

RESEARCH OUTPUTS AND OPEN ACCESS

GUIDANCE FOR NEW STAFF

We warmly welcome you into the researcher community here at the University of Exeter (UoE).

This guidance has been prepared to help you as a new member of staff, introducing you to the **key things to do now that you have accepted your new role** at the University.

The checklist will help you to ensure that your publications record and digital identity are up to date in all our systems and that you will be able to comply with the [University's Open Access Policy](#) our funders and the Research Excellence Framework (REF) exercise.

COMING FROM ANOTHER INSTITUTION?

- Does your previous institution have a Current Research Information System (eg. Symplectic, PURE)? Are your publications/outputs up-to-date in that system?
- YES:** Ask for advice on downloading your set of outputs to upload in UoE's [Symplectic](#). Contact your previous institution (eg. Library, Research Office) and our Research Services (researchoutcomes@exeter.ac.uk).
- NO:** Upload your outputs in [Symplectic](#) as soon as you have access to the system. Access here: [Symplectic guides](#)

WHEN YOU START YOUR NEW ROLE

- Be sure that your Symplectic profile is up-to-date.
- Watch the [Staff Induction](#) (video, 60 minutes) including updating your publications record and digital identity in our systems, complying with University, REF 2021 and external funder open access policy, uploading via Symplectic to ORE and accessing funding to publish open access.
- Consult the [Open research checklist for current researchers](#) to understand what you need to do regarding Open Research and whom to contact for further help.

WHEN YOU PUBLISH

UPON SUBMISSION

- Check if the journal is compliant with the OA requirements of your research funder (if UKRI/Wellcome funded, use [Journal Checker Tool](#); if NIHR funded use [SHERPA/FACT](#)), the [University OA policy](#) and [REF 2021 OA policy](#) or contact the [Open Research team](#).
- Consider taking advantage of [OA discounts and fee-free publishing options \(Transformative Agreements\)](#) through publisher agreements available to UoE corresponding authors.
- If submitting to a full OA journal, contact the Open Research team to apply for OA funding on submission
- Acknowledge funding in your publication, including grant references.

- Include in the manuscript and covering letter your funder’s set text advising that a CC BY licence has been applied to any future author accepted manuscript arising from the submission (if UKRI, Wellcome, NIHR funded)
- Include a [data access statement](#).
- Use your [ORCID ID](#). Further details about ORCID IDs can be found in the [Research Toolkit](#).

UPON ACCEPTANCE

IF NOT PUBLISHING OPEN ACCESS:

- Upload your accepted manuscript upon (within three months of) acceptance via [Symplectic](#) to [ORE](#), our institutional repository, ensuring compliance with [University policy](#) and [REF OA policy](#)
- If externally funded, check publishing contract before signing to ensure no conflict with your funder OA policy, request an exceptional publishing contract, if required to comply with your funder.

IF PUBLISHING OPEN ACCESS:

- Choose a Creative Commons licence in compliance with your funder e.g. CC BY (only)
- If publishing in a full OA journal you should already have secured funding to pay for this. Request an invoice with a Purchase Order Number, or pay by credit card online. Contact Open Research to apply for OA funds if needed **before** requesting an invoice or committing to pay.
- If publishing in a “hybrid” journal included in a [Transformative Agreement](#) and you are [primary] corresponding author, identify affiliation on publisher forms and request OA, at no extra cost (it has already been paid for).
- Upload the final published PDF via Symplectic to ORE as soon as possible after publication

ENSURE YOUR PUBLICATION COMPLIES WITH UNIVERSITY AND REF OA POLICY

- The output must be deposited in a repository, no later than three months after acceptance.
- The output deposited should be the [accepted manuscript](#) (following peer review)
- REF 2021 open access policy applies to all journal articles and conference contributions (with an ISSN).
- Monographs, book chapters or other long-form publications, working papers, creative or practice-based research outputs or data are eligible for REF but don’t need to comply with REF OA policy.

Following the completion of REF 2021, a new open access policy is in development. In the meantime, [Research England](#) advises that the REF 2021 OA policy should be followed until further notice

KEY INFORMATION

- As soon as you accept your new role** at the University, please ensure that your publications record and digital identity are up-to-date in all our systems. This will save time and effort.
- The [Research Toolkit](#) provides University of Exeter academics with easy access to the support available to carry out their research.
- Contact UoE’s Open Research team** (openaccess@exeter.ac.uk) based in the Library, if you have any questions.