for open access funding** All staff and PhD students are eligible for funding to publish open access. When your paper is accepted for publication, upload it to Symplectic to apply for funding. You will need your accepted manuscript and date of acceptance.

**Raise the profile of your research** Share your work online to increase its impact and take advantage of the fact that open access articles can be read, free of charge, by anyone.

### **Find out more...**

**HEFCE post-2014 REF** Read a summary and FAQ about HEFCE's open access policy and how we can help to make your work eligible for the post-2014 REF.

**[www.imperial.ac.uk/scholarly-communication](http://www.imperial.ac.uk/scholarly-communication)**

**Sherpa FACT** This tool has been designed to help researchers check that their chosen journal meets their funder's requirements. It provides information on both green and gold open access options.

**[www.sherpa.ac.uk/fact](http://www.sherpa.ac.uk/fact)**

**Open Access and Digital Scholarship Blog** Keep up to date with open access at Imperial.

**[www.imperial.ac.uk/blog/openaccess](http://www.imperial.ac.uk/blog/openaccess)**

## **GLOSSARY**

### **Accepted author manuscript (AAM)**

Also known as a post-print. This is the peer-reviewed, final version of an article prior to publication.

### **Article processing charge (APC)**

A fee for making an article immediately available on the publisher's website.

### **CC BY**

Creative Commons Attribution licence. One of the six Creative Commons licences and the licence UK funders prefer. It allows reuse of your publication but requires that you are credited as the author.

### **Date of acceptance**

The date on which your publisher confirms that your work will be published. This is usually after you have made any changes as a result of peer-review.

### **Embargo**

A period during which access to scholarly work is restricted to those who have paid a subscription. After the embargo period, an article can be made freely available from a repository.

### **Gold open access**

Publishers make research articles immediately and freely available on their website. They usually apply an article processing charge.

### **Green open access**

The author makes a version of a research output freely available via an institutional or subject repository.

## **Publisher's PDF**

This is the final published version of an article, including the publisher's copy-editing, proof corrections, layout, and typesetting.

## **Repository**

An online archive of scholarly outputs, for example Spiral, Imperial's institutional repository. There are also subject specific repositories.

## **Spiral**

Imperial's institutional repository.

## **Symplectic**

The system used by Imperial staff to manage scholarly outputs and deposit related publications in Spiral and apply for APC funding.

## HELP AND SUPPORT

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### Open Access website

Our website provides more information about open access, guidance on depositing publications in Spiral and how to apply for funds via Symplectic to publish as open access.

[www.imperial.ac.uk/openaccess](http://www.imperial.ac.uk/openaccess)

### Your librarian and the open access team

For questions and advice get in touch with your librarian or the open access team at

[openaccess@imperial.ac.uk](mailto:openaccess@imperial.ac.uk)

### Contact Library Services

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

 [library@imperial.ac.uk](mailto:library@imperial.ac.uk)

 [@imperiallibrary](https://twitter.com/imperiallibrary)

 [www.facebook.com/imperiallibrary](http://www.facebook.com/imperiallibrary)