

Academic Guideline

Open Access for Research Publications Guideline

1.0 Purpose and Scope

The University is a generator of new knowledge and a contributor to scholarly outputs. It is committed to ensuring that all outputs are disseminated as broadly as possible to the public, industry and researchers worldwide, for the benefit of Australian and global society.

This guideline provides information on best practice for making research publications open access, when doing so does not contravene any other legal obligation on the part of the author or the University. It also highlights available resources and support at UQ to support Open Access.

2.0 Open Access Requirements for UQ Researchers

The University's Open Access [Policy](#) requires all UQ researchers to make publications arising from their research openly accessible via [UQ eSpace](#) (UQ's institutional repository). This should be done as soon as possible, accounting for any restrictions imposed by the publisher and adhering to the specific requirements of the relevant funding body/bodies, or additional contractual obligations. UQ researchers have the responsibility of checking funding agreements for Open Access compliance requirements.

3.0 Open Access Resources and Support

There are many resources available at UQ to support researchers with Open Access publishing. This includes Library guides on Open Access topics and contact points for researchers to receive advice.

Learn more about Open Access

- [Open access publishing workflow](#)
- [Article processing charges \(APCs\)](#)
- [Copyright and Creative Commons](#)
- [Quick guides on Copyright](#)
- [UQ eSpace and Open Access](#)
- *Open Access for Non-Traditional Research Outputs*

UQ Open Access Resources

- [UQ's Current Read and Publish Agreements](#) (see Section 4.3)
- [Journal Search Tool: finding Open Access journals](#)
- [Copyright advice and support](#)
- [UQ eSpace Team](#)

4.0 Methods for Open Access Journal Publishing

There are several options to make research publications Open Access. These options are available for UQ researchers who *must* publish open access (e.g. to comply with funder mandates) and researchers who *choose* to do so (e.g. to increase the reach of research). The methods outlined in this guideline include:

- Self-Archiving the Author-Accepted Manuscript (Section 4.1)
- Publishing in an Open Access Journal (Section 4.2)
- Publishing in a Read & Publish Journal (Section 4.3)

Some key features of these three methods are summarised in Figure 1 below.

	Self-Archiving the Author-Accepted Manuscript (Section 3.1)	Publishing in an Open Access Journal (Section 3.2)	Publishing in a Read & Publish Journal (Section 3.3)
Peer Review	✓	✓	✓
Immediate Open Access	Embargo period may apply	✓	✓
Free Funding Model	✓	Article Processing Charges (APCs) <i>may</i> apply	Article Processing Charges covered fully, or partially by UQ Library

Figure 1. Summary of Open Access Publishing Methods

4.1 Self-Archiving the Author-Accepted Manuscript

UQ authors are able to self-archive their author-accepted manuscript (also known as a post-print) into [UQ eSpace](#) to make their outputs open access. This open access method is available for authors publishing in fully open access journals, or subscription-based journals. Authors are not required to pay [Article Processing Charges](#) (APCs) when self-archiving.

While a large percentage of publishers permit self-archiving, an embargo period may apply. In [UQ eSpace](#), the deposited manuscript will be set to automatically become openly available at the end of the set embargo period. The [Sherpa Romeo](#) database can be used to check publishers' embargo policies.

UQ eSpace can also archive open access copies of books and book chapters, however publisher policies on archiving book content vary greatly. The [UQ eSpace team](#) will determine if your submission can be deposited in the repository and will apply an embargo period accordingly, if required.

If publishers do not allow self-archiving, UQ authors are encouraged to request that the official UQ self-archiving addendum be included in the publishing contract (see [UQ's Open Access Policy](#)).

4.2 Publishing in an Open Access Journal

Articles that are published in fully open access journals are immediately accessible by readers for free via the internet. To accomplish this, some open access journals require the payment of publication costs (APCs), while other journals are financially sponsored by third parties and are free for authors to publish in.

It is important when selecting an open access journal to guard against [predatory journals](#). The University recommends the use of the UQ's [Journal Search Tool](#) or the [Directory of Open Access Journals \(DOAJ\)](#) database, to find open access journals with rigorous quality control systems and ethical practices to guarantee quality content. These databases can also be used to specifically select open access journals with no article processing charges (APCs).

4.3 Publishing in a Read & Publish Journal

It is also possible to make articles published in some subscription-based journals immediately open access. Traditionally, doing so requires the payment of APCs, however, other articles in the journal may not be available via open access. UQ does not recommend this model of open access publishing, as it allows publishers to “double-dip” through library subscriptions and APCs.

To avoid this spending model, UQ has negotiated [Read and Publish agreements](#) (also known as transformative agreements) with several publishers. In these agreements, subscription costs and APCs have been combined. When the UQ Library has negotiated such an agreement with the publisher, UQ authors may be able to publish their research as open access under three UQ Library funded APC categories:

- Uncapped APCs: unlimited pre-paid open access publishing of research articles in the included titles
- Capped APCs: there may be limits set on the number of research articles that UQ authors can publish open access
- Discount APCs: the publisher may offer a discount on APCs.

A list of UQ's Read and Publish Agreements is available on the [UQ Library website](#).

4.4 Publishing in Preprint Servers

A preprint is the author's version of a research manuscript prior to a formal peer review. This article version can be made openly accessible for wide dissemination using online repositories, known as preprint servers. While UQ recognises there are many benefits to posting preprints, they are **not considered sufficient for UQ or Funders' open access requirements**.

5.0 Copyright

Making research outputs open access does not deprive copyright holders of any rights. When looking to publish, it is recommended for UQ authors to retain the copyright of their works where possible, as opposed to transferring the copyright to the publisher. In cases, where the publisher owns the copyright, authors are encouraged to negotiate the licence terms with the publishers to make their publications available under a [Creative Commons licence](#). The University recommends that where possible the CC-BY license should be used. Although CC-BY permits the distribution and use of scholarly outputs, with attribution to the author, this is not the same as making the output open access.

6.0 Definitions

Article processing charges (APCs): a fee paid to a publisher to make an article immediately open access

Authors: staff, students and affiliates of The University of Queensland who are authors on a publication

Author accepted manuscript (or post-prints): the manuscript of an article that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review, and editor-author communications

Open Access: digital content that is freely available via the internet, permitting any user to read, download, copy, distribute, print, search or link to.

Publication: dissemination of research findings, whether in hardcopy, electronic or other tangible form, including: making them available in refereed and non-refereed books or journals; conference presentations, papers, proceedings and posters and creative works with a research component

Read & Publish Agreements: also know as transformative agreements

Transformative Agreements: also known as Read & Publish agreements

University: The University of Queensland

UQ eSpace: the University's open access institutional repository for research outputs

7.0 Meta Data for Document Management

Web Links	
Approval Authority	[Position]
Last Approval Date	
Next Review Date	
Audience / Users	[by group]
Notes	