Open Access for the REF: Key information

V 1.1

The open access policy for the next REF applies to articles and conference papers accepted after 1 April 2016. All researchers must upload their papers to UCL’s Research Publications Service (RPS), or they will not be eligible for the next REF. Contact the Open Access Team (open-access@ucl.ac.uk) if you have any questions.

- All UCL authors are required to maintain a list of their publications in UCL’s Research Publications Service (RPS)
- It is best practice to upload your accepted manuscript as soon as it is accepted for publication. This may involve quickly creating a manual record in RPS before you can upload your publication to it (guides are available here)
- The final deadline for uploading is three months after the date of first online publication
- You should monitor your list of publications in RPS to check whether manuscripts have been uploaded (instructions for checking can be found here)
- In some disciplines, RPS finds and retrieves details of papers from databases like Scopus and Web of Science, after publication. Regular searches will be made when your RPS search settings are properly configured (see our ‘Search Settings’ guide). Publication details taken from these databases will be merged with records created manually in RPS
- When RPS finds a new publication, you may need to ‘claim’ it (see our ‘Claiming Publications’ guide). However you should not wait for RPS to find your publications before uploading your manuscripts, as this may happen later than three months after online publication
- Uploading manuscripts is easy and should only take a minute
- Your accepted manuscript is the version after peer-review, but before publisher typesetting (copyright means that the published version cannot be used). It will be made open access through Green Open Access after the publisher’s delay period has passed (usually 6-24 months)
- If your work is published with Gold open access, under a licence that permits copying and reuse, you do not need to upload it to RPS. UCL can pay for Gold open access if:
  - your work is funded by a UCL grant from the UK Research Councils, Wellcome Trust, Arthritis Research UK, British Heart Foundation, Cancer Research UK, Bloodwise or Parkinson’s UK
  - the corresponding author is at UCL and the journal is fully open access

See our FAQ for more on the REF OA policy: www.ucl.ac.uk/library/open-access/faqs
More UCL OA guides are available: www.ucl.ac.uk/library/open-access/deposit

Available under the Creative Commons Attribution 4.0 International License (http://creativecommons.org/licenses/by/4.0/).