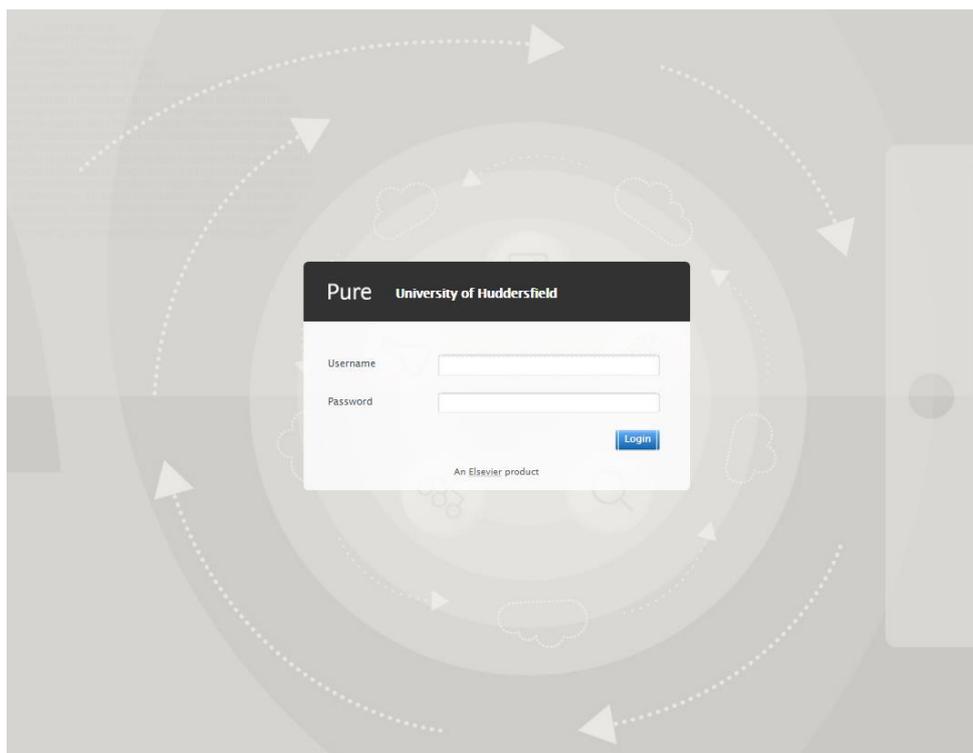




Open Access Compliance

How to manage within Pure



Open Access Compliance

All research outputs (peer-reviewed journal, review and conference articles published with an ISSN) that were accepted for publication on or after 1 April 2016 must comply with Open Access.

There are two routes to Open Access (OA):

Green Route

Once you are accepted for publication, you must deposit the final Author Accepted Manuscript (AAM) within Pure on the date confirmation was received from the publisher and no later than 3 months after the acceptance date. The public will be able to read the AAM via the Pure Portal.

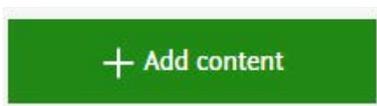
Gold Route

Once you are accepted for publication, you must deposit the final Author Accepted Manuscript (AAM) within Pure on the date confirmation was received from the publisher and no later than 3 months after the acceptance date. The publisher will make the final published version free to read on their website, often with a CC license. Most publishers require payment of an Article Processing Charge (APC) to make articles freely available on their website, although there are some publishers who do not charge APCs. The University may also have deals in place where APCs are free or discounted.

Steps to OA compliance

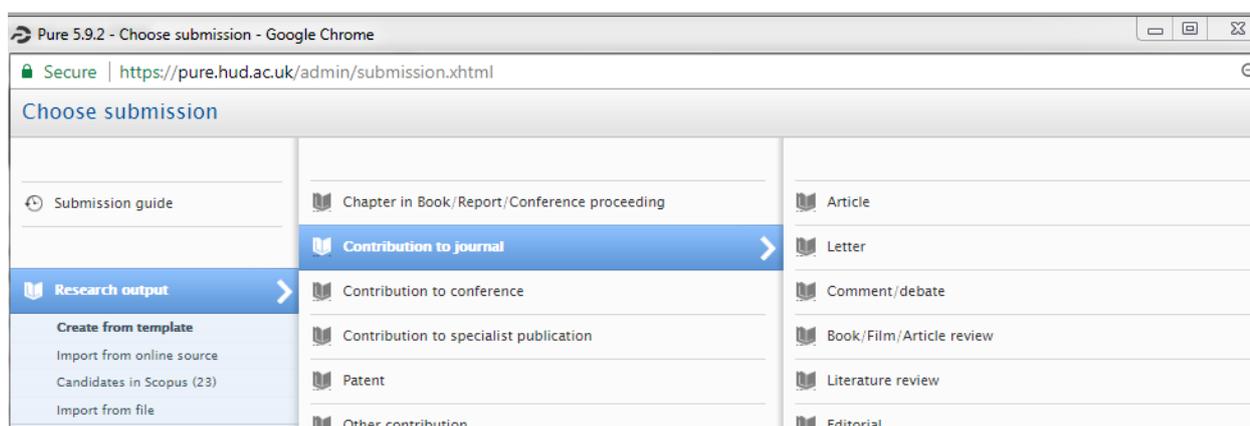
Login to Pure <https://pure.hud.ac.uk/admin>

Create the output record by clicking on the 'Add content' button:



Currently, Open Access is only required for peer-reviewed journal, review and conference articles published with an ISSN, although other types of output can be published Open Access.

