Open Access Compliance
How to manage within Pure
Open Access Compliance

All research outputs (peer-reviewed journal articles 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.

Gold Route

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.

If this rule is not complied with the output cannot be considered for REF and will not be allowed to be showcased on your externally viewable staff profile within the Pure Portal.

Steps to OA compliance

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

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

Currently, Open Access is only required for peer-reviewed journal articles 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  Research output > Contribution to journal > 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Select whether the output was Peer-reviewed or Not peer-reviewed

**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 information**

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

**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
The output must be aligned to a Department for the managing organisational unit.

**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 Pure Research Outputs Team (PROT) will be able to check the details prior to validation of the record.

**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.
If the output has been published Gold OA you should add the DOI of the electronic version as the publisher will have provided this to you.

If the output has been published via the Green route you should upload an electronic version of the author accepted manuscript (AAM) within 3 months of the acceptance date. Do not worry about embargoes and publisher requirements, the Pure Research Outputs Team (PROT) will check this for you.

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.

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 pure@hud.ac.uk or telephone ext 3503.
Ensure the Status is set at 'For Validation' and click the Save button.

The record will now be in a workflow for validation with the Pure Research Outputs Team (PROT) within Research and Enterprise. Validation of OA compliant outputs should be completed within 5 working days.

**Who to Contact**

Pure Research Outputs Team, Research Intelligence, Research and Enterprise

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