

UWE Research Publications Policy

1. Context

The University's Research Strategy aims to achieve internationally excellent research with real world impact. The UWE Research Publications Policy supports this aim, encouraging free, unrestricted online access to UWE research outputs to read, download and re-use (subject to licence and attribution).

The policy reflects the [UWE Open Research Statement](#) which encourages our research community to use open access practices in research and supports a growing culture of open research.

The majority of research funders (including UKRI) require that all journal articles covering research supported, in whole or in part, by their funding should be made open access immediately on publication to enable as wide and equitable access as possible to the research.

To facilitate open access the University, in line with most other UK universities, is applying institutional rights retention. The practice of rights retention recognises that it's not necessary for an author to sign over the re-use rights (copyright) of their research output to a publisher for their work to be published, disseminated and re-used.

Rights Retention enables authors to:

- Retain sufficient rights to their author accepted manuscript to share and reuse their content as they see fit, e.g. in teaching and in their own academic networks.
- Publish the final author accepted manuscript on a repository ensuring open access without an embargo.
- Comply with research funder and REF open access policies.
- Make a version of their article or conference proceeding openly available, regardless of funding or publisher eligibility criteria.

This policy should be considered alongside the [UWE-bristol-research-data-management-policy.pdf](#).

2. Purpose

The purpose of the policy is:

1. To enable the university and its researchers to retain re-use rights and disseminate research results as widely as possible.

2. To encourage and support good open access publishing.
3. To facilitate equitable access to research publications.
4. To assist the university to comply with REF, UKRI and other research funder requirements.
5. To facilitate long term storage, access and preservation of research outputs.

3. Scope and definitions

- The policy applies to all research publications and author accepted manuscripts created by staff and Postgraduate Research (PGR) students affiliated with UWE Bristol (here after referred to as researchers), provided they are not confidential or subject to any conditions stipulated by a funder or collaborator.
- Publications include (but are not limited to) journal articles, books, conference proceedings, digital artefacts, exhibitions, theses (for thesis requirements see FAQs).
- The University does not waive its rights in any intellectual property described in Scholarly Works, such as know-how, copyright, design rights, inventions, etc. or anything other than the manuscripts of scholarly works. [UWE Bristol IP Policy](#).
- Rights retention does not yet apply to long form works including monographs, book chapters and edited collections. However, the University strongly encourages researchers to make them as openly available as possible with a suitable creative commons licence. Please contact the [Open Research Services Team](#) for advice.
- The University recognises that there may be situations outwith an author's/co-author's control where it is difficult to follow this policy exactly. In this case it will be permissible for staff to voluntarily opt out of the requirement for immediate open access upon publication, or the assignation of a CC BY licence. However, this may cause the research output to be non-compliant with funder policies. To opt-out, researchers should contact the [Open Research Services Team](#) with details of the publication.
- [Glossary of open research terms used in this document](#)

4. Requirements

- UWE Bristol supports the practice of rights retention for journal articles where researchers retain the rights to their work when published, rather than transferring copyright to the publisher.
- The University confirms the current practice that members of staff own the copyright to their research publications.
- Upon acceptance for publication (of a journal article) each UWE author/co-author agrees to grant UWE Bristol a non-exclusive, irrevocable, worldwide licence to make the author accepted manuscript (AAM) of their scholarly work publicly available under the terms of a Creative Commons Attribution (CC BY) licence, with no embargo.

4.1 Researcher Responsibilities

- **Retain re-use rights upon acceptance of publication (journal articles)**
Where applicable researchers are requested **not to sign** a publishing agreement that transfers copyright / re-use rights to the publisher.
- **Check permission from co-authors**
Where an in-scope research publication has been co-authored by another institution that doesn't have a policy granting the same re-use rights, it is the researcher's (UWE author's) responsibility to seek permission from co-authors to comply with institutional rights retention.
- **Deposit in research repository**
Researchers are required to deposit a copy of their research publication into the UWE Research Repository. Where this is a journal article, the full text is required. Researchers may in addition choose to deposit their work in subject repositories relevant to their discipline.
- **Use standardised address affiliation**
Researchers must use the standardised affiliation "University of the West of England, Bristol" (including the department/school if preferable) in all research outputs to ensure clear affiliation with the University.
- **Acknowledge research funding**
Researchers must acknowledge the source of grant funding associated with a

research output in the publication itself. The funding agency should be written out in full, followed by the grant number in square brackets where appropriate e.g. This work was supported by the Natural Environment Research Council [grant number xxxx] or following funders' specific requirements.

