

Research Publications Policy

1. Purpose

Abertay University (the “University”) is committed to disseminating the insights and knowledge created through its research as widely and freely as possible to maximise the visibility of its research outputs for access and use by others in the University and worldwide. The Open Access Publications Policy has been renamed and updated to align the policy with changes to research funders’ policies and the proposed Research Excellence Framework (REF) 2029 Open Access (OA) requirements. This policy confirms the ownership of Intellectual Property as set out in the University’s Intellectual Property Policy. This Abertay Publications Policy aligns with OA principles and research funder policies that endorse immediate, free, online, and unrestricted access, where possible, to all research outputs. It enables Researchers to publish their work in a journal of their choice and comply with funders and REF 2029 OA requirements. It encourages OA practices with respect to all publications arising from University research. This policy will be reviewed on a regular basis and updated where necessary.

2. Scope

This policy applies to:

1. All Abertay University academic and research staff and postgraduate research students (“PGR Students”) (each a “Researcher”) and it is their responsibility to adhere to this policy. It is the responsibility of Deans of Faculty and Heads of Department, or their nominated representatives, to ensure compliance with this policy in their areas.
2. All “Scholarly Articles”, defined as journal articles and conference papers, that are authored or co-authored while the person is an employee or a PGR Student of Abertay University.
3. Longform works, including, but not limited to, monographs, book chapters and edited collections where a funder of the research has mandated OA in respect of the published output.

Materials to which this policy applies are referred to as “In-Scope Works” for the purposes of the policy. In-Scope Works include, but are not limited to, any third-party content where rights in that content have been obtained from that third-party. Any outputs submitted, or accepted, for publication before the amendment of this policy are exempt from the requirements of this amended policy.

Whilst the policy does not apply to works which are not In-Scope Works for the purposes of this policy, the University nonetheless strongly encourages and supports Researchers to make all their outputs as openly available as possible and in line with the requirements of this policy.

3. Policy Statement

1. Ownership of, and any associated rights in relation to IP shall be determined in accordance with the University Intellectual Property Policy.
2. Researchers should ensure that they are aware of the rights governing copyright in scholarly works. In accordance with clauses 8.1 to 8.3 of the Intellectual Property Policy, the University waives its rights to any copyright contained in books, textbooks, publications, articles, artefacts, dramatic, musical or artistic works and other scholarly work (except where such works are commissioned by the University). In return for the University waiving ownership of copyright, the owners grant to the University a non-exclusive, irrevocable, royalty-free licence including the right to sub-license to third parties. The licence will enable the University to use and modify the material for teaching, administrative and other reasonable purposes. Reasonable purposes include depositing accepted manuscripts of journal articles in the institutional repository (Pure) to support the University's aims for immediate open access and / or depositing other scholarly works where required for compliance with external funding bodies and REF OA requirements. Deposited materials will typically be made publicly available under a Creative Commons licence.
3. Where In-Scope Works are the result of collaboration with individuals from outwith the University, where copyright may be held jointly with co-authors who are not subject to university policies, Researchers are required to ensure that, wherever reasonably practicable, the requirements of the University's Publications policy and the Intellectual Property policy are met. Researchers must therefore bring the requirements of these policies to the attention of their co-authors as early as possible.
4. The following text should be included in each In-Scope Work submitted for publication and, for funded outputs, must be included if mandated by the funder. The text can be added in the acknowledgement section (or equivalent) 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 a funder.

5. Each Researcher who authors (or co-authors) an In-Scope Work will, on acceptance of their paper for publication, provide an electronic copy of the author accepted manuscript (AM) of the work to the repository team at repository@abertay.ac.uk in an appropriate electronic format (e.g. Word document or PDF) at no charge. For the purposes of this Publications Policy, author accepted manuscript shall mean the version of an In-Scope Work that has been peer reviewed and accepted for publication by a publisher and includes the peer review changes.
6. The University will deposit the AM in the University's repository. The article metadata and the AM will be made accessible to the public on the date of first online publication, typically (but not exclusively) under a Creative Commons Attribution (CC BY) licence. Where required by a funder, the author must ensure that the AM (or published version if permitted) is deposited in an appropriate digital repository (e.g., Europe Pubmed Central). For outputs other than Scholarly Articles, embargoes acceptable to funders will be respected.
7. The University recognises that there may be situations outwith the author's control where it is not possible to follow the terms of this policy. In these cases, the author can request to opt out of the requirement for immediate OA upon publication or the application of a CC BY licence. Where an author wishes to opt out, they must, as soon as possible and prior to submission of the work, contact the 'repository team' by email at repository@abertay.ac.uk with details of the intended publication. **Because this opt out may result in the output being non-compliant with funder policies and/or may make it ineligible for submission to the REF 2029 exercise, all opt-out requests will be subject to approval.** Permission will not be granted where to do so would put the University (or the Researcher) in breach of a funder requirement. Researchers are responsible for and must ensure that they comply with the terms of any funding which gave rise to the published output.
8. **ORCID IDs:** Authors should use their ORCID ID on all publications. If they have not already done so, Researchers are strongly encouraged to create and link their ORCID ID with Pure. This can be done via their profile page in Pure.
9. **Affiliation:** Authors must ensure that their affiliation is accurately worded in all publications. A standardised institutional affiliation 'Abertay University' must be used in all research outputs to allow all Abertay University scholarly publications to be easily identified.
10. **Funder acknowledgement:** All funded research outputs must include an acknowledgment of any funding in line with any specific funder requirements. Usually, this will include the funder's name and grant number(s).

11. **Data Availability statements.** All research and conference articles must include a data access statement, stating how and on what terms any underlying data can be accessed. A statement must be included even where there are no data associated with the article or the data are not accessible as an open access dataset. Guidance and examples of these statements can be found on the [Research Data Management Support pages](#).
12. **Keywords:** All research publications should, where possible, include appropriate keywords and terms within the title, abstract and keywords including any Sustainable Development Goals key terms to optimise discoverability of research outputs by external users and funding agencies.
13. **Research students** must (a) deposit an electronic version of their final postgraduate degree thesis in Pure and (b) create a metadata record for the dataset in Pure. If required, the 'Thesis Embargo Request Form' will record embargo periods for the thesis and data, the name of the research data storage service folder where the data is stored and the location of any non-electronic data including consent forms. Embargo periods for 'publications pending' are set at 18 months maximum. If an extension is required, it is the responsibility of the PGR Student to email repository@abertay.ac.uk to request an extension before the embargo period has passed.
14. Further guidance on this policy and its application are available on the [ResearchSupport pages](#) and by emailing repository@abertay.ac.uk.

4. Related Policy Documents and Supporting Documents

Legislation	N/A
Strategy	Research, Knowledge Exchange and Innovation Strategy 2025-30: R-LINCS30
Policy	Intellectual property Policy; Research Data Management Policy
Procedures	N/A
Guidelines	Open Access; ORCID IDs ; Research Excellence Framework (REF) 2029 Open Access (OA) requirements; UN Sustainable Goals
Local Protocol	N/A >
Forms	N/A >

5. Additional Information

Audience	Public
Applies to	All Research Active Staff and Postgraduate Research Students
Classification	Academic Governance
Category	Research and Research Degrees
Subcategory	Open Research
Approving Authority	Research and Knowledge Exchange Committee
Approval Date	3 December 2025
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Policy Document Author	Scholarly Communications Manager and Research Information Specialist
Policy Document Owner	Dean of Research and the Graduate School

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