

Checklist for complying with Lancaster University's open access policy

To ensure you understand what is required and what support is available:

- Familiarise yourself with the Lancaster University [Open Access policy](#) and [Research Data policy](#)
- Refer to guidance provided on [Open Access](#), [Research Data Management](#) and [Pure support](#) pages
- Request guidance and support for Open Access openaccess@lancaster.ac.uk, Research Data Management rdm@lancaster.ac.uk and Pure pure-support@lancaster.ac.uk


When selecting an outlet for publication:

- Consider which publications will maximise the impact of your research. [Guidance on research impact](#)
- Check whether the publication complies with your funder's policy using [SHERPA/FACT](#)
- Address associated research data storage and accessibility if not already in place. Guidance on [preserving and sharing research data](#)

When submitting for publication:

- Acknowledge any source of grant funding in your output. [Guidance on acknowledging funders](#)
- Identify where and how associated research data can be accessed by adding a [data access statement](#) in your publication
- Acknowledge affiliation to Lancaster University

At the point of acceptance for publication:

- Ensure you retain a copy of the [Author Accepted Manuscript](#) (AAM)
- Deposit a record of the research output in [Pure](#). This must be within 3 months of acceptance to meet HEFCE requirements for future REF submissions. [Support pages for Pure](#).
- Follow the  guidance on Pure submission forms, completing all **highlighted** fields
- Upload AAM (in PDF format) and select the licence under which this will be made available; this should be either CC-BY or CC-BY-NC to meet HEFCE and RCUK requirements. [Guidance on licences](#)
- Link your publication with the associated dataset if your publication has underlying data that needs to be shared.

Note: During validation of Pure submissions the Library will enrich records by adding information such as additional authors, abstract, embargoes, public access to file and publisher rights statements. Authors do not have to complete these fields.

When completing the publication process:

- [Apply for Open Access funding](#) if your Research is RCUK funded
- Select a compliant licence (CC-BY for RCUK funded publications, CC-BY or CC-BY-NC for HEFCE compliance) if you are publishing as Gold open access
- Seek to retain copyright and other re-use rights when signing agreements with publishers