- **Data access statement**

Researchers must include a data access statement in all research publications even where there is no data associated with the publication or the data is inaccessible. The statement informs readers if and where the associated underlying research materials are available, including how they can be accessed.

- **Comply with research funder policy**

Researchers must comply with their research funders' policies relating to open access. These may include additional requirements to those in this policy.

[Research funders open access requirements](#)

- **Use author identifier ORCID**

Researchers should register for an individual ORCID (Open Researcher and Contributor ID, a unique identifier that allows you to tie all your research together in one place ensuring consistent, reliable attribution of your work).

Researchers should include their ORCID on their UWE profile page, when submitting publications, 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. [Get an ORCID](#)

- **Ensure open access costs can be met prior to submission**

The gold route to open access allows open access to the published paper via the journal's own website at the time of online publication and usually involves an article processing charge (APC). [Making research publications open access:](#)

- **Check ethical, legal and commercial considerations**

Researchers should take account of any ethical, legal or commercial reasons (e.g. due to stipulations by grant funders) why some research publications and research data cannot be made openly accessible. If you think your research could be translated into tangible products or services, please email

Tech.Transfer@uwe.ac.uk for advice before submitting it for publication.

- **Check additional REF requirements**

In order to be eligible for the REF, researchers must ensure that the [REF open access guidance](#) is followed.

4.2 UWE Bristol Responsibilities

Library and Learning Services will:

- **Make the deposited copy open access**
i.e. freely accessible over the Internet, where publishers' copyright permissions allow, and there are no confidentiality or commercial constraints. Includes checking that full text outputs in the institutional repository are compliant with publisher policy and permissions.
- **Apply any applicable exceptions re the REF.**
In the case of some exceptions (e.g. the journal does not allow open access archiving of any kind and is the most appropriate venue for publication) the exception is only applied after a supporting statement is received from the author.
- **Confirm compliance status of UWE publications in other repositories**
Where publications are deposited in another institutional repository and not deposited within the [REF compliance timeframe](#) at UWE Bristol, the Repository Team contacts the other institution to confirm compliance status of the publication there.
- **Provide advice and guidance** on how best to achieve open access for your research output, including how to deposit research publications on the UWE Research Repository and how to comply with the specific publisher and funder requirements. Should any issues arise researchers should contact the Library Research Team for advice.
- **Contact publishers to notify them of UWE Rights Retention**
Library Services will make every effort to contact publishers used by UWE Bristol researchers, to give notice that this policy has come into effect, explaining that a prior licence has been applied to outputs within the scope of this policy.
- **Work with University General Counsel to resolve any publisher disputes** regarding the author's right to deposit a digital copy of their manuscript into the UWE Research Repository, on behalf of the author
- **Provide updates on the progress of implementation** to the Research and Knowledge Exchange Committees.

The University will:

- **Implement the Research Publications Policy** and monitor its impact.
- **Engage with funders, publishers and other stakeholders** to ensure it is fully aware of developments in open access.
- **Communicate effectively to all staff and postgraduate research students** so they are aware of the benefits and mechanisms of open access.

5. Further guidance and support

The policy will be implemented in conjunction with advocacy, training and support from [Library and Learning Services](#) and [Research and External Engagement](#).

Making your work open access	UWE Bristol Research Repository
Funder open access requirements	Intellectual property

6. Ownership and Oversight

Document name:	UWE Research Publications Policy
Version number:	2
Equality Analysis:	EA completed for V1.0. EA completed for V2.0.
First approved by:	Research and Knowledge Exchange Committee 20.01.21
This version approved by:	Research and Knowledge Exchange Committee 17.10.24
Effective from:	01.05.2025
Next review date:	Reviewed annually
Senior Policy Owner:	Pro Vice-Chancellor Research and Enterprise Director Library and Learning Services
Policy Author:	Open Research Services Manager, Library and Learning Services
Overseeing committee:	Research and Knowledge Exchange Committee
Compliance measures:	Instances where it is not possible to publish in line with the UWE Research Publications Policy will be noted and reviewed.
Related policies, procedures and codes of practice:	UWE Open Research Statement UWE Research Data Policy
Related legislative and/or regulatory requirements	Research Funder Open Access Policies

7. Version history

Version	Date	Summary of changes	Author
V1.0	20/01/21	New policy	Open Research Services Manager
V2.0	01/05/25	Addition of rights retention clauses.	Open Research Services Manager

If you require this document in an alternative format please contact the [Open Research Services Team](#) in Library and Learning Services.