

Open Research

Supporting
Exeter researchers
with open access and
research data management

Get your research deposited!
19 October 2020



Open Research team

Caroline Huxtable (Open Access Repository Officer)

Imogen Ward-Smith (Open Access Publications Officer)

Chris Tibbs (Research Data Officer)

Sofia Fernandes (Open Research Manager)

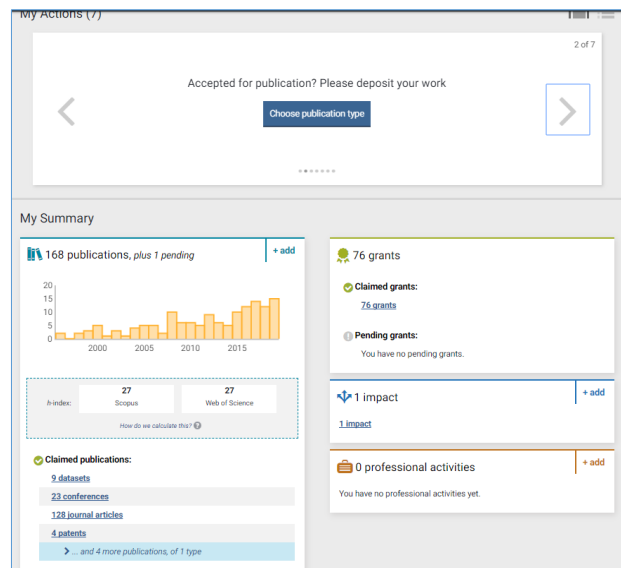


www.exeter.ac.uk/research/openresearch/support/contact

2

<http://www.exeter.ac.uk/research/researchdatamanagement/support/contact/>

Symplectic



www.researchpubs.exeter.ac.uk/default.html

3

Symplectic is the university's CRIS (Current Research Information System)

Use it to:

Manage your publications

Link your ORCID

Upload outputs to ORE

Upload data to ORE

Link publications to grants

Record impact

Manage your REF nominations

Your publications record in Symplectic feeds your University profile publications page

Publications pages

- Vary between Colleges in terms of:
 - appearance and layout of the publications page
 - whether the page updates from Symplectic in real time or overnight
- College web officers can advise:
www.exeter.ac.uk/departments/communication/communications/digital/whoweare/

4

The feed between Symplectic and publications pages is set up differently between Colleges/department, e.g.
appearance/layout of the publications page
whether the page updates from Symplectic in real time or overnight

College web officers can advise on the set up of publications pages. They are listed here:
www.exeter.ac.uk/departments/communication/communications/digital/whoweare/

Actions in Symplectic 1

- **New staff** - import publications from your previous institution's CRIS
- View and edit your profile
- Connect your ORCID iD
- Set up your data source searches
- Upload publications to ORE
 - outputs produced at previous institutions **do not need to be deposited to ORE** to be REF-eligible

5

- If your previous institution has a Current Research Information System (e.g. Symplectic, PURE), and your outputs are up-to-date in that system:
 - you can download your outputs to import to your Exeter Symplectic account. Contact your previous institution (e.g. the library or research office) and our Research Services (researchoutcomes@exeter.ac.uk) to help.
 - If not, update your outputs in Symplectic as soon as you have access to the system.
- View and edit your profile: Menu > My Account > profile
- Connect your ORCID ID to Symplectic from the 'My Actions' area of your homepage. More information here: [ORCID](#)
- Symplectic harvests publication records from data sources such as Crossref, Scopus, Web of Science. To ensure that all your publications are accurately harvested, set up your data source searches:
 - Automatic claiming allows you to link your unique IDs in external data sources such as ORCID, so that publications harvested from those sources are automatically claimed into your record
 - Set up your name-based search with your name, addresses etc. so that the data source searches find your publications and avoid as far as possible offering your other authors' publications. Outputs found are offered for you to 'claim' in the 'My Actions' section of your homepage.
 - Menu > My Account > Data Source Search > Automatic claiming and
 - Menu > My Account > Data Source Search > Name-based search
- Deposit your publications to ORE. Note that you do not need to deposit outputs produced at previous institutions. They will still be REF-eligible: the REF open access policy has a number of exceptions that can be applied.

Actions in Symplectic 2

- Upload data to ORE
- Link publications to grants
- Record impact
- Manage your REF nominations



Making work open access (OA)

Self-archiving

Make author accepted manuscript (AAM) OA in a repository, free of charge: 'green' OA

Immediate OA on publisher website

Final full text is published OA on publisher website with licence e.g. CC BY. May involve payment of a fee to the publisher: 'gold' OA. Or there may be no fee: 'diamond' / 'platinum'

www.exeter.ac.uk/research/openresearch/oa/howto/

7

What is a repository?

