Open access and the REF
What you need to know

Why publish Open Access

Publishing your work Open Access helps to build your impact and reputation, makes research more widely accessible and may be required by your funder. You should also make sure that you meet the Open Access requirements from the Higher Education Funding Council for England (HEFCE) for the next Research Excellence Framework (REF).

How to publish Open Access

To make your work Open Access via self-archiving, deposit your final peer reviewed manuscript in the SHU Research Archive (SHURA, http://shura.shu.ac.uk). Your manuscript will be free to read and download, if necessary after an embargo period required by the publisher.

The REF requirements

In order to be eligible for the next REF, the **final peer-reviewed manuscript** of any article in a journal or conference proceedings with an ISSN number:

- **must be deposited in SHURA**
- **must be deposited within three months of the date of acceptance**

You must also provide **proof of the date of acceptance.** This will usually be an email or letter from the journal editor or conference organiser.

What you need to do

Deposit your outputs in SHURA here: http://shura.shu.ac.uk/add.html

- Log in to SHURA
- Choose to add a 'New Item'
- Provide some details about the output
- Upload your final peer-reviewed manuscript
- Choose 'Deposit Item Now' to complete the process
- Forward the acceptance email to shura@shu.ac.uk

We recommend that you **do this as soon as your work is accepted and no later than 3 months after acceptance**. Library staff will check your deposit, ensuring that it complies with publisher self-archiving policies. They will also set an embargo period if necessary. They will get back to you if further information is required. Please allow time for this checking process and for any further actions that may be required to make your output eligible for the REF.

More information and support

Guidance web pages
https://blogs.shu.ac.uk/libraryresearchsupport/open-access/
Support
library-research-support@shu.ac.uk
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