

What it means in practice...

The Open Access Sub-Policy

The University of Bristol's Open Access Sub-Policy sets out requirements for making research publications freely available online, supporting Research Excellence Framework eligibility, funder compliance, reuse under open licences, and global access. The full Sub-Policy is [available online](#) and further guidance about the University's Open Research Policies is available [on the website](#).

Researchers are responsible for ensuring their publications comply with open access requirements: choose appropriate, trusted journals; opt for suitable open licences; deposit the accepted manuscript in Pure; and follow funder OA policies.

Researchers are encouraged to read the full policy to understand the scope and purpose of the policy, their responsibilities, the benefits for their research practice, and the circumstances in which research publications should be delayed or amended before submission. Highlights from the researcher responsibilities section under the University's Open Access Sub-Policy [Section 9] are presented below for ease of reference.

Plan for open dissemination.

- Speak to your co-authors early about open access publication, and what funder or institutional requirements may apply to each of you. Ensure it is clear who is responsible for ensuring OA requirements are met for each publication but remember: you are ultimately responsible for your own funder and REF OA requirements.
- Don't wait until after submission – open access routes and fees should factor into your decision-making about where to submit a manuscript.

Before submitting a manuscript, consider:

- **The most appropriate publication venue**
Carefully consider what may be the most appropriate journal or publisher – what audience do you want to reach? Is this a trusted journal or publisher (use [Think.Check.Submit](#))? Don't solely rely on the perceived reputation or metrics of a journal.
- **What information must be included in your manuscript**
 - You must include a funding acknowledgement if you have received specific research funding. At a minimum, include the funder grant code(s) but check your funding conditions for specific requirements.
 - The University recommends including the Scholarly Works Policy statement to ensure you have a no-cost route to open access if publishing in a hybrid journal.
 - You should include clear contribution acknowledgements to capture how individuals have input to the publication or underpinning research activity. Consider whether a taxonomy like [CRediT](#) may be appropriate and use your ORCID (a [persistent identifier](#)) wherever possible.
 - Make sure related outputs (data, code) are included or available separately and can be linked to your publication.
- **Your open access options**
 - The University has Open Access Flowcharts ([Journals](#); [Books/Chapters](#)) to help you check whether your preferred venue offers a suitable open access route and when OA funding support may be available. In most cases, there will be no-cost OA routes (including via the institutional repository).
 - However, if a journal or book publisher will require an OA payment, you should confirm you have access to OA funding before submitting. If you don't have access to OA funding and a payment would be required, you will need to plan for another journal or publisher.

On acceptance, you must **create** an output record in Pure.

- **Include the required metadata** (acceptance date; title; authors; journal title) as well as a **copy of the Accepted Manuscript**.
 - Metadata about output records is normally made visible between acceptance and publication. This allows users to see the abstract of your paper (if you provide it) and request an early copy of your publication for their own study or research purposes.
 - Early access requests will be forwarded to you by the Open Access team for you to decide if you want to share an early copy of the Accepted Manuscript with the user.
- **Press embargoes:** if your publication has been accepted but is subject to a press embargo, you **must** notify the Open Access team so that your output record is only made available in compliance with the press embargo.
 - Let the team know about a press embargo via a comment on the output record or email open-access@bristol.ac.uk.
- **Remember:** the Accepted Manuscript is the final, peer-reviewed text before any publisher formatting. It may be the version which is made openly available to the world – it is recommended to remove any highlighting, line numbers, or watermarks to ensure readability and accessibility.

On publication, you must **update** the output record in Pure.

- **Add the date of formal publication and the DOI** (or link to the published version)
- The Open Access team (Library Services) will review and validate the record so it is now publicly discoverable on the Bristol Research Portal.
 - If the published version (Version of Record) is available open access, the public record will direct users to that version instead of the Accepted Manuscript file in Pure.