** Open access checklist

** Please act on acceptance – deposit on Pure! **

Your journal article or conference proceeding with ISSN will only be eligible for submission to REF2021 – and comply with the King's Research Publications Policy – if your ‘Author's Accepted Manuscript’ version has been deposited on the King's institutional repository (Pure) within 90 days of acceptance for publication. This HEFCE open access requirement applies to research outputs accepted from 1 April 2016.

**WHEN SELECTING A JOURNAL FOR PUBLICATION:**

- Ultimately, authors must decide where to publish – Think.Check.Submit offers guidance that may be helpful.
- Be aware that HEFCE, and increasingly funders (RCUK, COAF) too, expect authors to choose journals that will meet their own requirements for open access. To check if a journal meets your funder’s requirements (ie. Deposit to Europe PMC within 6 months or Pure within 12 months), please see Sherpa/FACT.
- For REF2021, HEFCE requires that publisher embargo periods do not exceed 12 months for REF Panels A and B, and 24 months for REF Panels C and D. If you face an embargo that exceeds these limits, or face other difficulties complying, then you may be able to claim an exception – please see our exception pages.

**WHEN SUBMITTING YOUR MANUSCRIPT/DRAFT FOR PUBLICATION:**

- Make sure to acknowledge your affiliation to King’s College London; and
- Make sure to acknowledge all grant funding appropriately – see guidance on acknowledging funders

**WHEN YOUR ARTICLE IS ACCEPTED:**

- First of all, comply with HEFCE policy for REF2021 –
  1. Authors are strongly advised to act upon acceptance (ie., on notification of acceptance for publication) – and to deposit their ‘Author’s Accepted Manuscript’ version on Pure within 90 days of this date (very latest within 90 days of epub date) in order to be eligible for REF2021
  2. If you do not have a copy of the ‘Author’s Accepted Manuscript’ version (ie., the version after peer review, but prior to publisher’s copyediting and typesetting), then obtain one from the corresponding author or a co-author who does
  3. Create a skeleton record for the paper in Pure – including Title of article, Authors, Journal, Date of acceptance (plus DOI and Date of first online publication, if available) and upload a copy of the ‘Author’s Accepted Manuscript’ version to the Pure record, setting the embargo as required by journal (see SHERPA RoMEO guide – or set to 12 months if unsure) – you have now met basic compliance with HEFCE!
  4. For more guidance – please see the quick guide to depositing on Pure for REF2021.
- Secondly, make sure to comply with your funder’s requirements for open access too –
  - Check your funder requirements on our webpages
  - Check whether you can comply with your funder’s policy without paying by using Sherpa/Fact
  - If it is necessary to pay for immediate (Gold) open access in order to comply with your funder’s policy, then complete a funding request form to check on availability of funds to cover the APC costs.

Further Information and Support:
- For more details of the King's Research Publication Policy and HEFCE Policy for REF2021
- For guidance around Open Access and How to Deposit on Pure (the King’s institutional repository)
- If you hold RCUK or COAF funding, advice on complying with your Funder's Requirements for Open Access
- If any of the terminology surrounding open access is unfamiliar, refer to our glossary pages for help
- Search “Open Access” on https://training.kcl.ac.uk to search for the next available training course at your campus
- Email openaccess@kcl.ac.uk with any questions – or librarypure@kcl.ac.uk for help with depositing on Pure.

Research Support, Library Services (24th July 2018) Available at http://www.kcl.ac.uk/openaccesschecklist