Open Access: Information for Academic Staff

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What is Open Access?

Open Access (OA) refers to when an academic research output is made available online at no charge to the reader. Open Access is founded on two main principles:

1. Research outputs should be free at the point of access to anyone with an internet connection as soon after publication as possible;
2. Restrictions on reproduction and re-use should be minimised so that research can be disseminated quickly and widely, and developed further.

There are two main ways to make research open access:

1. GREEN OPEN ACCESS:

    - The published work is freely available via an institutional or discipline-specific repository.
    - The version of work made available may be pre peer-review (pre-print, draft) or post peer-review (Author Accepted Manuscript or Published Version).
    - The version deposited may be subject to a publisher's embargo.
    - The article is made open access without payment of an Article Processing Charge (APC).
    - For the author to deposit a copy to a repository, the publisher must specify that the author has a right to do so. Most publishers have an author self-archiving policy which sets out what rights the authors have to share their work.

2. GOLD OPEN ACCESS:

    - The published work is freely available via the publisher's website immediately on publication.
    - The published work is normally published under a Creative Commons licence.
    - The publisher may apply an Article Processing Charge (APC).

At the moment, Leeds Arts University supports Open Access publication through the GREEN route, using the university repository, CREST Collections. If you would like to publish via the GOLD route, and have the funding to do so, please talk to the Research Team.

It is important that you understand your open access options before you submit an article for publication. These are the important things to look out for:

- **Acceptable routes for sharing:** Where will a publisher allow you to share your output? Can it be deposited in an open access institutional or subject repository?
- **Version:** Which version can be shared? Which version can be deposited in an open access repository?
- **Embargo:** Will you be required to wait for an embargo period before you can make the output open access? How long is the embargo period? Is it within the limits imposed for REF Compliance?

When submitting your article, make sure you are aware of which open access options are on offer and which one you would like to choose.

Why is Open Access important?

Open Access is an important aspect of scholarship and publishing as it provides benefits to both researchers and society beyond academia, in addition to playing a fundamental role in shaping the research landscape.

Open Access can be highly beneficial to the whole of society, as it enables everyone to access research as long as they have an internet connection. This means that people, including other researchers, are not prevented from accessing important research due to the costs involved. This can be particularly beneficial to researchers in developing countries whose institutions may not be able to cover the costs of journal subscriptions. Research being openly available also means that current research is more likely to influence important policy decisions which affect everyone in society. Furthermore, it opens up research to the general public enabling self-learning. In addition to the pedagogical benefits, it is widely perceived that those who fund research (i.e. tax payers) should have access to the research outputs.

Making research open access is also important for researchers, as it influences the impact their research can have. For instance, adding your work to an open access repository increases the discoverability of research, making it easier for people to find and reuse. This also means that research can reach a wider audience and is likely to receive a greater number of citations. This all helps to improve your research profile. Furthermore, in contributing to the network of open research, you help to further innovation in your sector by sharing ideas to be built upon, challenged and developed.

Open Access is now also a fundamental element of research policy requirements. For instance, making your research open access is often a compulsory criteria of funding grants, such as those provided by UKRI, and is mandatory for journal articles and conference proceedings being submitted to the next Research Excellence Framework (REF.) Therefore, Open Access is becoming an increasingly important part of the research landscape.

The benefits of Open Access:

Open Access and the REF

To be eligible for submission to REF 2021, the following outputs must be deposited in an open access repository:

- **Journal articles** (including **conference papers** published as part of proceedings with an **International Standard Serial Number** (ISSN) and which are accepted for publication **after 1st April 2016**. (Conference papers which have both an ISSN and an ISBN are also considered to be in scope of the policy).

The following deposit requirements must apply:

- The output must be deposited as soon after the point of acceptance as possible, and no later than 3 months after this date (or no later than 3 months after the date of publication if accepted between 1 April 2016 and 1 April 2018).
- The output should be deposited as the accepted manuscript (the final published version can be used where permitted and if available within the required timeframe).

Outputs outside the scope of the REF policy and therefore still eligible for submission for REF whether they are open access or not are:

- Journal articles and conference proceedings accepted for publication between 1 January 2014 and 1 April 2016.
- Monographs, book chapters, or other output types.
- Creative outputs (i.e. the product of practice-based research).
- Conference proceedings published with an ISBN (International Standard Book Number) or as part of a book series.
- Output types that are delivered confidentially for security or commercial reasons.

