



RESEARCH OUTPUTS AND OPEN ACCESS

GUIDANCE FOR NEW STAFF

We warmly welcome you into the researcher community here at the University of Exeter (UoE). This guidance has been prepared to help you as a new member of staff, introducing you to the **key things to do now that you have accepted your new role** at the University. The checklist will help you to ensure that your publications record and digital identity are up-to-date in all our systems and that you will be able to comply with the [University's Open Access Policy](#) our funders and the Research Excellence Framework (REF) exercise.

COMING FROM ANOTHER INSTITUTION?

- Does your previous institution have a Current Research Information System (eg. Symplectic, PURE)? Are your publications/outputs up-to-date in that system?
- YES:** Ask for advice on downloading your set of outputs to upload in UoE's [Symplectic](#). Contact your previous institution (eg. Library, Research Office) and our Research Services (rime@exeter.ac.uk).
- NO:** Upload your outputs in [Symplectic](#) as soon as you have access to the system. Access here: [Symplectic guides](#).

WHEN YOU START YOUR NEW ROLE

- Be sure that your Symplectic profile is up-to-date.
- [Open research checklist for current researchers](#) helps you understand what you need to do regarding Open Research and whom to contact for further help.
- Check the Open Research website for details of the next open access [New Staff Induction](#).

WHEN YOU PUBLISH

UPON SUBMISSION

- Include a [Rights Retention](#) statement, required in all articles with a University of Exeter author or co-author: ***'For the purpose of open access, the author has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission'*** This ensures you can always make the accepted manuscript version of your paper immediately open access, regardless of whether you also publish open access (OA) on the publisher website, ensuring you can always comply with your funder open access policy.

- Consider taking advantage of [publisher Transformative Agreements](#) - corresponding authors at the University can publish OA in journals included in these agreements, as it has already been paid for.
- If submitting to a full OA journal, contact Open Research team at submission, to apply for OA funding.
- Acknowledge funding in your publication, including grant references.
- Include a [data access statement](#).
- Use your ORCID ID. Further details about ORCID IDs can be found in the [Research Toolkit](#).

UPON ACCEPTANCE

IF NOT PUBLISHING OPEN ACCESS:

- Upload your accepted manuscript upon (within three months of) acceptance via [Symplectic](#) to [ORE](#), our institutional repository, ensuring compliance with [University policy](#) and [REF OA policy](#).
- Providing your paper is covered by [Rights Retention](#), it will be immediately OA in ORE with CC BY.

IF PUBLISHING OPEN ACCESS:

- Choose a Creative Commons licence in compliance with your funder e.g. CC BY (only).
- If publishing in a full OA journal you should have secured funding to pay for this at submission, arrange payment of publishing fees using instructions already provided to you by the Open Research team.
- If publishing in a journal included in a [Transformative Agreement](#) and you are the primary corresponding author, identify affiliation on publisher forms and request OA, at no extra cost (it has already been paid for).
- Upload the final published PDF via Symplectic to ORE as soon as possible after publication.

ENSURE YOUR PUBLICATION COMPLIES WITH UNIVERSITY AND REF OA POLICY

- The output must be deposited in a repository, no later than three months after acceptance.
- The output deposited should be the [accepted manuscript](#) (following peer review).
- REF open access policy applies to all journal articles and conference contributions (with an ISSN).
- Monographs, book chapters or other long-form publications, working papers, creative or practice-based research outputs or data are eligible for REF but don't need to comply with REF OA policy.

REF OA policy is under review; [REF 2021 OA policy should be followed until further notice](#)

KEY INFORMATION

- As soon as you accept your new role** at the University, please ensure that your publications record and digital identity are up-to-date in all our systems. This will save time and effort.
- [Research Toolkit](#) provides you with easy access to the support available to carry out your research.
- Contact UoE's Open Research team** (openaccess@exeter.ac.uk), if you have any questions.