SOAS OPEN ACCESS POLICY

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1. INTRODUCTION

SOAS University of London (SOAS/ the School) supports the principle of equity in sharing knowledge by removing price and permission barriers, where possible, to research via open access. The School recognises open access as a key route to maximising the legal dissemination, re-use, visibility and impact of SOAS research within the academic community and the wider society. The School is committed to ensuring compliance with the open access requirements of Research England, Research Excellence Framework (REF) 2021, UK Research and Innovation (UKRI) and other funders.

This policy is in line with the Decolonising SOAS Vision[1] and its commitment to redress barriers to knowledge, encourage public engagement and promote research ethics and best practice.

To this purpose, the School mandates for all research publications, subject to publishers' policy, to be deposited in the institutional repository, **SOAS Research Online** (SRO). The School's preference is green open access, unless funding for gold is available.

2. PURPOSE

This policy sets out the responsibilities of, and opportunities for researchers at SOAS in relation to open access publication, and summarises the support available to them. Benefits of this policy include wider dissemination of SOAS research worldwide; ensuring compliance with funder policies and eligibility for the next REF; and preserving SOAS research outputs.

3. DEFINITIONS

Author's accepted manuscript – The final peer-reviewed version prior to copy-editing & formatting by the publisher.

Date of Acceptance – The date of the acceptance letter or email from the publisher to the author as the 'firm' accepted date.

Open access – The principle of providing unrestricted online access to research, removing price and permission barriers.

Gold open access – A route to open access that ensures immediate, free public access to research, usually subject to paying a fee to the publisher.

Green open access – A route to open access that involves self-archival of the author's accepted manuscript, by depositing in an institutional repository, usually subject to a publisher embargo.

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[1] https://www.soas.ac.uk/decolonising-soas/

SOAS Research Online (SRO) – The institutional repository, which provides a REF-compliant, permanent, open access, secure, online archive of research conducted at SOAS.

4. SCOPE

4.1 The policy applies to all SOAS researchers, i.e. individuals conducting research or carrying out related duties on behalf of the School, including but not limited to, employed staff and Doctoral researchers.

4.2 The author's accepted manuscript of journal articles and published conference proceedings must be deposited in SOAS Research Online upon acceptance, where permitted by the publisher.

4.3 It is anticipated that Doctoral researchers make their PhD thesis open access by depositing in SOAS Research Online in accordance with the Electronic Thesis Agreement Form available via the Doctoral School[2].

4.4 SOAS researchers are encouraged to add details and associated files for non-text items, such as date, location, images for artwork or exhibitions, to the repository.

5. RESEARCHER RESPONSIBILITIES

5.1 SOAS researchers are responsible for providing publication details and depositing their research in the repository, SOAS Research Online.

5.2 For journal articles and published conference proceedings, the Author's Accepted Manuscript (final peer-reviewed version prior to copy-editing & formatting by the publisher) and Date of Acceptance must be included in the repository immediately on acceptance.

5.3 Authors must ensure records in SOAS Research Online are up-to-date by emailing the information (such as volume, issue number etc.) upon publication to outputs@soas.ac.uk.

5.4 SOAS researchers should register with ORCID[3] and include this information when depositing research to SRO and within their manuscript.

5.5 Authors are strongly encouraged to make underlying research data open access, where possible.

5.6 Research should be submitted with a standardised institutional affiliation. "SOAS University of London" should be used in all research outputs to ensure clear affiliation with the School, easy identification and tracking of metrics.

5.7 Authors are responsible for ensuring compliance with their research funder's policy and advised to request funding for Gold open access fees through grant applications (where possible).

    5.7.1 Research published as a result of external funding must acknowledge source of

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[2] https://www.soas.ac.uk/doctoralschool/examprocedures/
[3] https://orcid.org/

funding, including a grant code if appropriate, in line with funder guidelines.

5.7.2 Authors must include a data access statement.

5.7.3 Authors publishing journal articles or conference proceedings that result from UKRI funding must, at the point of acceptance:

- apply for the use of the SOAS UKRI block grant for payment for Gold open access via the online application form[4].
- deposit the author's accepted manuscript in SOAS Research Online.

5.8 Authors are encouraged to refer to and make use of SOAS guidance and support for open access[5] and to seek advice from outputs@soas.ac.uk

6. INSTITUTIONAL RESPONSIBILITIES

The Scholarly Communications team based in the Library and Learning Services lead on matters relating to Open Access, and work closely with the Research & Enterprise Directorate, Doctoral School, Journals team and academic departments to promote and communicate open access within SOAS, and inform strategic decisions relating to open access. They are responsible for maintaining SOAS Research Online to showcase and preserve SOAS research.

6.1 On deposit in SRO, the publication details and manuscript versions of all records are checked for accuracy, copyright compliance and updated as necessary by the Scholarly Communications team.

6.2 The team will set embargoes, where necessary, to ensure compliance with publisher's policies.

6.3 PhD theses are automatically made open access with a Creative Commons Attribution Non-Commercial No Derivatives Licence (CC-BY-NC-ND) [6] via the repository, unless a request for an embargo on online deposit has been approved.

6.4 Guidance and support for using SOAS Research Online is provided to authors through the Scholarly Communications webpages[7], in one-to-one meetings, drop-in sessions and dedicated training sessions.

6.5 Up-to-date support and information about Open Access developments, funder policies and SOAS processes will be made available within the School through relevant channels and appropriate committees. Enquiries can be sent to outputs@soas.ac.uk.

6.6 The School is committed to implementing developments to the scholarly communications infrastructure to promote and facilitate open access publication.

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[4]

https://docs.google.com/a/soas.ac.uk/forms/d/e/1FAIpQLSdpshhqHK4jpE4TEOz2PgDHAM3xMlR0XPML2sv6_KRDfv5kRg/viewform

[5] https://www.soas.ac.uk/scholarly-communication/

[6] https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode

[7] https://www.soas.ac.uk/scholarly-communication/

7. POLICY IMPLEMENTATION DATE: 19/02/2020

8. CONTACT

The Scholarly Communications team: outputs@soas.ac.uk