JUST HAD A PAPER ACCEPTED?
NOW MAKE SURE IT’S REF ELIGIBLE

New HEFCE and University policies require that all peer-reviewed journal articles and conference papers accepted from 1 April 2016 must be Open Access.

Follow the steps inside to ensure your work complies with HEFCE’s Open Access requirements for the next REF.
### What do I need to do to meet these requirements?

On acceptance, deposit the Author Accepted Manuscript (AAM) to the institutional repository via the Open Access Gateway: [www.manchester.ac.uk/openaccess/gateway](http://www.manchester.ac.uk/openaccess/gateway)

The AAM is the version that has been agreed with your editor/s at the point of acceptance. It is not the same as the copy-edited, typeset or published paper – these versions may be referred to as ‘proofs’ or ‘versions of record’.

### What if I’m publishing my paper via Gold Open Access?

You should deposit via the Open Access Gateway on acceptance, checking the box to make an Open Access funding request.

If your Open Access costs have been paid from another fund then you do not need to deposit via the Open Access Gateway.

Open Access funding requests can only be approved where papers acknowledge one or more of the following funders: RCUK, Wellcome Trust, Arthritis UK, Bloodwise, Breast Cancer Campaign, British Heart Foundation, Cancer Research UK, Parkinson’s UK.

### What happens after deposit via the Open Access Gateway?

The Library will:
- verify the manuscript version
- check applicable journal/funder policies
- set embargo periods on publication to ensure that the paper meets the Open Access requirements to be eligible for the next REF, as well as meeting any other funder Open Access requirements.

Whilst Library staff will make every effort to ensure the compliance of each paper it may be necessary to contact authors for further information or clarification.
HEFCE Open Access policy for REF: FAQs

What are the new Open Access requirements for the next REF?
From 1 April 2016, authors must ensure that the Author Accepted Manuscript (AAM) of all journal and peer-reviewed conference papers have been deposited to an institutional repository or an acceptable subject repository within three months of the acceptance date, and subsequently made Open Access within 12 months of publication for REF Main Panels A & B or 24 months for REF Main Panels C & D. Exceptions may apply - for further information contact the Library.

What is meant by the date of acceptance?
The date of acceptance is the point at which the editor notifies the author(s) that the revisions recommended during the peer-review process have been accepted and that the article will be passed to the publisher for the final steps of publication.

If my co-author from another university has deposited to their institutional repository do I have to provide the Library with my paper?
Yes. Manchester authors should deposit the Author Accepted Manuscript (AAM) via the Open Access Gateway even if a co-author has deposited the paper in another institutional repository.

If the paper is co-authored by other University of Manchester researchers must all authors send the paper to the Library?
No. A designated University of Manchester author should deposit the Author Accepted Manuscript (AAM) on behalf of all authors. The Library will then ensure that all institutional authors are linked to the paper.

Will my paper be immediately Open Access via the institutional repository?
All publishers have their own policy relating to the self-archiving of articles in an institutional or subject repository. The Library will check your publisher’s standard policy and apply any appropriate embargoes on your behalf. Articles will be Open Access via the institutional repository after any applicable embargo period has expired.

Will the article metadata be visible via the repository and on my staff portal page before it is published?
Library staff will make the article metadata visible immediately unless authors make a request for the metadata to be hidden until publication.

Can I update the Author Accepted Manuscript (AAM) with the published version if my publisher allows it?
Yes. Authors can send updated versions of manuscripts to the Library for deposit to the repository. Library staff will then check standard publisher polices before replacing the earlier version of the paper.

Must my papers accepted before 1st April 2016 be Open Access to be eligible for submission to the next REF?
No. HEFCE’s Open Access policy only applies to journal articles and conference papers accepted from 1st April 2016.

For a full FAQ see: www.manchester.ac.uk/openaccess/gateway
For further information or guidance relating to Open Access, contact us:

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