

RESEARCH PUBLICATIONS POLICY 2024

Introduction

Manchester Metropolitan University firmly believes that published research findings are a public good and that making them available as widely as possible maximises their impact within the academic community and society as a whole. This policy is in line with open access (OA) principles and research funder policies that endorse immediate, free, online, and unrestricted access, where possible, to all research outputs.

1.1 Purpose of the Policy

The research community has traditionally assigned or given away their scholarly works (in addition to the University's rights) to publishers by transferring copyright at the point of publication. This means that many journal articles and scholarly works are under complete or partial control by academic publishers. This research publications policy enables researchers to retain re-use rights in their own work and ensure that funder and REF policy requirements are fulfilled.

This will enable in the delivery of our institutional research strategy, especially raising the profile of Manchester Metropolitan University research and ensure a full record of researcher and institutional research output.

1.2 Scope

The policy applies from [01 January 2024] to:

- All researchers at the University who produce outputs from their research.
- All research outputs (e.g. journal articles, conference papers, book chapters, reports, artistic outputs, theses, data) authored or co-authored by staff or students at the University, unless otherwise stated in this policy.

1.3 Roles & Responsibilities

1.3.1 Researchers are responsible for:

- Ensuring that their research outputs are made open access irrespective of whether the output is eligible for the REF.
- Including a rights retention statement when they submit journal articles for publication.
- Ensuring that their outputs are available in the institutional repository on acceptance of publication.

- Ensuring the correct institutional affiliation, grant information, and data access statements are used on all their research outputs.
- Registering their ORCID and linking it to their Symplectic account.
- Complying with their funders' policies relating to open access and research data management.

1.3.2 Library Services are responsible for:

- Maintaining and managing the University's research repository, e-space.
- Ensuring that the outputs deposited in e-space adhere to publishers' open access policies.
- Ensuring that the University takes full advantage of open access publishing discounts and agreements.
- Providing support and guidance.

1.3.3 The University is responsible for:

- Providing financial support to publish open access including the APC budget that the Library administers.

1.3.4 Research and Innovation (R&I) are responsible for:

- Monitoring compliance with funder mandates.

Policy

2. Retaining intellectual property rights

2.1 Rights retention statement

Upon acceptance of publication, each researcher grants the University a non-exclusive, irrevocable, worldwide licence to make manuscripts of their scholarly articles publicly available in the institutional repository under the terms of a Creative Commons Attribution (CC BY) licence.

To do this, each in-scope work submitted for publication must include the following text in the acknowledgement section of the manuscript and/or any cover letter/note accompanying the initial submission:

“For the purpose of open access, the author(s) has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission.”

Alternative wording with the same intended outcome can be used instead, if required by the relevant funder.

For more information see the institutional Intellectual Property Policy

<https://mmuintranet.mmu.ac.uk/Interact/Pages/Content/Document.aspx?id=2608&Se archId=4921274>

2.2 Outputs in scope of rights retention

The licence applies to journal articles authored, or co-authored, while a person is a staff member or student at Manchester Metropolitan University.

Where an in-scope output has been co-authored by another institution, the staff member will make a reasonable attempt to obtain a licence from all the co-authors on the same terms as the licence granted under this policy. This does not apply if the co-authors are employed by institutions that have adopted a policy granting the same rights.

This does not apply to any articles submitted before the adoption of this policy [01/01/2024].

2.3 Outputs out of scope of rights retention

The policy does not apply to monographs*, scholarly editions, textbooks, book chapters, collections of essays, datasets, or other outputs that are not scholarly articles. However, the University strongly encourages researchers to make them as openly available as possible with a suitable Creative Commons licence. Further support and guidance are available from the Library via rsl@mmu.ac.uk.

* Except UKRI funded monographs and book chapters published from 1 January 2024. New open access requirements for longform outputs are required for this funder. See <https://www.ukri.org/publications/ukri-open-access-policy/uk-research-and-innovation-open-access-policy/>

2.4 Opting out of retaining rights

This policy applies to all in-scope outputs submitted for publication from [01/01/2024].

However, in exceptional circumstances it is permissible for staff to opt out of the requirement for immediate open access upon publication, or the assignment of a CC-BY licence.

This action may cause the research output to be non-compliant with funder policies.

Where a researcher wishes to opt out of the requirement for immediate open access upon publication, they should complete the rights retention waiver form prior to submission of the work for publication, providing a clear rationale based on the reasons listed above.

Any such request will be reasonably considered by the Library (in consultation with Faculty research leads where necessary) on behalf of the University but will be granted only in exceptional circumstances, and will not be granted where to do so would put the University (or the relevant researcher) in breach of a funder requirement.

3.0 Open Access publishing and deposit

Whether researchers follow either the Green route or the Gold route to open access they must retain their rights, and comply with funder and publisher requirements when choosing the appropriate route.

All accepted manuscripts of research outputs must be deposited into the institutional repository, via Symplectic if appropriate, immediately after they are accepted for publication.

For further guidance, see the institutional Open Access Policy

<https://www.mmu.ac.uk/sites/default/files/2022-06/OA-Policy-2022.pdf>

4.0 Additional researcher requirements

4.1 Affiliation

All publications should acknowledge affiliation to the University using a standardised institutional affiliation “Manchester Metropolitan University” in all research outputs and an institutional email address. If required, the standard Manchester Metropolitan University address should be used:

Manchester Metropolitan University

All Saints Building

Manchester

M15 6BH

United Kingdom

4.2 ORCID

Researchers must claim, create, and populate their ORCID record and link it to their institutional Symplectic account – contact rsl@mmu.ac.uk for support. They must then ensure their research outputs and any research profiles also use their ORCID.

4.3 Data access statement

Researchers must include a Data Access Statement in all research outputs even where there are no data associated with the publication or the data are inaccessible. The statement informs readers where the associated underlying research materials are available and how they can be accessed.

For more information on research data management, see the Research Data Management policy <https://www.mmu.ac.uk/sites/default/files/2023-07/RDM-Policy-2022.pdf>

4.4 Grant information

Authors must acknowledge the source of grant funding associated with a research output in all research outputs.

5.0 Associated policies and guidance

Intellectual Property policy

<https://mmuintranet.mmu.ac.uk/Interact/Pages/Content/Document.aspx?id=2608&SearchId=4921274>

Open Access policy <https://www.mmu.ac.uk/sites/default/files/2022-06/OA-Policy-2022.pdf>

Research Data Management policy <https://www.mmu.ac.uk/sites/default/files/2023-07/RDM-Policy-2022.pdf>

UKRI open access policy <https://www.ukri.org/publications/ukri-open-access-policy/uk-research-and-innovation-open-access-policy/>

Library research support and guidance <https://www.mmu.ac.uk/library/research-support>

Creative Commons licences <https://creativecommons.org/share-your-work/cclicenses/>

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