Open Access Procedures

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1. Governing Policy

Open Access Policy

2. Purpose

To set out for researchers how they can make research outputs as open as possible in accordance with the requirements of the Open Access Policy.

3. Scope

These procedures apply to all research outputs (including non-traditional research outputs) with the exception of higher degree by research theses which are covered under the HDR Examination Procedures.

4. Definitions[1]

author accepted manuscript (AAM)	the version of the article accepted for publication including all changes made as a result of the peer review process, but excluding any editing, typesetting or other changes made by the journal or publisher. - also referred to as a postprint
preprint	the version of the article before peer review or editing, as submitted by an author to the journal. - also referred to as the author's original or submitted version
Read & Publish	Agreements between an institution and publisher that allow researchers to publish open access without payment of an individual article processing charge.

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[1] All definitions, asides from subject-based repository, are from or based on the Open Access Australasia FAQs under a CC BY 4.0 licence.

	- see the Read & Publish webpage for a details of agreements available to Flinders University researchers
subject-based repository	online archive of research outputs related to an identified subject area that accept deposits regardless of an author's institutional affiliation. - also referred to as disciplinary - see the Open Access Directory for examples
version of record	the peer reviewed, edited, formatted and typeset version of the article, including any tagging, indexing and other enhancements from a publishers. It includes any post publication corrections made by a publisher. - also referred to as the final published version

5.   Open access routes

a. Researchers can make their research outputs open in a variety of ways, including:

   i.   publishing the output open access,

   ii. depositing a version of the output to an institutional repository, and

   iii. depositing a version of the output to a subject-based repository.

b. Researchers may choose the open access route(s) that is most suitable to their research. This will vary based on multiple factors including the nature of the research, discipline norms, and grant funding obligations.

5.1.   Open access publishing

a. Research outputs may be published open access:

   i.   in a fully open access journal or with an open access publisher, or

   ii. in a subscription journal or with a publisher that enables individual outputs to be made open access.

b. A fee, typically referred to as an article processing charge (APC), may be required to be paid to publish open access. In certain instances, these fees will be covered by Read & Publish agreements which the Library has entered into with specified publishers.

c. Central University funds will not be made available to pay individual open access fees that are not covered by a Read & Publish agreement. It is the responsibility of the researcher to identify a source of funding for these fees.

d. When choosing a fee-based publication option, researchers must be aware of questionable or unscrupulous practices, and ensure that the publisher meets the requirements laid out in section 5.5.e of the Authorship of Research Output Procedures.

e. Research outputs, other than those with restrictions as described in the policy, are to be deposited to a repository if they have not been published open access (see the next sections).

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5.2. Institutional repositories

a. Research outputs may be deposited into the appropriate Flinders University institutional repository:

 i. ResearchNow for published outputs, e.g., articles, book chapters, conference papers,

 ii. Repository of Open Access Datasets (ROADS) for data and supporting material, or

 iii. Flinders Academic Commons (FAC) for reports and grey literature.

Visit the Open Access webpage for instructions on how to deposit to a Flinders University institutional repository or contact the Library via Service One for further advice

b. Research outputs will only be made open access in a Flinders University institutional repository when allowed under copyright law and the terms of any existing legal agreements. This is the responsibility of the:

 i. Library for deposits to ResearchNow and FAC

 ii. Researcher for deposits to ROADS.

c. When an external co-author deposits a research output into the institutional repository of another university or research organisation this may be used in place of a Flinders University institutional repository.

d. Researchers are required to keep a record of the different versions of the research output (i.e., preprint, authors accepted manuscript, and version of record) and any legal agreements (e.g., publication agreement).

e. An embargo period, restrictions on open licensing, and the version of the output which can be made open access may apply to research outputs that were not originally published open access. Researchers are encouraged to include the following wording in the acknowledgements section of the research output prior to submitting for publication to limit publisher conditions and facilitate open access:

> *This research was conducted in whole or part at Flinders University and is subject to its Open Access Policy. For the purposes of open access, the author has applied a CC BY4.0 licence to any Author's Accepted Manuscript version arising from this submission.*

5.3. Subject-based repositories

a. Research outputs may be deposited into an appropriate subject-based repository.

b. Researchers are responsible for:

 i. selecting a relevant repository,

 ii. complying with copyright law and the terms of any existing legal agreement, and

 iii. following the submission guidelines and any other conditions or requirements of the repository.

c. Scholarly communications networks (e.g., Research Gate and Academia.edu) are not considered to be a discipline repository for the purpose of these procedures.

6. Open licensing

a. When selecting an open licence, the Creative Commons Attribution (CC BY) licence is recommended unless there is a justifiable reason for a more restrictive licence. For example, it may be appropriate to apply a more restrictive licence for research involving Aboriginal and Torres Strait Islander knowledge, people, and communities, such as the Creative Commons Attribution-NoDerivatives (CC BY-ND) licence.

b. The open licence is not required to apply to third-party copyright material included in the research output. For example, images and graphs where permission for use has been granted by the copyright owner. Any third-party copyright material must be clearly identified.

7.   Responsibility for open access

a. The corresponding author, as identified in the Authorship of Research Output Procedures, is responsible for ensuring that the research output is open access.

b. If the corresponding author is not from Flinders University, then the first named Flinders University author is responsible for ensuring that the research output is open access.

c. The Deputy Vice-Chancellor (Research) may seek to remove a publication from an open access repository if it is published in a journal that does not meet the requirements laid out in section 5.5.e of the Authorship of Research Output Procedures.

8.   Support for open access

a. The University will support researchers to maximise the openness of their research outputs by:

   i.   providing education and advice on open access options, intellectual property issues, including copyright and open licencing, and open research principles

   ii.   participating in schemes that facilitate open access to research outputs

   iii. providing infrastructure for open access repositories for research outputs.

b. More information about open access is available at https://library.flinders.edu.au/open and researchers are encouraged to contact the Library for enquiries or assistance with open access via Service One.

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