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| Owner: | [Research Development & Support (RDS)] |
| Version number: | [4] |
| Date of approval: | [2019] |
| Approved by: | [Research & Professional Practice Committee] |
| Effective date: | [July 2019] |
| Date of last review: | [August 2015] |
| Due for review: | [August 2020] |

Publications Policy & Procedures

1. INTRODUCTION

Bournemouth University (BU) recognises that the publication of research outputs are an essential part of the research lifecycle ensuring that new knowledge is effectively shared and disseminated for the good of society as a whole.

Public accountability and impact assessment have made it increasingly important for BU to support its authors in optimising the benefits of their research. Research outputs are key assets as such; they should be managed in a way that ensures they provide maximum value to individual members of the academic community, whose research they represent, and collectively to the institution.

This policy has been informed by publication and open research policies for national and international research funders and other universities.

2. SCOPE

- 2.1 This policy and procedures applies to BU staff, students and those associated with the university such as visiting faculty henceforth referred to as 'authors'.
- 2.2 Research outputs are defined as outputs of academic intent which embody research. Research outputs can take a number of forms and include but are not limited to journal articles, books, book chapters, monographs, conference proceedings, films, artefacts, compositions, exhibitions and performances. ¹
- 2.3.1 These policy and procedures must be followed.

¹ A Glossary of Output Types for REF 2021 can be found in the REF Guidance on Submission (Annex K) at www.ref.ac.uk

3. PURPOSE

This policy aims to:

- Help researchers effectively disseminate knowledge generated from research.
- Make research outputs accessible to the widest possible audience.
- Help accelerate research progress through effective dissemination, encouraging debate and creating interest across society and industry.
- Raise the profile of BU and its authors by increasing the visibility and usage of research outputs.
- Ensure that research outputs meet the requirements of research funders.
- Ensure that research outputs are prepared and curated in a way which helps maximise their value and facilitates long term storage and preservation.
- Ensure information about research outputs are managed effectively for internal management and external research assessment

4. TECHNICAL INFRASTRUCTURE

- 4.1 BU has a Current Research Information System (CRIS) known as BRIAN (Bournemouth Research Information And Networking) which is the official record of the BU research outputs and the primary mechanism for submitting research outputs for performance review, research assessment and facilitating reporting.
- 4.2 BU has an Institutional Repository (IR) known as BURO (Bournemouth University Repository Online) which is populated with metadata and full texts from the CRIS to create an archive of research outputs.

5. PROCESS & PROCEDURES

5.1 Prior to Publication

5.1.1 Funder Requirements: Authors should check funder and external research assessment (such as REF) requirements to ensure the chosen publication route meets current requirements specifically in regards to Open Access.

5.1.2 Authorship:

- Where a research output is jointly authored, all should be credited with the work.
- Authorship should be credited to those who have made substantive contributions to the work. Discipline-specific guidelines for assigning authorship and authorship ordering should be followed.
- Author contribution and subsequent credit should be agreed early in production and reviewed as the work progresses.
- Supervisors should only be credited with authorship on a student's work where they have been active collaborators in writing the papers.

5.1.3 Standard Author Identifier: Authors should use a persistent author identifier (such as ORCID) when submitting author details for a publication, where this option is given by the publisher.

5.1.4 Affiliation: All BU authors must cite 'Bournemouth University' as their primary address field when recording their affiliation in research outputs. If there are constraints on the space available for the address, the phrase "Bournemouth University" will be used.

5.1.5 Acknowledgements:

- Authors should acknowledge all funding sources with relevant external grant numbers in their research outputs where applicable e.g.
This work was supported by the Medical Research Council [grant number xxxx].
- Authors should include acknowledgement of contributions to the work that do not merit authorship.
- Authors should declare any conflicts of interest.

5.1.6 Retaining Copyright: Authors are encouraged where possible to retain copyright for research outputs in contracts with collaborators, funders and publishers.

5.2 On acceptance of publication

5.2.1 Recording research outputs: Authors should record all research outputs which have been published or accepted for publication in the BRIAN at the point of acceptance by the publisher and no later than three months after this date.

5.2.2 Depositing full text journal articles and conference proceedings: Authors should deposit the accepted author manuscript of all peer-reviewed journal articles and

conference proceedings (with ISSN) in BURO via BRIAN at the point of acceptance by the publisher and no later than three months after this date.

