Open Access Compliance
How to manage within Pure
Open Access Compliance

All research outputs (peer-reviewed journal articles and conference proceedings 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:

Green Route

This is where you are accepted for publication and you must deposit the final authors accepted manuscript within Pure on the date confirmation was received from the publisher and no later than 3 months after acceptance date.

Gold Route

This is where you are accepted for publication and you have paid an Article Processing Charge (APC) in order for the publisher to make the output freely available on their website.

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 either clicking on:

Then selecting Research output > Contribution to Journal > Article

Or click on Research output > Contribution to Journal > Article or whichever you feel is the correct template for the output type.
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Select whether the output was Peer-reviewed or Not peer-reviewed

- Peer-reviewed
- Not peer-reviewed

**Publication state**
Next select the publication state 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

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

**Journal**

Add in the journal there is a search facility as in Pure we keep a record of most journals if the journal doesn’t appear create a new journal and fill out as much information as possible, the Open Access Team will be able to check all the details prior to validation of the record.

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

Add:

1. Electronic version of the authors accepted manuscript
2. Evidence of the acceptance date i.e. the email confirmation. Please note that the evidence will be stored centrally and is audit purposes only.
If the output is the Gold route you should add the DOI of the electronic version as the publisher will have provided this to you.

If the output is the Green route you should Upload an electronic version of the author accepted manuscript. Do not worry about embargoes and publisher requirements the Open Access Team 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 it. On each button there is a search facility. If an item does not appear please the in touch with pure@hud.ac.uk or telephone ext3503.
Ensure the Status is For Validation and click Save

The record will now be in a workflow for validation with the Open Access Team in the Research and Enterprise department. Validation of OA compliant outputs will be completed within 5 working days.

Who to Contact

The Open Access Team, Research Intelligence Team, Research and Enterprise

T: Ext 1973 or 3980

E: oa@hud.ac.uk