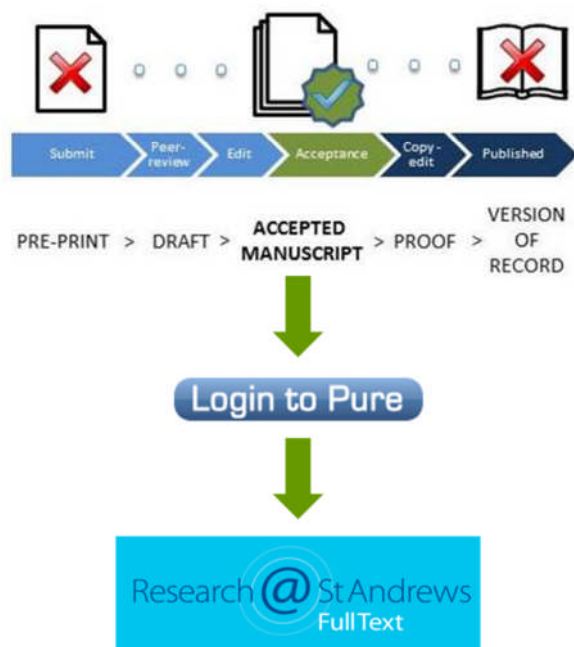


Open Access requirements

HEFCE has a new policy for Open Access in the next Research Excellence Framework (REF). In order to be eligible for the next REF the new policy requires peer-reviewed articles and conference proceedings to be available through an institutional repository when they are accepted for publication.

Make sure your work can meet REF requirements by uploading your Accepted Manuscript in Pure, as soon as possible after the date of acceptance



Essential information: <http://openaccess.wp.st-andrews.ac.uk/>

Enquiries: open-access-support@st-andrews.ac.uk

As soon after Acceptance as possible, create a new record in PURE:

(1) This is the minimum we need from you:

- Title of paper
- Author name
- Journal / Proceedings name
- Year of publication
- Date of acceptance
- Accepted manuscript

The metadata mentioned above is important because otherwise the PURE record cannot be saved. Starting from these minimal details, the Library staff will search and add any missing metadata, and check REF compliance.

(2) If possible, new records should be created as follows:

- Set publication state to 'In Press'
- Make sure 'Peer-reviewed' is ticked
- Paste in title of the paper
- Add name of at least one author – use 'Add person' to add more if you can
- Select or add title of the journal/proceedings where it will be published
- Year of publication – don't worry if you are not sure, we can change it later
- Attach the final accepted peer reviewed manuscript
- Add provisional DOI if available
- Add Date of acceptance in Bibliographical note
- Link grants acknowledged in the paper by selecting 'Project' (under Relations)
- Finally, set Visibility as 'Publicly – no restriction' (your accepted manuscript will NOT be made public until the Library has completed all checking)