



Lincoln Bishop University

Document Administration

Document Title:	Open Access Publications Policy	
Document Category:	Policy	
Version Number:	3.0	
Status:	APPROVED	
Reason for Development:	To communicate the University's position on open-access publishing in relation to research output.	
Scope:	This Policy applies to all staff and students undertaking research	
Author/Developer:	Executive Dean: Research & Knowledge Exchange	
Owner:	Head of Student Success	
Assessment: (where relevant)	<u>Assessment Type:</u> Equality Assessment Legal Information Governance Academic Governance	<u>Assessment Status:</u> NOT REQUIRED NOT REQUIRED NOT REQUIRED NOT REQUIRED
Consultation: (where relevant)	<u>Consultation Type:</u> Staff Trade Unions via HR Students via Students' Union Any External Statutory Bodies	<u>Consultation Status:</u> NOT REQUIRED NOT REQUIRED NOT REQUIRED
Authorising Board:	Senate	
Date First Authorised:	04 March 2020	
Reviewed & Effective From:	10 June 2026	
Next Review Due*:	January 2029 – <i>unless required earlier</i>	
Document Location:	University Website	
Document Control:	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Website.	
Alternative Format:	If you require this document in an alternative format, please contact policy@lincolnbishop.ac.uk	

***Please Note:** This document remains valid until formally revoked or replaced by the University.



VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	02 March 2016	Policy first introduced and approved by Senate
2.0	04 March 2020	Amendments to align with best practice. Updates to nomenclature where required
3.0	10 June 2026	Policy amended to include reference to Strategy 2030 and REF 2029 ensuring alignment with current best practice. Updates to nomenclature and branding.



1. CONTEXT AND PURPOSE

- 1.1. The University's Open Access Publications Policy has been reviewed in relation to the:
 - 1.1.1. Development of the institution's planning for [Strategy 2030](#).
 - 1.1.2. Changing external guidance relating to the [Research Excellence Framework \(REF\) 2029](#).
- 1.2. The policy will be due for review from 1 January 2029, in the context of guidance issued in support of the next REF cycle.
- 1.3. The University is committed to optimising all opportunities to make its research output freely and openly accessible to the widest possible readership, where these are available. The institution's Open Access Publications Policy is set in the context of its Research & Knowledge Exchange Sub-Strategy, which includes the following objectives, to:
 - 1.3.1. Enhance systems and processes to support the embrace of digital innovation, advances in research methods, data-collection requirements, and open-access provision.
 - 1.3.2. Encourage the take-up of open-access approaches to publishing data, findings, and outputs above minimum policy regulations and requirements.
- 1.4. The Policy also aligns with external requirements and sector-wide aspirations relating to the promotion and implementation of open access. This includes:
 - 1.4.1. Adherence to the national policy expectations and specifications of the [REF 2029 Open Access Policy](#) and [UKRI Open Access Policy](#).
 - 1.4.2. Reference to the international movement for encouraging open access, for example, the [Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities](#) (Max Planck Society, 2003), [cOAlition Plan S](#) (European Science Foundation), and the [Budapest Open Access Initiative](#) (BOAI) (2002). The BOAI defines open access as the: "Free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself."

OPEN ACCESS PUBLICATIONS POLICY

- 1.5. The benefits of open access publishing are to:
 - 1.5.1. Increase the visibility and discoverability of research outputs and data
 - 1.5.2. Raise the profile and standing of the institution's research output
 - 1.5.3. Enhance the research quality and standards of outputs
 - 1.5.4. Encourage knowledge transfer, collaboration and partnership, and external impact
 - 1.5.5. Ensure the long-term preservation of research outputs
- 1.6. This policy seeks to ensure that:
 - 1.6.1. The requirements of research funders to make research outputs open access are met
 - 1.6.2. Relevant research output is eligible for submission to the REF
 - 1.6.3. The University's research outputs are visible and discoverable in the public domain

2. OPEN ACCESS REQUIREMENTS

- 2.1. The mechanism for recording and publishing research outputs is the University's institutional, [Lincoln Bishop Research Online](#) (LBRO).
- 2.2. In accordance with the [REF 2029 Open Access Policy](#), the University requires all researchers to deposit in LBRO, the full text of peer-reviewed journal articles and conference proceedings with an ISSN, subject to copyright provisions, as per the University's Research Repository Submission Guidelines. Research outputs accepted for publication on or after 1 January 2021 that do not meet these requirements will not normally be eligible for submission to the REF unless an exception applies. Deposit of all other research outputs is supported and encouraged.
- 2.3. Deposit into the repository will normally be conducted by the author. Validation and quality control will normally be carried out by the Library.
- 2.4. The University's standard method of open-access publishing is through LBRO and selected journal-publishing-group arrangements, and via the two no-cost routes: 'green', for which an embargo period would apply, or 'gold', bringing more immediate access. The University does not normally meet the cost of open-access publication (typically termed 'Article Processing Charges'). Issues with regard to open-access charges must be referred to the Library and Research Department as soon as possible.

OPEN ACCESS PUBLICATIONS POLICY

- 2.5. Researchers must comply with funding body policies relating to open access and research data management. Where permitted, the cost of meeting a specific requirement for gold open access should be included in research grant capture or via post-award recovery from the funder.
- 2.6. Open access will be granted according to the terms and conditions specified by publishers, commercial partners, and funding bodies. Licensing decisions regarding research outputs should initially involve consultation with both the Research Office and the Library.
- 2.7. Researchers must acknowledge, in their research output, the source of any grant funding associated with the work, including funding provided by the University.
- 2.8. Researchers must use a standardised institutional affiliation ('Lincoln Bishop University') in all research output to ensure clear affiliation with the University.
- 2.9. Researchers are required to register for an ORCID identifier to contribute to the REF. This also strengthens the link between the individual and their research activity and facilitates institutional affiliation.
- 2.10. Compliance with this policy is closely monitored by the Library and Research Office.

3. FURTHER GUIDANCE

- 3.1. It is recommended that this document be read in conjunction with the University's REF Code of Practice.
- 3.2. Researchers may seek further guidance on open access publications from the Library and/or the Research Office.
- 3.3. The Library can advise on copyright compliance and embargo periods.
- 3.4. JISC open policy finder (openpolicyfinder.jisc.ac.uk) provides details of the policies of different publishers with regard to copyright permissions.
- 3.5. JISC open policy finder (openpolicyfinder.jisc.ac.uk) also helps authors establish whether a journal is compliant with RCUK or Charity Open Access Fund (COAF) open access policies.
- 3.6. OpenDOAR (opendoar.ac.uk) is an international directory of open access repositories.