NTU library
Open access: the basics

NOTTINGHAM
TRENT UNIVERSITY

What is open access?

Open access means making research publications freely available online. There are no payment restrictions on open access publications, so everyone can read them. Open access ensures that your work reaches the widest possible audience, and that your fellow researchers can use and share it easily.

NTU Publications Policy

As part of the [NTU Publications Policy](#), it is expected that NTU Staff undertaking research will deposit into the NTU Institutional Repository (IRep) where copyright allows:

- Full text of journal articles and conference proceedings with an International Standard Serial Number (ISSN), upon acceptance for publication, and no later than three months after this date. Staff are asked to provide the author's accepted and final peer-reviewed text (which may otherwise be known as the 'accepted author manuscript' or 'post-print').

  Following publication of the journal article, the depositing author is responsible for updating the record in IRep with full bibliographic details, including the date of publication; the IRep record will need to be updated as soon after the point of publication as possible, and no later than one month after this date.

- Bibliographic details and full of text (where copyright allows) of book chapters and monographs that report original research. The output must have been deposited as soon after the point of publication as possible, and no later than three months after this date.

- Bibliographic details and supporting digital content illustrating the nature of the work (where copyright allows), of practice-based outputs. The output must have been deposited as soon after the point of publication as possible, and no later than three months after this date.

  For the purposes of the NTU Publications Policy, the following IRep types are included within the definition of practice-based outputs:
  Composition; Digital or visual media; Exhibition; Performance.

- Bibliographic details of all other research outputs, providing the full text where appropriate.

Benefits of making your publications open access

There are a number of benefits derived from making your research publications open access:

- It raises your research profile
- It gives others free and easier access to scholarly publications
- It will increase your readership
- It can increase the number of citations you get
- Most research funders have policies requiring you to make your research outputs open access (see our guide on 'Open access and funded research' for more details)

- To be eligible for submission to REF2021, from the 1 April 2018 onwards authors' final peer-reviewed journal and conference papers (with ISSNs) must have been deposited in an institutional or subject repository upon acceptance for publication, and no later than three months after this date (see our guide on 'Open access and the REF' for more details).

Types of open access

There are two types of open access - Gold and Green. At NTU, the choice of Gold or Green is an academic decision for authors to be made in association with their School's Associate Dean for Research. Funding for Gold open access is available to NTU authors (see below).

Gold (paid) - Gold open access is effective immediately on publication, and usually involves a one-off payment to a publisher called an article processing charge (APC). The final published version of a publication is made freely available on the publisher's website and then deposited in the NTU Institutional Repository (IRep). It is published with a Creative Commons (CC) licence. Gold open access includes papers in subscription journals where the authors choose the Gold option, and fully open access journals (e.g. BioMed Central, PLOS).

Green (deposit) - An author uploads a copy of their final manuscript to an open access repository, such as IRep. Most publishers allow you to deposit the final accepted manuscript (the version after peer review, but before publisher typesetting, often referred to as a 'post print') in repositories, but not the published PDF, but will usually impose a 6-24 month delay between publication and making it open access. The SHERPA/RoMEO database is a useful resource for checking details of standard publisher policies. Certain publishers will allow authors to retain rights to their work in order to be able to re-use or disseminate the work after publication, allowing you to post the final published version in IRep immediately; further information on publisher agreements can be found in the 'Publication Good Practice Guidelines: Journal Articles'

Some funders may specify a maximum permitted embargo period - see our guide on 'Open access and funded research' for more details

How do I submit to IRep?

You can add material to IRep using the online submission system PubSub.

Funding for gold (paid) open access

You may be entitled to access the NTU open access fund to make your paper open access via the gold route. You will need to complete the NTU open access fund form before submitting your paper to a journal. Following consultation with your Research Support Librarian, the form should be submitted to your School's Associate Dean for Research.

For further advice and support please contact the Library Research Team.