Owner:	[R&KEO]
Version number:	[3]
Date of approval:	[2014]
Approved by:	[University R&KE Committee - TBC]
Effective date:	[August 2014]
Date of last review:	[29 March 2012 for 'Academic Publication Policy']
Due for review:	[August 2015]

Publications Policy and Procedures

1.   SCOPE AND PURPOSE

1.1   These policy and procedures are for BU staff, students and those associated with the university such as visiting faculty.

1.2   These policy and procedures must be followed.

1.3   Background

The University recognises that research publications, as one of the main outputs of research, are a key asset. As such, they should be managed in a way that ensures that they provide maximum value both to individual members of the academic community, whose research output they represent, and collectively to the institution. The academic community has an essential role to play in the generation, publication and dissemination of research publications while the University has an important role in supporting and assisting academic staff, and as the curator of the assets.

The policy will achieve the following objectives:

1.3.1   To ensure that research outputs comply with external requirements such as research funder mandates and HEFCE for Post-2014 REF submission.

1.3.2   To increase the visibility and usage of research publications produced by staff employed by or associated with Bournemouth University and students of Bournemouth University.

1.3.3   To accelerate research progress and impact by making results accessible to a larger number of people, generating more widespread debate and creating interest among the general public and industry.

1.3.4   To ensure that research outputs are prepared and curated in a way which helps maximise the value they have for the university in terms of the external use of bibliometric data e.g. league tables, REF

2. KEY RESPONSIBILITIES

2.1 Bournemouth University staff, students and those associated with the university such as visiting faculty producing research outputs - henceforth be referred to as 'authors' - are expected to record bibliographic details of all research outputs within the university's research information system BRIAN (https://brian.bournemouth.ac.uk/) and deposit outputs into its institutional repository (BURO), in accordance with this policy.

2.2 RKEO will promote the policy and monitor performance against requirements.

2.3 Library and Learning Support will manage the institutional repository (BURO) and support authors with depositing their works.

2.4 URKEC will endorse the policy.

3. LINKS TO OTHER BU DOCUMENTS

Authors should refer to BU guidance documentation on submitting items to BURO via BRIAN; copyright; authorship; and academic appraisal and progression.

3.1 BURO/BRIAN deposit guidance on the Staff Intranet (https://staffintranet.bournemouth.ac.uk/fusion/brian/) and BU Research Blog (http://blogs.bournemouth.ac.uk/research/).

3.2 Guidelines on Authorship of Publications for PGRs and Supervisors (http://staffintranet.bournemouth.ac.uk/aboutbu/schools/graduateschool/rdr/)

3.3 Code of Good Research Practice (http://blogs.bournemouth.ac.uk/research/researcher-toolbox/code-of-good-research-practice/)

4. Publications Policy

4.1 Citation Policy

4.1.1 The University will maximise the impact of University publications in bibliometric analyses by ensuring that all research outputs are accurately recorded as being produced by Bournemouth University authors.

4.1.2 All Bournemouth University authors must cite 'Bournemouth University' as their primary address when recording their affiliation in research articles, conference papers and other publications, irrespective of where the affiliation actually appears in the publication.

4.2 **Open Access Policy**

4.2.1 All research outputs must be recorded in the publication management system (BRIAN).

4.2.2 The accepted author manuscript of all peer-reviewed journal articles and conference proceedings (with ISSN) must be deposited in BURO at the point of acceptance by the publisher and no later than three months after this date.

4.2.3 Authors must deposit full text of other research outputs where permitted by publishers.

4.2.4 Authors are encouraged to deposit outputs in a form which allows re-use of the work, including via text mining.

4.2.5 Compliance with Open Access requirements will be monitored in academic achievement appraisal and progression.

4.3 **Copyright Policy**

4.3.1 Authors are encouraged to retain ownership of the copyright of published outputs where possible.

5. Procedures

5.1 **Open Access Procedure**

5.1.1 Research outputs are defined as outputs of 'academic intent' and can include journal papers, books, book chapters, monographs, films/broadcasts, patents, artwork, etc. These should be of high quality and include: all papers published in refereed journals; all invited journal papers of learned societies or academic bodies of similar standing; pre-prints submitted to refereed journals (where this will not prejudice publication); all abstracts/papers given at refereed conferences; published monographs and chapters in monographs; substantial published reports; non-text artefacts such as software, video.

