

School of History

Responsibility is with the author to ensure their outputs comply with HEFCE's OA (Open Access) requirements for the next REF. Support systems are in place within the Library, RIS and the named School/Faculty, as detailed below.

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