

REF2021 eligibility: Ensuring that Outputs Meet Open Access criteria

Background

For an item to be eligible for submission to REF2021 it must comply with the REF Open Access policy that was introduced by HEFCE (Higher Education Funding Council for England) on 1 April 2016.

The policy states that any article and conference proceeding accepted for publication on or after 1 April 2016 should be deposited in a repository within 3 months of the date they were accepted* for publication. The version of the text deposited must be the author-accepted manuscript: this is the final peer-reviewed version of the text agreed between the author and the publisher, before any publisher marks or logos are added. The Policy can be viewed here: <http://www.hefce.ac.uk/rsrch/oa/Policy/>

The attached report lists the REF Open Access status of all articles and conference proceedings that have been communicated to the library in the REF2021 cycle. The headings below describe actions required to ensure that as many outputs are REF-eligible as possible.

How to address items 'at risk'

The action required in response to the reports depends on the categorisation in column F of the 'At REF Risk' tab on the spreadsheet:

1. Deposited but deadline has passed:
Full text has been deposited in Enlighten but more than 3 months have elapsed since the Date of Acceptance*. It may still be possible for the output to comply with REF requirements by claiming one of the pre-defined exceptions allowed by HEFCE (see below).
2. Not deposited deadline has passed:
No full text is available from Enlighten and 3 months have passed since the Date of Acceptance*. By this point, the library will usually have contacted the author up to 3 times to request the text. Please email the author-accepted manuscript** to research-openaccess@glasgow.ac.uk and consider whether a pre-defined exception applies (see below).
3. Two Months Remaining:
There are approximately 2 months to go until deadline for deposit has passed. Please deposit the full text in Enlighten within the next two months.
4. One Month Remaining:
There is 1 month or less to go until deadline for deposit has passed. Please deposit the full text in Enlighten as soon as possible.

Exceptions

If the item has missed the 3-month window it might be possible to claim a pre-defined exception to the REF Open Access requirement.

The exceptions are available at:

http://www.hefce.ac.uk/media/HEFCE,2014/Content/Pubs/2014/201407/HEFCE2014_07_updated%20July%202015.pdf pp. 6-8.

Please select an exception only if it genuinely applies. Evidence will be required for auditing purposes.

Contact the Open Access team

The best thing to do in every case to ensure compliance is for authors to email research-openaccess@glasgow.ac.uk as soon as they have a paper accepted. We will liaise with authors to deal with all requirements.

We are also happy to come and speak to large or small groups of staff or students to go through the requirements and explain the REF eligibility / open access processes. Please contact us to arrange a date. We can supply a template invite to send to staff and students.

Notes

*Items that were accepted between 1 April 2016 and 31 March 2018 can be deposited in a repository within 3 months of publication date and still comply with the policy. For items accepted from 1 April 2018, deposit must be within 3 months of acceptance date.

**The author-accepted manuscript is the final agreed text but before any publisher logo or mark-up is added.