5.1.2 Authors

5.1.2.1 Authors should ensure that all journal articles and conference proceedings with an International Standard Serial Number (ISSN) accepted for publication after 1st April 2016 are deposited in full text in BURO via BRIAN upon acceptance and no later than 3 months after acceptance.

5.1.2.2 Authors must provide the version of their papers that is as close as possible to the published version. As a minimum requirement, authors must deposit a post-print

(also known as 'accepted author manuscript' or 'final author version') or later version i.e. publisher PDF that is compliant with publishers' copyright policies - see SherpaRomeo website (http://www.sherpa.ac.uk/romeo) or LLS (BURO@bournemouth.ac.uk) can assist with queries.

5.1.2.3 Where research has been externally funded researchers must ensure that the version deposited in BURO complies with the Open Access requirements of the funding body.

5.1.2.4 Items deposited into BURO should normally be in PDF format, although other formats can be discussed with BURO staff.

5.1.2.5 Authors should include metadata about their output that complies with HEFCE and funder requirements.

5.1.2.6 If a publisher requires the output to be embargoed it must still be deposited in BURO. BURO staff enter the date on which the embargo will be lifted and the full text of the paper can be made openly available. During the embargo period the metadata (title, author names, affiliation, and abstract) of the article are Open Access (whilst full text is not visible), so that services like Google Scholar can find and index the article. . Potential readers can request a copy of the article from the author. Authors must contact LLS (BURO@bournemouth.ac.uk) if, as an exception, an embargo period different to the standard publisher guidelines is required.

5.1.2.7 Authors should accept the default licence (Creative Commons Attribution Non-Commercial Non-Derivative – CC BY-NC-ND) or indicate if a different licence is required [see point on licencing under LLS].

5.1.3 Where there is a clear justification as to why gold open access is preferable (for example, when publishing in an open access journal) then the author can make a case to the Research and Knowledge Exchange Office (R&KEO) for the cost to be covered by the BU Open Access Publication Fund. A copy of the output must also be deposited in BURO. If you also deposit your output in a subject repository you must provide a link to it from the BURO record.

5.1.4 Academic outputs produced prior to joining Bournemouth University should be added to BRIAN and BURO as soon as possible after joining.

5.1.5 E-mail signatures should include a hyperlink to your Bournemouth University Staff Profile Page (http://staffprofiles.bournemouth.ac.uk/) to provide easy access to outputs for email recipients.

5.1.6   LLS and RKEO

5.1.6.1 LLS will ensure that outputs deposited in BURO are discoverable and publically free to read and download.

5.1.6.2 LLS will check publishers' copyright agreements to ensure that deposit is permitted. Under no circumstances will staff be required to make publications available in contravention of UK copyright law.

5.1.6.3 RKEO and LLS will promote outputs through social media channels, search engines and other discovery tools

5.1.6.4 RKEO and LLS will ensure that metadata complies with HEFCE requirements and standards

5.1.6.5 LLS will apply a default CC BY-NC-ND licence to outputs and provide guidance to researchers requiring different licencing for their outputs.

5.1.6.6 RKEO & LLS will provide guidance for researchers on how to record outputs on BRIAN and deposit their outputs in BURO.

5.1.7 RKEO will monitor compliance with Open Access requirements.

5.2 RETAINING COPYRIGHT PROCEDURE

5.2.1 Authors are encouraged where possible to retain the copyright for their work by assigning a 'license to publish' rather than relinquishing copyright to the journal publisher. This can normally be done through adding an author addendum to the publisher's copyright agreement (CTA) which the publisher requires the author to sign (and which normally transfers copyright to the publisher). Further guidance on author addendums is available from http://scholars.sciencecommons.org/. The two most commonly used templates are those from SPARC/Science Commons and from SURF/JISC (the national ICT organisations of the Netherlands and the UK).

General

6. REFERENCES AND FURTHER INFORMATION

6.1 Higher Education Funding Council for England, 2014. *Policy for open access in the post-2014 Research Excellence Framework*. HEFCE. Available from: http://www.hefce.ac.uk/whatwedo/rsrch/rinfrastruct/oa/ [16 September 2014]

7. APPENDICES [list any appendices as follows]

Appendix 1   [Name]

Appendix 2   [Name]