4 steps to making articles and conference papers Open Access via deposit into Pure

Increasing the visibility and discoverability of Royal Holloway research and meeting the College OA policy and REF OA policy requirements

1. Add the details on to Pure



2 • Add the full acceptance date when known (essential to be able to confirm that REF deposit of within 3 months of the date of acceptance deadline has been met)



Add the DOI when / if available. If the DOI links to the article page on the journal website, which has the date of acceptance, no further evidence of the date of acceptance is required. If no date of acceptance is shown via the DOI, then please add the acceptance email.



3 • Add the author's accepted manuscript as Closed within 3 months of the date of acceptance (3 month timeframe is part of the REF OA requirements). Version required has the final academic content. Do not deposit the publisher's version with the publisher's font, logos and typesetting.

The Sherpa Romeo website will provide information about publisher OA policies, this information can often be seen within Pure. Please remember to deposit the file as soon as possible, files are added as closed to ensure authors can deposit without delay.

If the article is published Open Access, then please add the details and the DOI.

The Research Support Team in the Library will:

- Check the details and file and also check Sherpa Romeo for publisher's policy on OA.
- Add publication details when article / paper is published.
- Make the item OA following the publisher's OA policy: on publication if no embargo period
 or at the end of the embargo period. If the publisher does not allow OA, then the article will
 be kept Closed.
- Email authors if more information / clarification is needed and to provide advice on any more complex cases. Authors are welcome to also email the team to get advice.

openaccess@royalholloway.ac.uk