- Long-term storage and preservation
- Permanent URL (handle or DOI)
- Metadata describes your work --> indexing and discoverability
- Non-commercial
- Institutional repository: a 'shop window' for an institution's research
- ORE (Open Research Exeter): <https://ore.exeter.ac.uk/repository/>

www.exeter.ac.uk/research/openresearch/oa/selfarchiving/

University open access policy

Outputs produced whilst employed at University of Exeter:

- Journal articles and conference proceedings with an ISSN
- Upload AAM via Symplectic to ORE within 3 months of acceptance
- Authors of other output types encouraged to pursue open access “where possible and practical”

www.exeter.ac.uk/research/openresearch/policies/exeter/

9

University [Open Access Research and Research Data Management Policy](#)

REF 2021 open access policy

Eligibility for submission to the 2021 REF:

- Journal articles and conference contributions with an ISSN
- Accepted for publication after 1 April 2016
- Published on or before 31 December 2020
- Must be deposited in a repository within 3 months of acceptance

www.exeter.ac.uk/research/openresearch/policies/ref/

10

[REF 2021 open access policy](#)

Applies to journal articles and conference proceedings with an ISSN.

Accepted for publication after 01 Apr 2016.

The University expects all outputs within the scope of the REF policy to be eligible for submission to the REF, even if they are not eventually submitted.

In order to be eligible for submission to the REF, REF 2021 policy requires the AAM to be uploaded to a repository within 3 months of acceptance.

Policy does not apply to monographs, book chapters or other output types; these are of course eligible for the REF, but don't need to comply with the policy.

Upload upon acceptance via Symplectic to ORE

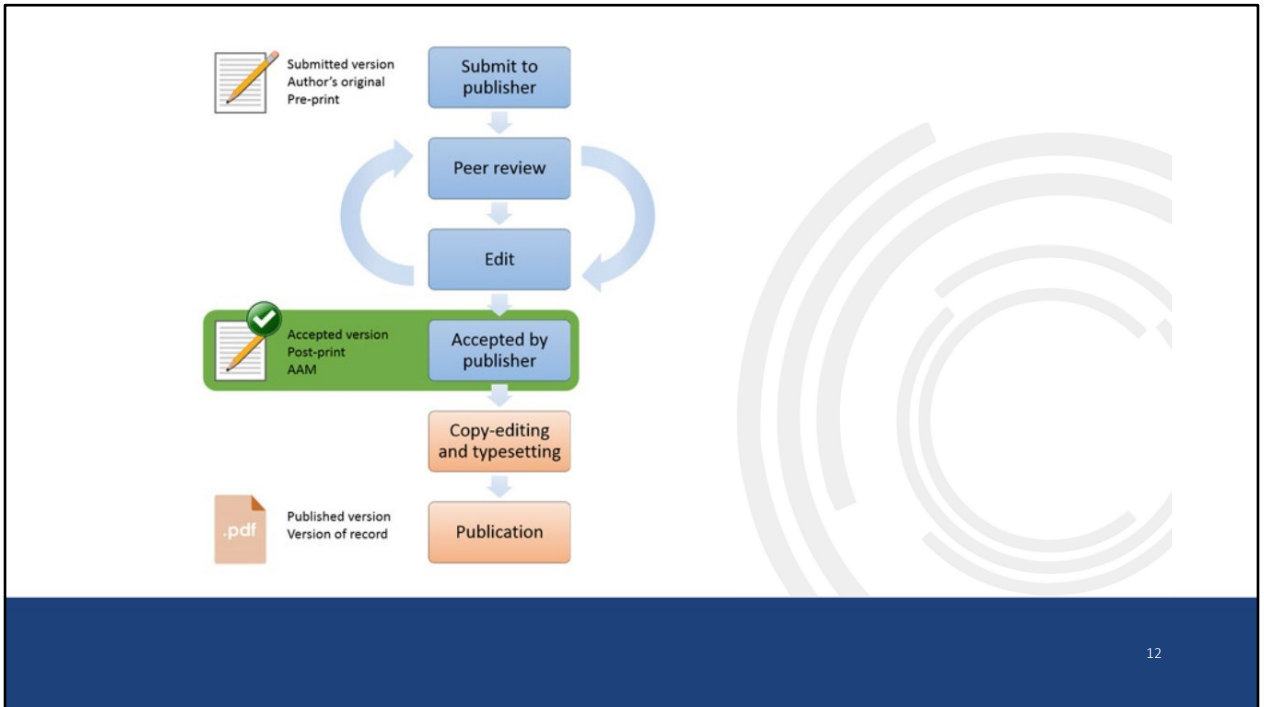
The diagram illustrates the process of uploading an author-accepted manuscript (AAM) to the Open Research Exeter (ORE) repository. On the left, the 'Symplectic Elements Login' form is shown, with fields for 'Username' and 'Password', and a 'Login' button. Below the form, a note states: 'Symplectic Elements is the central publication management system for use by the University of Exeter.' In the center, a red 'PDF' icon with the Adobe logo is shown above a blue arrow pointing to the right. Above the arrow, the text 'Author accepted manuscript' is written. On the right, a screenshot of the 'University of Exeter Repository' website is displayed. The website header includes 'UNIVERSITY OF EXETER', 'ORE Open Research Exeter', and a search bar. The main content area features a circular sunburst chart representing the repository's structure, with a list of departments on the right: Business School, College of Engineering, Mathematics and Physical Sciences, College of Humanities, College of Life and Environmental Sciences, College of Medicine and Health, College of Social Sciences and International Studies, Doctoral College, Other Collections, and Special Collections. An 'Upload Now' button is visible in the top right corner of the repository page.

