Open Access Policy

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1. Statement of principles

Leeds Trinity University fully supports the principle of Open Access (OA), being mindful of the educational, cultural, and economic benefits of the widest possible dissemination of knowledge; of the benefits to the institution of the opportunities thereby presented of raising its profile locally, nationally, and internationally; and of the benefits to individual academic staff and researchers in terms of increased profile. This policy is an expression of this support. By implementing this policy, the University also seeks to comply with the UKRI Open Access Policy; to comply with mandates that are required by an increasing number of research funding bodies; and to meet requirements for submission to future Research Excellence Frameworks (REF).

There are broadly three routes to Open Access: green, gold, and hybrid.

- The green route allows authors to archive the post-print/author accepted manuscript of a research output (i.e. the final draft post-refereeing, usually not as formatted by the publisher) in an open access repository, which readers can then freely access online. In some cases, the publisher may require an embargo thus delaying availability of the full-text. The green route is the free option, with no charge being made by the publisher to allow deposit of the post-print.
- Under the gold route the full-text or final published version is made freely available to the reader on the publisher's platform. The author/author's institution usually has to pay a fee or Article Processing Charge (APC).
- The hybrid open access model allows individual research outputs to be published as open access within a publication where the majority of the content remains behind a paywall, for example, individual articles within a subscription journal. As with gold open access, an Article Processing Charge is usually paid.

In some cases, open access publications may be licenced for sharing and reuse by the reader. Most commonly this is done by means of a [Creative Commons](#) licence.

Leeds Trinity University supports both green and gold as means by which open access is achieved. However, the preference is for green due to the significant cost impacts of the gold route.

Researchers are free to publish in the most appropriate venue whilst complying with any funder open access and/or REF requirements.

2. Roles and responsibilities

2.1. Researchers

- Researchers are responsible for ensuring their compliance with the requirements of funding bodies and REF with regard to open access.
- Where research is supported by an external funder and the researcher wishes to publish outputs via the gold route, any open access publication costs should normally be included in the grant application.
- Researchers wishing to publish through the gold route should establish if there is a Read & Publish deal available to reduce the costs of an APC.

- The Research Office holds a small budget to support APCs and other publication costs where funding is not available from elsewhere. For postgraduate researchers only, APCs may sometimes be supported as expenses.
- It is strongly recommended that researchers obtain an ORCiD to ensure that their outputs can be uniquely identified.
- Researchers are required to create a record of all their research outputs within the institutional repository.
- Researchers should choose publication options that allow research outputs to be made available open access as follows:
  - **Peer-reviewed research articles** should be made available in an open access form either through publication in a gold open access journal, or by deposit of the post-print in Pure. The open access version must have a CC-BY licence. Where the post-print is deposited in Pure, it must not be subject to an embargo, and deposit must take place within three months of acceptance for publication.
  - **Long-form publications (monographs and book chapters) published after 1st Jan 2024** should be made available in an open access form via the publisher's website or Pure within of 12 months of publication. The open access version must have a Creative Commons licence (CC-BY is preferred).
  - **Other research outputs** should be made available in an open access form wherever possible.

2.2. Leeds Trinity University

- The University will provide an institutional repository enabling researchers to deposit their research outputs.
- Library staff will validate all deposited research outputs including checking metadata and ensuring that embargos and copyright rules are complied with.
- Library staff will also provide awareness training around open access and specific training and support on the use of the institutional repository and the deposit of research outputs.
- The Research Office holds a small budget to support APCs where funding is not available from elsewhere. Applications must be approved by the REF Unit of Assessment Lead, the relevant Faculty/Institution Research Lead, and the Chair of RKEC.
- The Library can advise on the availability of Read & Publish deals.

3. Takedown policy and procedure

Any individual, whether within or external to the University, has the right to request the removal of content from the Leeds Trinity University Repository, on the grounds that it breaches copyright, is in any other way unlawful, or represents research misconduct. The procedure for such a request is set out in the Takedown Procedure.

4. Review of policy and date of coming into effect

This policy will be reviewed periodically by the Research and Knowledge Exchange Committee with reference to changes in the policies of UKRI and research funding bodies.

This version of the policy comes into effect from June 2023.