

Open Access for Research – Researcher’s Guide

What is Open Access?

- Open Access means making the findings of academic research available electronically, immediately, without charge and free from most copyright and licensing restrictions.
- Open Access is increasingly encouraged by Government and research funders; Government post-REF Open Access Policy requires that certain outputs must be openly accessible for submission to the next REF.

Benefits of Open Access

- Broadening access to the material through online searchability
- Increasing the citations and impact of the material
- Preserving the material through an online repository
- Showcasing Guildhall School research, raising the profile of the author and the School
- Increasing potential for collaboration between the Guildhall School, national, and international researchers

What does it mean for you?

- **Written outputs:**
 - Inform the library about your research output as soon as it is accepted for publication: openaccess@gsmd.ac.uk
 - ISSN: if your publication has an ISSN (usually a journal article) you must deposit an electronic copy of the final peer reviewed manuscript in the Library with bibliographic details no later than three months from the date of acceptance.
 - No ISSN: if your publication does not have an ISSN you must present the final version of your output and bibliographic details of your output to the Library as soon as it appears in the public domain.
- **Non-written outputs:** Inform the library about your research output as soon as it is accepted for publication: openaccess@gsmd.ac.uk, with a link to any available sources.
- **ACCESS:** the Library will check the publication license restrictions and when permitted, publish a version of your output on our institutional webpage www.gsmd.ac.uk/researchrepository

More Information

- Read the full Guildhall School Open Access for Research Policy on the School Intranet
- Contact us at openaccess@gsmd.ac.uk

Open Access for Research Policy

Context

The Guildhall School of Music & Drama is committed to ensuring the widest possible access to its research. Adopting an open access policy will enable the School to achieve compliance with funder requirements as well as to enhance the profile and reputation of our research.

'Open access' aims to make the findings of academic research available electronically, immediately, without charge and free from most copyright and licensing restrictions. It allows research to be disseminated quickly and widely, the research process to operate more efficiently, and increased use and understanding of research by business, government, charities and the wider public.

Governments and research funders - nationally and internationally - have recently encouraged a move towards open access. This has developed from a view that the freedom to access and use research outputs has considerable benefits for authors, researchers, funding bodies and the wider higher education sector.

HEFCE has implemented a policy for open access¹ in the post-2014 Research Excellence Framework (REF), which sets out a requirement that certain outputs should be made open-access to be eligible for submission to the next Research Excellence Framework.

Mechanisms for Open Access

There are two complementary mechanisms for achieving open access to research:

Gold - immediate access to everyone electronically and free of charge. Publishers can recoup their costs through a number of mechanisms, including through payments from authors called article processing charges (APCs), or through advertising, donations or other subsidies.

Green - depositing the final peer-reviewed research output in an electronic archive called a repository. Repositories can be run by the researcher's institution, but shared or subject-wide repositories are also commonly used. Access to the research output can be granted either immediately or after an agreed embargo period.

School policy application

The Guildhall School of Music & Drama has decided to adopt a green approach to open access where possible. Should a green approach be unavailable, outputs will be published via the gold route.

¹ HEFCE POLICY: <http://www.hefce.ac.uk/rsrch/oa/Policy/>

The policy applies in principle to all forms of research output produced by Guildhall School staff and research students; however the mandatory requirements will be applied only to journal articles and conference proceedings with an ISSN.

The policy applies to co-authored publications as well as to single authored publications.

To enable staff members of the School to meet the requirements of open access, the School has introduced a repository mechanism, based in the Library.

Open Access Requirements:

- For journal articles and conference proceedings with an International Standard Serial Number (ISSN): Authors must deposit a machine-readable electronic copy of their final peer reviewed manuscript (also called the post-print or author's accepted manuscript) in the Library and provide bibliographic details no later than three months from the date of acceptance, where the publishers' license terms permit. Please note that where publisher embargoes exist they will be handled by the Library.
- For all other research outputs: Researchers must strive to present the final version of their research outputs and provide bibliographic details to the Library no later than the date of publication or first appearance in the public domain.
- Authors must use a standardised institutional affiliation "Guildhall School of Music & Drama" in all research outputs to ensure clear affiliation with the Institution.
- Authors are responsible for ensuring that their actions are compliant with the funder's publication policy and their award terms and conditions where the research output has been externally funded. Where applicable, authors must acknowledge within the publication the source of grant funding associated with a research output using the wording provided by the funder.
- Authors should ensure that research publications make reference to any research data used during a project, including a statement describing how and on what terms the supporting data may be accessed.

Approved by Research & Knowledge Exchange Committee 17th May 2016.

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