

Open access responsibilities for REF: School of English

It is the author's responsibility to ensure their outputs comply with the OA (Open Access) requirements for the next Research Excellence Framework. Here are the details about the support systems in place within the Library, RIS and the Faculty.

| OPEN ACCESS REQUIREMENT | | OPEN ACCESS RESPONSIBILITY | | | |
|---|--------------------|----------------------------|-----------------------------|---------|---------------|
| Establish local processes to ensure authors are aware of REF policy and to support compliance | U of A Lead | | Research and Impact Officer | | |
| Consider most appropriate place for publication in light of OA requirements | | Author | | | |
| As soon as possible after manuscript acceptance | | | | | |
| Notify School/Faculty of an output accepted for publication (State if N/A) | | Author | | | |
| Record output details in the University publications database (Symplectic) | | Author | | | |
| Deposit author accepted manuscript via University publications database | | Author | | | |
| Notify Library of known policy exceptions using comments box during deposit | | Author | | | |
| Respond to author queries regarding Symplectic deposit procedure | School Library Rep | | Research and Impact Officer | Library | |
| Respond to author queries regarding OA and deposit requirements | U of A Lead | | Research and Impact Officer | Library | |
| Following manuscript deposit | | | | | |
| Check date of acceptance and appropriate file version have been supplied. Contact author, copying to OA contact, where necessary. | | | | Library | |
| Check accuracy of bibliographic details and amend where necessary | | | | Library | |
| Verify and lock record | | | | Library | |
| Check copyright and embargo periods | | | | Library | |
| Make output OA / set to become OA when embargo expires | | | | Library | |
| Contact author/OA contact for more information in the case of possible exception | | | | | RIS (central) |
| Report status of validated exceptions in OA Monitor and retain evidence | | | | Library | RIS (central) |
| Monitoring and reporting | | | | | |
| Provide training and ongoing support for School/Faculty OA contacts on using the OA Monitor or equivalent systems | | | | Library | RIS (central) |
| Monitor / support author compliance | U of A Lead | | Research and Impact Officer | | |
| Generate reports as required by School / Faculty | | | Research and Impact Officer | | |
| Produce twice yearly compliance reports for Scholarly Communications / Research and Innovation Board | | | | Library | |

More information and support available from the [Library REF requirements webpages](#) including local [OA contact information](#).

Adapted from LOCH: [Open Access Implementation Responsibility Matrix](#).

<http://library.leeds.ac.uk>