

HEFCE Open Access Policy

FAQs

What is the author accepted manuscript?

The author accepted version has been through the peer-review process, been amended as necessary, and has been accepted for publication. It is the final version that you send to the publisher. It is the version before the publisher applies their formatting, such as branding, journal name and page numbers, so the version you send will not contain these. This is **not the PROOF** version. Please remember to record the date the item was accepted for publication.

Should journal articles/conference proceedings under embargo be deposited on acceptance?

Yes! The HEFCE policy respects embargo periods set by publishers. If your output is subject to an embargo period, you must still deposit the file and it will be considered a closed deposit. Closed deposits will be admissible to the REF. Library staff will manage and apply embargo periods for you. Only the bibliographic information about your output will be public until the embargo period has elapsed. At the end of the embargo period, the full text becomes available to read and download.

What if the journal I am publishing in doesn't have a compliant embargo period?

Wherever possible, authors should aim to publish in a journal which does meet HEFCE requirements but there may be cases where the most, or only appropriate journal does not offer such an option. This may then fall under one of the exceptions HEFCE have listed as part of their [policy \(Paragraphs 35-37\)](#). You will still need to make a closed deposit but please add a note in the comments field to alert staff of the need to record as an exception.

Should Gold Open Access outputs be deposited?

Yes! If you have paid to publish your article through a gold open access route, or have published in a free open access only journal then the final published PDF should be used. If this is not available, please provide a link to the published version and the repository team will obtain a copy.

Do I still need to deposit the Author Accepted manuscript if the corresponding author is at another institution?

Yes! Please ensure the corresponding author sends you a copy as soon as possible in order for you to deposit within 3 months and be REF compliant. If your co-authors are from UWE, only one person needs to deposit the article, usually the corresponding author.

Where can I get help?

Repository help and advice is available from: <http://eprints.uwe.ac.uk> or email eprints@uwe.ac.uk



WHY?

Hefce says:

to be eligible for submission to the post-2014 REF, all journal articles and conference proceedings with an ISSN must be deposited in an institutional or subject repository within 3 months of acceptance.



How can I comply?

Deposit your author accepted manuscript in the UWE Repository within 3 months of acceptance by your chosen journal and send your acceptance email to eprints@uwe.ac.uk

The repository team will ensure embargo periods set by the journal are respected.

The deposited manuscript will be made available when permitted and a link to the published version will be provided.



What happens next?

Your article will be Eligible for consideration for the next REF plus there is potential for:

- Increased citations due to work being available to a wider audience
- Increased opportunity for collaborations
- Publicly funded research is open to all at the earliest opportunity.

