Document Title:	Open Access Policy
Document description	This document provides the policy at SOAS for open access to its research publications. It applies to all researchers undertaking research at or under the aegis of SOAS.
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1. INTRODUCTION

1.1 SOAS University of London (SOAS / the School) supports the principle of equity in sharing knowledge by removing price and permission barriers, where possible, to research via open access. The School recognises open access as a key route to maximising the legal dissemination, re-use, visibility and impact of SOAS research within the academic community and wider society. The School is committed to ensuring compliance with the open access requirements of Research England, UK Research and Innovation (UKRI) and other funders, as well as being in step with broader sector moves nationally and internationally.

1.2 This policy is in line with the Decolonising SOAS Vision[1] and its commitment to redress barriers to knowledge, encourage public engagement and promote research ethics and best practice.

1.3 To this purpose, the School mandates for all research publications, subject to any constraints or requirements in funding terms and conditions, to be deposited in the institutional repository, SOAS Research Online (SRO) and made publicly accessible. The School's preference is Green open access, unless funding for Gold is available.

2. PURPOSE

2.1 This policy sets out the responsibilities of, and opportunities for researchers at SOAS in relation to open access publication, and summarises the support available to them. Benefits of this policy include: wider dissemination of SOAS research worldwide; ensuring compliance with funder policies and eligibility for national research assessment processes; and preserving SOAS research outputs.

3. DEFINITIONS

Author's Accepted Manuscript The final peer-reviewed version prior to copy-editing and formatting by the publisher.

Date of Acceptance — The date of the acceptance letter or email from the publisher to the author as the 'firm' accepted date.

Open Access — The principle of providing unrestricted online access to research, removing price and permission barriers.

Gold open access — A route to open access that ensures immediate, free public access to research, usually subject to paying a fee to the publisher.

Green open access — A route to open access that involves self-archival of the author's accepted manuscript, by depositing in an institutional or subject repository.

SOAS Research Online (SRO) — The institutional repository, which provides a funder-compliant, permanent, open access, secure, online archive of research conducted at SOAS.

4. SCOPE

4.1 The policy applies to all SOAS researchers, i.e. individuals conducting research or carrying out related duties on behalf of the School, including but not limited to, employed staff and Doctoral researchers.

4.2 The Author's Accepted Manuscript of journal articles, published conference proceedings monographs, book chapters and edited collections must be deposited in SOAS Research Online upon acceptance.

4.3 Author's Accepted Manuscripts of journal articles and published conference proceedings should usually be made publicly accessible on the date of first online publication (or the conference end date for conference proceedings) under a Creative Commons Attribution (CC BY) licence.

4.4 For monographs, book chapters and edited collections, the Author's Accepted Manuscript should usually be made publicly accessible with a maximum embargo of 12 months where

a funder requires this. Authors should refer to their grant terms and conditions. For all other books, book chapters and edited collections, open access is encouraged but not required.

4.5   It is anticipated that Doctoral researchers make their PhD thesis open access by depositing in SOAS Research Online via the Doctoral School in accordance with the Electronic Thesis Agreement Form[2].4.6 SOAS researchers are encouraged to add to the repository details (such as date and location) and associated files (e.g. images) for any non-text items such as artwork, performances or exhibitions.

5.   RESEARCHER RESPONSIBILITIES

5.1   In order to protect their rights, when submitting an article for publication authors should include the following statement in their manuscript (i.e in the funding acknowledgement section of the manuscript and in any correspondence accompanying the submission)

[This research was funded in whole or in part by [Funder] [Grant number].] For the purpose of Open Access, the author has applied a Creative Commons attribution (CC BY) public copyright licence to any Author Accepted Manuscript (AAM) version arising from this submission.

5.2   Authors should ensure that they understand the terms of any copyright licence or transfer agreement that they sign with a publisher and should assess the impact that this might have on how their work can be made public under this policy.

5.3   SOAS researchers are responsible for providing publication details and depositing their research in the repository, SOAS Research Online For journal articles and published conference proceedings, the Author's Accepted Manuscript (final peer-reviewed version prior to copy-editing and formatting by the publisher) and Date of Acceptance must be included in the repository immediately on acceptance.

