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**Publications Policy**

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1. **Introduction and Purpose**
   1. The University is committed to developing a more open and responsible research environment. In keeping with that commitment, and in response to increasing mandatory requirements from major research funding bodies that peer-reviewed versions of journal articles and conference proceedings with an International Standard Serial Number (“**Relevant Works**”) are made freely available on publication, the University has adopted this Policy.
   2. The University must comply with the requirements of funding bodies as failure to do so may (amongst other things):
      1. make Relevant Works ineligible for submission to the REF; and/or
      2. impact on the receipt of funding from funding bodies.
   3. The purpose of this Policy is to:
      1. support all University employees (“**Employees**”) and University students (“**Students**”) in disseminating their research as widely as possible, in a journal of their choice;
      2. confirm the University’s position on making Relevant Works open access; and
      3. ensure that all those to whom this Policy applies (see section 2 below) are aware of their rights and responsibilities in ensuring compliance with requirements on open access.
   4. Whilst this Policy does not apply to outputs which fall outside the definition of Relevant Works, (e.g., books, chapters, analysis code, research methodology) the University strongly encourages researchers to make any such works as openly available as possible in line with our [Position Statement on Open Research](https://www.openresearch.manchester.ac.uk/about-us/position-statement/).[[1]](#footnote-2)
2. **Scope and definitions**
   1. This Policy applies to all:
      1. Employees and Students, in particular those who create, develop, or are involved in the creation or development of, Relevant Works; and
      2. Relevant Works accepted for publication while the author or co-author is an Employee or Student.
   2. This Policy does not apply to:
      1. any Relevant Works submitted for publication before 1st January 2023, (i.e., the date of this Policy);
      2. works that fall outside the definition of Relevant Works; and/or
      3. works that are accepted for publication once the author is no longer an Employee or Student.
3. **Roles and Responsibilities** 
   1. It is the responsibility of all Employees and Students to adhere to this Policy.
   2. It is the responsibility of Deans, Heads of School and Directors, or their nominated representatives, to ensure compliance with this Policy.
4. **IP Rights**
   1. Ownership of, and any associated rights in relation to, IP shall be determined in accordance with the [University’s IP Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=24420).[[2]](#footnote-3)
   2. In accordance with paragraph 4.4 of the IP Policy, where IP belongs to a Student or an Employee, the University may perform any act consistent with the licence granted by the Creator under paragraph 4.1.2 of the IP Policy (as set out at paragraph 4.2). For the avoidance of doubt, this includes (but is not limited to) making a Relevant Work available in accordance with this Policy.
5. **Obligation to deposit works upon its acceptance for publication**
   1. Each Employee and/or Student must deposit, or facilitate the University’s deposit of, the Author Accepted Manuscripts (“**AAM**”) upon acceptance or the open access published Version of Record of all Relevant Works authored or co-authored by them in the University’s repository.
   2. By way of non-exhaustive example, an Employee or Student will be deemed to have complied with their obligations under paragraph 5.1 if they do any of the following:
      1. publish a Relevant Work as open access under a Creative Commons Attribution (CC BY) license;
      2. deposit the AAM of a Relevant Work in the University's repository (or facilitates deposit via the Library's Open Access Gateway);
      3. deposit the AAM of a Relevant Work in a subject repository; or
      4. submit a Relevant Work to a publisher, who provides the AAM to an appropriate third party or the University. Further guidance on other methods of facilitation can be found on the [Office for Open Research website](https://www.openresearch.manchester.ac.uk/);[[3]](#footnote-4)

* 1. Each Employee and/or Student must not enter into any publishing or other agreement that is inconsistent with, or contradicts, this Policy.

1. **The University’s obligations**
   1. The University will make:
      1. article metadata available immediately upon deposit; and
      2. the AAM accessible to the public on the date of first online publication (or the conference end date for conference proceedings),

under a Creative Commons Attribution (CC BY) license.

1. **Exceptions**
   1. The University recognises that there may be circumstances in which it may not be appropriate to deposit and share a work in accordance with the normal position set out at paragraph 5.1. For example, where:
      1. a publisher refuses to proceed with publication under the terms set out in this Policy; or
      2. it is otherwise unsuitable or unfeasible to do so.
   2. Where a Student or Employee considers that the circumstances detailed at paragraph 7.1 apply, they may submit to [openresearch@manchester.ac.uk](mailto:openresearch@manchester.ac.uk) a request that the work need not be deposited and shared in accordance with this Policy, detailing their reasons.
   3. Any request under paragraph 7.2 will be determined within 10 working days. Any decision will be final.
2. **General**
   1. Any question regarding the interpretation or application of this Policy, and/or any dispute arising under this Policy, shall be referred to the Library, whose decision shall be final.

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| **Version amendment history** | | |
| Version | Date | Reason for change |
| 1.0 | 01 April 2016 | Clarification of how to request exceptions added in Section 4 |
| 1.1 | 19 June 2019 | Update funder names |
| 1.2 | 01 January 2023 | Updated to support N8 Research Partnership – Statement on Rights Retention |

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| Related Statutes, Ordinances,  General Regulations: | N/A |
| Related policies/procedures/guidance etc | [University of Manchester Position Statement on Open Research](https://www.openresearch.manchester.ac.uk/about-us/position-statement/) |
| Policy owner: | Colette Fagan (Vice President for Research) |
| Lead contact: | Scott Taylor (Head of the Office for Open Research) |

1. <https://www.openresearch.manchester.ac.uk/about-us/position-statement/> [↑](#footnote-ref-2)
2. <https://documents.manchester.ac.uk/display.aspx?DocID=24420> [↑](#footnote-ref-3)
3. <https://www.openresearch.manchester.ac.uk/> [↑](#footnote-ref-4)