# New REF open access requirements

For research papers and other outputs to be eligible for consideration in the next UK Research Excellence Framework (REF) submission, **they must be deposited in PURE, The University of Edinburgh's institutional repository within three months of the date of acceptance by a publisher and made available for open access via PURE at the earliest opportunity.**

Failure to follow this procedure for any of your research outputs could mean they will not be eligible for inclusion in the next REF submission.
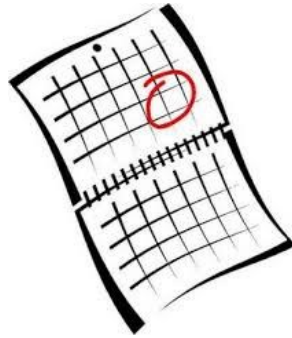
What do you need to do?

Once your research paper has been accepted for publication (regardless of whether you are a first, middle or last author):

1. **Forward a copy of your author's accepted manuscript and the publisher's acceptance email to EBCampusOA@ed.ac.uk**

2. **Create a new record in PURE and upload the author's accepted manuscript**, this is the version that incorporates all the changes resulting from the peer review process as well as any changes of an academic nature requested by the journal editor, this is NOT the copyedited version or the proofs or published paper

You will need to enter the following information:

a. Select type of research output, in most cases: Contribution to a journal, article
b. Type: Peer reviewed
c. Publication state: Select Accepted / In Press and enter the full date of acceptance (Year, Month and Day)
d. Publication information: Title of the contribution in original language: Enter TITLE of the paper
e. Authors and affiliations: Enter Author's names in correct order, you can search for authors that are University staff members, otherwise create an external person
f. Journal: Click Add journal… and search for the title of the journal
g. Add access version of this item: under Electronic version(s) of this work, click Add access version and upload a full text version of the peer reviewed manuscript as accepted for publication
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k. Relations: Link paper with a Projects by searching for title or grant number(s)
l. Status: Set status to For validation and press SAVE

Your local Open Access Administrators: Monica Hoyos Flight Damon Querry and Val Finlayson will be able to help if you have any issues and will be validating and completing PURE records upon publication.

However, please note that it is your responsibility to ensure that local administrators are informed of your accepted publications and that you upload the correct version of the paper within 3 months of the date of acceptance.

Remember, at the point your research paper is formally accepted for publication, the countdown begins…

Funders' Open Access requirements

In addition to the REF policy, o RCUK (eg. BBSRC, MRC) and some charitable organisations (eg. Wellcome Trust) have their own Open Access policies. The University of Edinburgh has funds to help you comply with these policies and make your publication GOLD open access.

Even if you are paying for Gold Open Access you should follow the procedure above and let us know if the OA fee has been paid
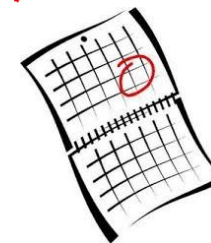
Further information and advice: www.ed.ac.uk/openaccess or email CMVMopenaccess@ed.ac.uk or openaccess.ed.ac.uk

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The **REF** and

new **OPEN ACCESS** requirements

DON'T MISS THE DEADLINE!

How to ensure your research outputs are eligible for the next REF