11

In order to meet the requirements of both REF and University open access policies, upload the AAM upon acceptance via Symplectic to ORE.

We have already talked about publications being harvested from data sources such as Scopus. There are unlikely to be records available from these data sources when you are expected to deposit to ORE, i.e. at the point of acceptance to a journal.

You will therefore need to create a manual record from which to deposit. Enter as much metadata (e.g. author, title, date of acceptance etc.) as you have available at that stage, as this facilitates the joining of harvested records to your manual record, once they're available.



The version to deposit to comply with REF is the author accepted manuscript

also known as the author manuscript, author's accepted manuscript, final author version, or post-print content is identical to the published version includes all modifications from the peer review process without the publisher's layout and formatting (over which the publisher retains copyright) if you don't have a publisher-supplied manuscript: incorporate main text and any supplementary information in one PDF/A or PDF file.

What do publishers allow?

The screenshot shows the Sherpa Romeo interface for the journal 'Nature'. It includes a navigation bar with 'About', 'Search', 'Statistics', 'Help', 'Support Us', 'Contact', and 'Admin'. The main content is divided into two sections: 'Publication Information' and 'Publisher Policy'. The 'Publisher Policy' section lists four open access pathways: Published Version, Accepted Version (pathway a), Accepted Version (pathway b), and Submitted Version (pathway a). Each pathway shows icons for various access options like 'None', 'CC BY', 'PMC', and 'Any Website, Journal Website'.

www.v2.sherpa.ac.uk/romeo

13

We use the free [SHERPA/RoMEO](#) tool to check publishers' self-archiving and copyright policies. It is available via the deposit page in Symplectic.

Policies may include the requirement that the deposited copy is placed under an embargo from the date of publication; this period varies from 6 months to 5 years (although the longer period is rare).

Some publishers do not require any embargo. Some do not permit deposit at all; authors are still required to deposit in ORE in order to comply with REF and university OA policies, and we place the deposit under a permanent embargo. This is known as a 'closed' deposit under the REF OA policy, and is permitted: such outputs are REF-eligible.

Publisher imposed embargoes can conflict with funder requirements, which may mean you need to pay for open access ('gold' open access): <http://www.exeter.ac.uk/research/openresearch/oa/paidoa/>

REF 2021 policy - gold OA

- REF policy definition of 'gold' OA:
 - immediate, permanent, and free to access availability of the published version on the publisher's website, **with a licence that permits copying and reuse**
 - outputs that are open access through the 'gold' route, **at the point of first publication**, in accordance with other funder's requirements [...] meet the requirement of the REF policy
- Exeter authors are required to deposit gold articles to ORE, to comply with university OA policy:
 - published version may be deposited OR
 - deposit the AAM on acceptance, and we will replace it with published version on publication

14

Swapping the published version into ORE is permitted under the [REF 2021 open access policy](#):

“240. Where a deposited output is later replaced or augmented following its initial deposit, the updated manuscript may be deposited in place of the originally deposited output”.

It does not affect the date of original deposit in the Symplectic record (nor in the ORE record), so REF compliance is not adversely affected. Also, the swapped file writes back to the Symplectic record.

REF 2021 policy - exceptions

- REF open access policy includes various exceptions
- In scope outputs to which exceptions apply are REF-eligible without needing to meet (all of) the policy requirements
- Paragraphs 252 - 255
- Authors should still deposit the AAM of journal articles and conference papers, accepted after 1 April 2016, within three months of acceptance
 - produced while employed at Exeter

15

The University's REF team in Research Services (in collaboration with the Open Research team) run periodic compliance checking and recording exercises

REF policy exceptions – example

Deposit exceptions

- output unable to meet the deposit requirements
- not required to meet deposit, discovery or access requirements

Example

- 252c. The staff member to whom the output is attributed was not employed on a Category A eligible contract by a UK HEI [...] at the time of submission for publication

REF policy exceptions – example

Technical exceptions

- output is unable to meet the criteria due to a technical issue
- not required to meet deposit, discovery or access requirements

Example

- 254a. At the point of acceptance, the staff member to whom the output is attributed was employed at a different UK HEI, and it has not been possible to determine compliance with the criteria

Further help?

openaccess@exeter.ac.uk

[Exeter.ac.uk/research/openresearch/](https://exeter.ac.uk/research/openresearch/)

exeter.ac.uk/research/researchdatamanagement/