Click on Research output > Contribution to Journal > Article or Review article or Conference article



Once the template has been selected a new window will open and you must fill in the following fields. Please note that if you do not complete the fields with a red * you will not be able to save the record.

Type

Select whether the output was Peer-reviewed or Not peer-reviewed

Type

Peer-reviewed *

Peer-reviewed Not peer-reviewed

Publication status

Next select the publication status, which should always be Accepted/In Press. You must also type the **full date** of acceptance in for Pure to calculate whether the deposit is OA compliant.

Publication state ⓘ

Publication statuses and dates *

Year * Month Day

Accepted/In press

The full Acceptance date is required in order to determine this output's REF eligibility (if accepted after 1 Apr 2016)

Publication information

Enter information about the original language and the title of the contribution.

Publication information ⓘ

Original language *

English

Title of the contribution in original language *

Contributors and affiliations

Add in all the authors and affiliate the output to your:

- Department
- School
- Research Institute or Centre you are aligned to if the output is relevant

Contributors and affiliations ⓘ

Contributors *

 William Lee , Author Internal person	Edit	↓	–
 Department of Computer Science Organisational unit: Department			–
 Kevin M. Moroney , Author External person	Edit	↓	↑
 University of Limerick External organisation: University			–
 Stephen B.G. O'Brien , Author External person	Edit	↑	–
 University of Limerick External organisation: University			–
 School of Computing and Engineering Organisational unit: School			–

For the Managing Organisational Unit, please select your department rather than a centre or School.

Journal

Add the journal. Most journals will already be recorded in Pure so before adding a new journal, use the search facility. If the journal title doesn't appear, create a new journal with as much information as possible. The Research Outputs Team will be able to check the details prior to validation of the record.

Journal

Journal *

 **PLOS One**
–

1932-6203
Scopus rating (2018): SJR 1.1 SNIP 1.123
Central database

Volume

Issue number

Electronic version(s), and related files and links

Add:

1. Electronic version of the author accepted manuscript (AAM)
2. Evidence of the acceptance date i.e. the email confirmation. Please note that the evidence will be stored centrally (closed access) and is for audit purposes only.

Whether the output is being published via the Green route or the Gold route, you should upload an electronic version of the author accepted manuscript (AAM) within 3 months of the acceptance date. To do this, click the 'Add electronic version (file, DOI or link)...' button. Then choose the first option as in the screenshot below 'Upload an electronic version'. From there you can drag and drop the AAM file into the record or browse your computer for the correct file. Choose the 'Add other file...' button to add your proof of acceptance file - this is usually the email from the publisher confirming your article has been accepted, no more peer-review changes are needed and your article is being put forward for typesetting. Do not worry about embargoes and publisher requirements, the Research Outputs Team will check this for you.

Electronic version(s), and related files and links ⓘ

Electronic version(s) of this work

1. AAM

Other links

Other files

2. Proof of acceptance

Choose type

- Upload an electronic version
- Add DOI of an electronic version
- Add link to an electronic version

Keywords

Add in any keywords that you feel are relevant for the output. This is very important for the search functionality within the Pure Portal and for Google searches.

Keywords ⓘ

KEYWORDS

Relations

Link your output to any other element within Pure which is relevant. For example if the output was the result of a funded grant, link the project recorded in Pure to the output. On each button there is a search facility. If you would like to link to an item that does not appear please contact oa@hud.ac.uk or telephone us on Teams 01484 256 794 or 01484 256 795.

Relations ⓘ

- Research Outputs
- Activities
- Prizes
- Press/Media
- Projects
- Impact
- Datasets
- Facilities/Equipment

Ensure the Status is set at 'For Validation' and click the 'Save' button. This will automatically put your record into the workflow of the Research Outputs Team who will check the metadata and validate the record.

A screenshot of a web interface showing a status dropdown menu. The dropdown is currently set to 'For validation' and has a small downward arrow on the right. To the right of the dropdown is a blue button with the text 'Save' in white.

If there are any issues with the record, or if more information is needed, the Research Outputs Team will contact you. The most common reason for contact is when an author creates a record in Pure but does not attach the AAM or proof of acceptance. If you receive an email requesting these items, please respond as soon as possible so we can help to ensure your article is Open Access compliant.

If compliance is not achieved, the output cannot be considered for the next REF and will be reported to your School's Associate Dean of Research, Innovation and Knowledge Exchange.

Who to Contact

Research Outputs Team in Research, Innovation and Knowledge Exchange

Teams: 01484 256 794 or 01484 256 795

Email: oa@hud.ac.uk