UNIVERSITY OF
CHICHESTER

Open Access Policy

1.   Policy Statement

1.1.   It is the policy of the University of Chichester ("University") to make all research outputs freely accessible to the public (i.e. Open Access) as far as possible through the self-archiving of those outputs on the University's institutional repository (ChiPrints)[1].

1.1.1.   The policy applies to all University staff and research students[2] and outlines the University's approach and requirements with regards to making research Open Access.

1.2.   The purpose of this policy is:

1.2.1.   to set out the responsibilities of University staff and research students.

1.2.2.   to provide guidance to University staff and research students on how to comply with this policy, as well as any requirements of funding bodies or research assessments.

1.3.   The University of Chichester is committed to making the results of its research Open Access. Publicly-funded research should be freely accessible and widely available in the public domain. We recognise that we have a moral duty to increase knowledge, make research more efficient and impactful, and that Open Access benefits everyone through greater opportunities for discovery, access and re-use.

2.   Principles

2.1.   The University of Chichester values the relationships built between our academic community and the creative industries. We do not require versions of creative outputs to be made openly accessible where this would conflict with contractual obligations, commercial interests, or performing/mechanical rights. However, bibliographic information (metadata) for such outputs is still required.

2.2.   The University recognises that making certain other output types (e.g. books) Open Access is also often constrained by publishers' agreements, and therefore do not require such outputs to be made openly accessible where this would conflict with contractual obligations. However, bibliographic information (metadata) for such outputs is still required.

2.3.   The University requires 'Green' Open Access via self-archiving of research outputs on ChiPrints, even if an article processing charge (APC) has been paid and/or the output has been published in an open format. This is to ensure the permanency of access to the output.

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[1] http://eprints.chi.ac.uk

[2] Research students submitting theses for the degrees of MPhil and PhD should familiarise themselves with the University Ethesis deposit guidelines and the relevant sections of the *Regulations for the degrees of Master of Philosophy and Doctor of Philosophy* relating to availability of final theses and the right to embargo publication in specific circumstances.

3. Responsibilities

The University requires that University staff and research students enter bibliographic information (metadata) of all new research outputs into the University's research repository, so as to build a comprehensive institutional record of research activity.

3.1.   Authors in receipt of funding for their research:

   3.1.1.   It is the responsibility of the individual researcher to ensure that they comply with funder Open Access requirements.

   3.1.2.   Authors in receipt of funding for their research are advised to use the Journal Checker Tool to ensure that their chosen journal is compliant with funder requirements prior to submitting their article: https://journalcheckertool.org/.

   3.1.3.   In the case of non-Open Access publications, if the funding does not cover the cost of paying an Article Processing Charge (APC), you can ensure your research is compliant by including a rights retention statement to the submission of your journal article manuscript. Some funders require this be included for all outputs.[3]

3.2.   Any charges associated with the publication of articles (such as APCs) may be covered through departmental budgets when funding has not been secured.

3.3.   It is the responsibility of staff with significant responsibility for research to ensure that they comply with the Research Excellence Framework's Open Access policy.

3.4.   Upon acceptance for publication, all University staff and research students shall deposit a full-text copy of their accepted research outputs, i.e. the final author accepted manuscript (AAM) into ChiPrints.

3.5.   Researchers are asked to obtain an ORCiD - a unique researcher identifier, increasingly becoming the method of choice by funders and publishers globally to unambiguously link people to their publications and grants. Once created, the ORCiD should be provided to the ChiPrints Team by emailing eprint@chi.ac.uk.

4. Guidance

4.1.   Library Services and the Research Office will provide guidance and support to authors and Heads of Academic Departments to ensure compliance with the above wherever possible.[45]

This policy will be regularly reviewed in light of evolving publication models, funder requirements and strategic priorities.

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[3] Funders who currently require a right retention statement to be included in journal submissions may be found on the Plan S website: https://www.coalition-s.org/organisations

[4] Contact the Library at eprint@chi.ac.uk

[5] A reading list of useful documents and links relating to Open Access can be found at: https://rl.talis.com/3/chichester/lists/80F1254E-F1C3-052D-F0BA-2B5A5DD20034.html?lang=en