

# REF 2021 Eligibility and Open Access

Policy basics for researchers

# POLICY OVERVIEW

## **What is the new open access policy for the next REF?**

Higher Education Funding Council for England (HEFCE) introduced an open access policy, which will be in effect **as of 1 April 2016**.

The policy requires authors to upload their **papers in academic journals** and **conference proceedings** (with an ISSN) to a repository such as Goldsmiths Research Online (GRO) within 3 months.

After 1 April 2016, the accepted papers which are not uploaded to GRO within 3 months will not be **eligible for the next REF** (2021).

# FAQs

## Which version of my paper do I have to upload to GRO?

Your **accepted manuscript**, i.e. the version of your paper after the peer-review, but before the publisher formatting and design.

Not the submitted draft.

Not the final pdf as found on publisher website.

You must upload to GRO the peer-reviewed, **accepted manuscript**, which is usually on a word document.

## By when do I have to upload my paper to GRO?

Within **3 months of acceptance**.

For the first two years (1 April 2016 - 31 March 2018), authors can upload their accepted manuscripts to GRO up until 3 months after publication. As of 1 April 2018, however, if a paper is made Open Access within 3 months after publication (rather than upon acceptance), it will have to be registered as an “exception”. Goldsmiths highly encourages authors to add their manuscripts to GRO within 3 months of **acceptance** in order to avoid any possible future confusion.

# How do I log in to GRO?

## Do I have to sign up first?

Go to <http://research.gold.ac.uk>. Click on 'Log in'.

Log in using your **campus** credentials (the same username and password for your Goldsmiths email).

You do not need to sign up. As a staff member at Goldsmiths, you have default log in access to GRO.

## How do I add a new article to GRO?

**Log in.** Click on "**New Item**" in your "**Manage Deposits**" area.

"Article" is selected as the default item type. So, hit "**Next.**"

**Upload** your accepted manuscript from your computer. Select "**Accepted Version**" from the drop down menu as the version of the paper you have uploaded.

Fill in the **basic** bibliographic details (five areas marked with a red star only) on the deposit form. Please make sure to record **the date of acceptance** and **the date of publication** (if applicable) so that we ensure to report the paper as REF eligible.

Go to the top of the page and click on "**Deposit**".

Accept the terms and conditions by hitting "**Deposit Item Now.**"

You will see **a notification** that your article is submitted.

Important: If you do not see this notification on a fluorescent green banner, that means your item is not deposited. In this case, please email [gro@gold.ac.uk](mailto:gro@gold.ac.uk) for help.

## **Will the GRO team upload my papers for me?**

No. The authors are in the best position to add their manuscripts upon acceptance. The GRO team is here for support and advice.

As your papers are usually accepted through an email correspondence between you and the journal, the GRO team has no way of knowing if your paper is accepted. You will have to let us know about this by creating a GRO record, and we will take care of the rest by doing routine checks on the records, applying relevant embargoes, and adding in metadata as they become available.

## **What happens to my papers published before 1 April 2016? Will they not be eligible?**

Your papers published before 1 April 2016 will still be eligible for the next REF regardless of when they are added to GRO.

Your papers **accepted after 1 April 2016** will be eligible for the next REF **only if** they are added to GRO within the 3-month time frame.

# CONTACT

## I have further questions. What should I do?

If you are confused, have never heard of GRO or open access before, we have an introductory pack where we provide basic information on these. Please email GRO to ask.

You can get in touch with GRO on **gro@gold.ac.uk**.

The GRO website is: **<http://research.gold.ac.uk>**

Policy FAQs are available on the HEFCE website:

**<http://www.hefce.ac.uk/rsrch/oa/FAQ/>**

You can read Goldsmiths statement on open access here:

<http://www.gold.ac.uk/research/about/governance/open-access/>

You can also email GRO to book a **one-to-one training** session (c. 20 minutes) on how to upload your work to GRO, basic copyright rules for your full texts, and HEFCE's new open access policy.

If you are a department head or a research director, you can organise a **group training** session for your department or invite a member of the GRO team to present in one of your **departmental meetings**.

We look forward to hearing from you about your research.