- 5.2.3 Deposit of other published research outputs: Authors should deposit all published research outputs to BURO via BRIAN wherever possible.
- 5.2.4 Format of Outputs: Authors are encouraged to deposit outputs in a form which allows re-use of the work, including via text mining.
- 5.2.5 Non-compliance: If authors are unable to meet deposit requirement 5.2.2 justification must be communicated to openaccess@bournemouth.ac.uk as soon as possible and no later than one month after the date of publication.
- 5.2.6 Outputs deposited in BURO will be given the default licence of Creative Commons Attribution Non-Commercial– CC-BY-NC. Authors should indicate if a different licence is required.
- 5.2.7 Externally funded researchers must ensure that the version deposited in BURO complies with the Open Access requirements of the funding body and the correct license is applied.
- 5.2.8 Gold Open Access: If an article has been published via the gold open access route then the author must also deposit a copy of the article in BURO.

5.3 After publication

- 5.3.1 Existing research outputs for staff new to BU should be recorded in BRIAN and uploaded to BURO as soon as possible and no later than three months after appointment.
- 5.3.2 Published research outputs for extant BU staff should be uploaded to BURO via BRIAN as soon as possible. If the outputs in question are journal articles or conference proceedings with an ISSN which were accepted for publication after the 1st April 2016 then justification for the non-deposit must be communicated to openaccess@bournemouth.ac.uk as soon as possible.

6. KEY RESPONSIBILITIES

- 6.1 Research & Professional Practice Committee (RPPC): will endorse the policy.
- 6.2 Authors: are responsible for entering details about their research outputs within the university's CRIS (BRIAN <https://brian.bournemouth.ac.uk/>) and deposit outputs into its institutional repository (BURO), in accordance with this policy. For co-authored works with students, staff are responsible for ensuring that that details are recorded and works deposited.
- 6.3 Principal Investigators (PIs): PIs are responsible for ensuring that requirements on dissemination of research made by any external funders are met in full. This includes ensuring that authors publish in suitable publications and that funding for publication and Open Access is included in research grant proposals as appropriate.
- 6.4 Output Champions: are responsible for promoting awareness and understanding of this policy in their Units of Assessment.
- 6.5 The University: The University is responsible for ensuring that systems are in place to support the policy.
- 6.5.1 Library and Learning Support (LLS) will:
- Manage the institutional repository (BURO)
 - Ensure that outputs deposited in BURO are discoverable and publically free to read and download.
 - Will check publishers' copyright agreements to ensure that deposit is permitted.
 - Will ensure that metadata complies with funder requirements and standards.
 - Will apply a default CC BY-NC licence to outputs and provide guidance to researchers requiring different licencing for their outputs.
 - Provide help and advice on all aspects of the policy, including funder requirements and publisher policies relating to Open Access.
- 6.5.2 RDS will:
- Manage the CRIS (BRIAN) including the coordination of upgrades, implementation of new modules, the creation and disabling of accounts.

- Provide guidance to authors on how to record and maintain information outputs on BRIAN.
- Monitor compliance with Open Access requirements.
- Provide help and advice on all aspects of the policy, including funder requirements and publisher policies relating to Open Access.

7. LINKS TO OTHER BU DOCUMENTS

Guidance documentation can be found:

- 7.1 Using **BRIAN** text and video guides are available on BUs Intranet accessible here - <https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/researchandkeoffice/brian>
- 7.2 Guidance on **Open Access and Depositing your Research** is available in the library LibGuides accessible here – <http://libguides.bournemouth.ac.uk/open-access-depositing-research>
- 7.3 Guidance on the **Open Access Publication Fund** is available on the BU research Blog accessible here - <https://blogs.bournemouth.ac.uk/research/researcher-toolbox/research-outputs/open-access-publication-fund/>
- 7.4 Guidance on **Research Outputs and Funders** is available on the BU Research Blog accessible here – <http://blogs.bournemouth.ac.uk/research/>).
- 7.5 Guidance on **Authorship of Publications for PGRs and Supervisors** is available through the Doctoral College accessible here - <https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/doctoralcollege/rdr/>