

University Publications Policy



THE UNIVERSITY OF LEEDS
University Publications Policy

The University of Leeds produces research of world-class quality across many disciplines. We are committed to ensuring that the outputs of our research are freely accessible so that the potential for economic, social and cultural impact can be maximised. Some researchers and many outside the academic community do not have access to the outputs of our research because of the restrictions placed by publishers on access to subscription-based scholarly journals. We share the ambition of HEFCE, the Research Councils UK, the Wellcome Trust and other external funders to allow access to research outputs to the widest possible community. The University's Publications Database and Institutional Repository provide the mechanism for recording details of all published outputs and a means for making full-text versions easily available online.

University Publications Policy

1. The University of Leeds Publications Policy requires that, from 1st April 2015:
 - a. Authors record bibliographic details of all research outputs in the University's publications database, no later than three months after the date of acceptance for publication.
 - b. Authors deposit full text copies of research outputs, i.e. final accepted peer-reviewed journal articles and conference papers (and where appropriate, monographs) in the institutional repository no later than three months after the date of acceptance for publication.
2. Where publisher's copyright permissions allow and there are no confidentiality or commercial constraints, the research outputs in the institutional repository must be made 'open access', i.e. freely accessible over the internet.
3. Where outputs are not embargoed for any period they must be made open access within one month of deposit. After an embargo period, outputs must be made open access immediately after the last day of the embargo period.
4. Authors must comply with the funders' policies relating to open access and research data management.
5. Authors must use a standardised institutional affiliation "University of Leeds" in all research outputs to ensure clear affiliation with the University of Leeds.
6. Authors must acknowledge the source of grant funding associated with a research output in the publication itself. Information about the grant should also be linked, by the author, to the record of the publication in the University Publications Database. Grant

information in the University Publications Database is fed automatically from the University's Grant Information System¹.

7. Authors should register for an individual ORCID² identifier and should include it on a personal webpage, when submitting publications, when applying for grants, and in any research workflow to ensure that the individual is credited for their work and that the correct institutional affiliation is achieved.
8. The policy applies to all research outputs, including those published by PhD students. Where copyright permits, monographs may also be deposited. Research Councils UK and HEFCE do not currently require monographs to be made freely accessible but we encourage an open access approach to all outputs. Monographs are also excluded from the open access policy relating to the post-2014 REF. Other forms of published outputs, e.g. articles or letters published in the press, may also be added to the institutional repository. These often contribute to the impact of the researchers' work and provide valuable permanent accounts of our research activities.

Rationale for the policy

9. To ensure that the requirements of research funders to make research outputs available freely over the internet are met.
10. To ensure that publications are eligible for submission to the post-2014 REF.
11. To raise the profile of University of Leeds research.
12. To complement the University of Leeds Research Data Management Policy which requires the long-term storage and preservation of research data, in particular data that enables the validation of research outputs and reported results.
13. To make available more easily bibliometric measures associated with research outputs such as citation counts and article impact factors.

Benefits

14. The deposit of research outputs in the institutional repository will ensure their long term preservation and storage.
15. Publications, data and links will be available via School and personal webpages.
16. Outputs deposited in the institutional repository will be 'exposed' to Google Scholar and other search engines, thus increasing visibility and an increase in citation counts.
17. Making outputs open access facilitates knowledge transfer and open science. Small and Medium-sized enterprises and other businesses who do not have subscriptions to journal literature will be able to access outputs that are freely available over the web.

¹ Information about linking grants and publications is available from the Help menu in Symplectic

² <http://orcid.org/>

Advice and guidance

18. Researchers can upload their publications into White Rose Research Online via the publications database, Symplectic Elements. The University Library provides advice and assistance to help researchers with the use of the publications database and the institutional repository.
19. The Library also advises on compliance with copyright and embargo periods. The SHERPA Romeo website www.sherpa.ac.uk/romeo.php provides details of the policies of different publishers with regard to copyright permissions and SHERPA FACT <http://www.sherpa.ac.uk/fact/>, is a new tool to help authors establish whether a journal is compliant with RCUK or Charity Open Access Fund (COAF) <http://www.wellcome.ac.uk/About-us/Policy/Spotlight-issues/Open-access/Charity-open-access-fund/> open access policy.

Further information can be found at: <http://library.leeds.ac.uk/university-publications>

University of Leeds

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Annex

Place of Publication

It is recognized that the choice of the place of publication is an academic matter.

In determining where to submit work for publication the following will be taken into consideration:

- Disciplinary coverage of the proposed place of publication
- Capacity for timely publication
- Reviewing and editorial standards
- Other relevant discipline-specific factors
- Compliance with funder open access requirements

Where funding allows, outputs should be submitted for publication in outlets which are compliant with HEFCE's policy on open access for the REF.