

This checklist will take you through:

- ensuring you understand what is required
- choosing your publication route
- submitting your manuscript to your publisher
- registering your work in SHURA at the point of acceptance for publication
- what you need to do at the point of publication



Do this	More info
1. Ensure you understand what is required	
Familiarise yourself with the requirements of the SHU policies on Open Access and Research Data Management	SHU Open Access publication policy SHU research data management policy
Refer to SHU guidance on Open Access and Research Data Management	https://blogs.shu.ac.uk/libraryresearchsupport
Request support for Open Access and Research Data Management	library-research-support@shu.ac.uk
2. Choose your publication route	
Follow guidance of your Unit of Assessment's publication strategy or seek advice from the relevant Unit of Assessment Coordinator	Find your Unit of Assessment coordinator here
Check whether the journal complies with your funder's Open Access policy by using SHERPA/FACT	http://www.sherpa.ac.uk/fact/
Check whether the journal complies with the HEFCE Open Access policy so that your work is eligible for submission to the next REF: <ul style="list-style-type: none"> • maximum embargo periods apply • you may not have to make your deposit Open Access immediately (but you must still deposit your work in SHURA within 	http://research.shu.ac.uk/library/oa/ref.html for embargo periods and exceptions http://www.hefce.ac.uk/rsrch/oa/ for HECE policy

<p>three months of the date of acceptance and make your deposit Open Access as soon as possible) if:</p> <ul style="list-style-type: none"> ○ your work depends on the reproduction of third party content for which Open Access rights cannot be granted ○ the journal requires a longer embargo period or actively disallows Open Access deposit <i>and</i> the outlet is the most appropriate publication route <ul style="list-style-type: none"> • you may not need to deposit your work in SHURA if it would be unlawful to deposit or if it would present a security risk 	
<p>If there is a justifiable need for 'gold' Open Access, contact your Unit of Assessment Coordinator to determine what funding may be available for you.</p> <p>Funding may come from:</p> <ul style="list-style-type: none"> • your individual research grant • a general Open Access fund from your funding body • the RCUK block grant for all Research Council funded projects • the SHU Open Access Fund 	<p>Find your Unit of Assessment coordinator here</p>
<p>Address any relevant archiving / sharing requirements for research data</p>	<p>https://blogs.shu.ac.uk/libraryresearchsupport/manage/rdm/sharing/</p>
<p>3. Submit your manuscript to the publisher</p>	
<p>Acknowledge any source of funding in your manuscript</p>	<p>https://blogs.shu.ac.uk/libraryresearchsupport/manage/rdm/sharing/data-statement/</p>

Identify where and how associated research data can be accessed via a data availability statement

<https://blogs.shu.ac.uk/libraryresearchsupport/manage/rdm/sharing/data-statement/>

Acknowledge your affiliation to Sheffield Hallam University

4. Register your work in SHURA at the point of acceptance for publication

Ensure you retain:

- any copies of emails or other forms of communication that provide evidence of the date of acceptance
- a copy of the author's final peer-reviewed manuscript

If you do not have an ORCID iD, then you are strongly encouraged to create one

<https://blogs.shu.ac.uk/libraryresearchsupport/communication/managing-researcher-identity/orcid/>

Create your ORCID iD [here](#)

Make sure you have archived the underpinning research data and make sure that your research data will be available on the date of publication

<https://blogs.shu.ac.uk/libraryresearchsupport/manage/rdm/sharing/preserving/>

Add a record to SHURDA for your research data, even if your data is archived elsewhere, and make sure to link this record to your publication in SHURA

<http://shurda.shu.ac.uk>

5. Do this at the point of publication

If you are publishing your work as 'gold' Open Access, you should add the publisher's version of your work to SHURA

<http://shura.shu.ac.uk>