5.4   Authors must ensure records in SOAS Research Online are up-to-date by emailing the information (such as volume, issue number etc.) upon publication to outputs@soas.ac.uk.

5.5   SOAS researchers should register with ORCID[3] and include this information when depositing research to SRO and within their manuscript.

5.6   Authors are strongly encouraged to make underlying research data open access, where possible, in line with the SOAS Research Data Management Policy and their funder's requirements.

5.7   Research should be submitted with a standardised institutional affiliation. "SOAS University of London" should be used in all research outputs to ensure clear affiliation with the School, easy identification and tracking of metrics.

5.8   Authors are responsible for ensuring compliance with their research funder's policy and advised to request funding for Gold open access fees through grant applications (where possible).

5.9   Research published as a result of external funding must acknowledge the source of funding, including a grant code if appropriate, in line with funder requirements.

5.10 Authors must include a data access statement.

5.11 Authors publishing journal articles or conference proceedings that result from UKRI funding must, at the point of acceptance:

- apply for the use of the SOAS UKRI block grant for payment for Gold open access by contacting the Scholarly Communications team, via outputs@soas.ac.uk.

- deposit the author's accepted manuscript in SOAS Research Online

5.12 Authors are encouraged to refer to and make use of SOAS guidance and support for open access[4] and to seek advice from outputs@soas.ac.uk.

5.13 The school recognises that there may be situations outside a staff member's control where it is difficult to follow this policy exactly. In this case it will be permissible for staff voluntarily to opt out of the requirement for immediate open access upon publication, or the assignment of a CC BY licence. However, this may cause the research output to be non-compliant with funder policies. To opt-out, authors should contact the Scholarly Communications Team with details of the publication, via outputs@soas.ac.uk.

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[2] https://www.soas.ac.uk/doctoralschool/examprocedures/

[3] https://orcid.org/

6. INSTITUTIONAL RESPONSIBILITIES

6.1 Scholarly Communications, based in the Research and Knowledge Exchange Directorate, lead on matters relating to Open Access, and work closely with other parts of the Directorate, Doctoral School, the Library and academic departments to promote and communicate open access within SOAS, and inform strategic decisions relating to open access. They are responsible for maintaining SOAS Research Online to showcase and preserve SOAS research.

6.2 On deposit in SRO, the publication details and manuscript versions of all records are checked for accuracy, copyright compliance and updated as necessary by the Scholarly Communications team.

6.3 The team will usually make the article metadata available immediately upon deposit by the SOAS author, with the Author's Accepted Manuscript being made 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) licence, unless an opt-out or eligible book embargo has been requested.

6.4 PhD theses are automatically made open access with a Creative Commons Attribution Non-Commercial No Derivatives Licence (CC-BY-NC-ND)[5] via the repository, unless a request for an embargo on online deposit has been approved.

6.5 Where external project funding includes an allocation for the cost of OA publication and the terms of the funding permits it, any budget against this heading remaining at the end of the funded period will be transferred to the SOAS OA Fund, earmarked to support publications arising from the project.

6.6 SOAS will enter into agreements with publishers to reduce subscriptions and publishing costs. Where savings can be identified, SOAS will seek to establish a general

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[4] https://www.soas.ac.uk/scholarly-communication/
[5] https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode

publications fund thereby increasing the range of outputs that can be made open access.

6.7   Guidance and support for using SOAS Research Online is provided to authors through the Scholarly Communications webpages[6], in one-to-one meetings, drop-in sessions and dedicated training sessions.

6.8   Up-to-date support and information about Open Access developments, funder policies and SOAS processes will be made available within the School through relevant channels and appropriate committees. Enquiries can be sent to outputs@soas.ac.uk.

6.9   The School is committed to implementing developments to the scholarly communications infrastructure to promote and facilitate open access publication.

7.   POLICY IMPLEMENTATION DATE

1/1/24

8.   CONTACT

The Scholarly Communications team: outputs@soas.ac.uk

9.   REVIEW SCHEDULE

This Policy should be reviewed every three years.

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[6]   https://www.soas.ac.uk/scholarly-communication/