However, REF policy does suggest that credit will be given in the research environment component of REF 2021 where the institution can demonstrate that it has taken steps towards enabling open access for outputs outside the scope.

Key dates

The **Date of acceptance** is the point at which the author is notified that:

- Their output has been reviewed by the journal or conference (normally via peer review)
- All academically necessary changes have been made in response to that review
- The article is ready to be taken through the final steps towards publication (normally copy-editing and typesetting).

It is therefore the post-peer-review version that has not yet had the final formatting/copy-editing applied by the publisher.

The **Date of publication** is the earliest date that the final Version of Record (VoR) is made available on the publisher's website, generally meaning the "early online" date rather than the print publication date.

Version for deposit

It is important that the correct version is deposited into the repository. This is usually the Author's Accepted Manuscript (AAM) in order to comply with the REF. This could also be the final published version, however, most publishers will not allow the final published version to be deposited. Please see the 'article versions' diagram for further information.

Exceptions

Where it is not possible to meet the open access requirements, the REF open access policy allows for a number of exceptions. These include reasons why an output could not be deposited in a repository at all, reasons why the output could not be made available as open access through the repository, or technical issues that prevented the output from meeting requirements. They also allow 'other exceptions' to be submitted in some cases. You can declare whether your output meets an exception on the submission label when submitting your output to the open access repository.

Deposit exceptions

The following exceptions deal with cases where the output is unable to meet the deposit requirements. In these cases, the output will not be required to meet any of the open access criteria.

- At the point of acceptance, it was not possible to secure the use of a repository.
- There was a delay in securing the final peer-reviewed text (for instance, where a publication has multiple authors).
- The staff member to whom the output is attributed was not employed on a Category A eligible contract by a UK HEI at the time of submission for publication.
- It would be unlawful to deposit, or request the deposit of, the output.
- Depositing the output would present a security risk.
- From 1 April 2018: the output was not deposited within three months of acceptance date, but was deposited within three months of the earliest date of publication. In this instance, the output will need to meet all other policy requirements. This exception does not need to be applied retrospectively to outputs compliant with the policy from 1 April 2016 to 1 April 2018.

Access exceptions

The following exceptions deal with cases where deposit of the output is possible but there are issues with meeting access requirements. In these cases, the output will still be required to meet deposit and discovery requirements. A closed-access deposit, where allowed, will be required.

- The output depends on the reproduction of third party content for which open access rights could not be granted (either within the specified timescales, or at all).
- The publication concerned requires an embargo period that exceeds the stated maxima, and was the most appropriate publication for the output.

- The publication concerned actively disallows open access deposit in a repository, but was the most appropriate publication for the output.

Technical exceptions
The following exceptions deal with cases where an output is unable to meet criteria due to a technical issue. In these cases, the output will not be required to meet any open access criteria.

- At the point of acceptance, the staff member who the output is attributed to was employed at a different UK HEI, and it has not been possible to determine compliance with the criteria.

- The repository experienced a short-term or transient technical failure that prevented compliance with the criteria (this should not apply to systemic issues).

- An external service provider failure prevented compliance (for instance, a subject repository did not enable open access at the end of the embargo period).

Other exceptions
Other exceptions should be used where an output is unable to meet the criteria due to circumstances beyond the control of the HEI, including extenuating personal circumstances of the author.

Further information about Open Access and the REF:

- HEFCE guidance
- REF draft guidance on submissions (2018)

CREST Collections and the REF
CREST Collections is important in terms of the REF as it provides a platform through which research outputs produced by academics at Leeds Arts University can be made Open Access, in order to meet REF 2021 compliance. However, please note that submitting an output to the repository is not the same process as submitting an output for the REF. That is, whilst an output that is added to the repository may well also be a REF output, that is not necessarily the case.

Furthermore, the items submitted for the REF will go through an additional review process, as outlined in the Code of Practice.

A Guide to Submitting Outputs to the Open Access Repository

Leeds Arts University offers researchers a fully mediated service for depositing research outputs into the university repository, CREST Collections. This means that as a researcher,you do not need to directly deposit outputs into the repository yourself, but submit the output and output details to the Research Coordinator who will deposit on your behalf. This ensures that all outputs are checked prior to deposit and comply with all the required policy.

The process for depositing outputs is fundamentally the same for any output. However, there are essential differences in certain aspects depending on the type of output you are submitting. This document will outline the process for submitting outputs to the open access repository from the academics' perspective.

What do you need to do?

Journal articles and conference proceedings are the most urgent outputs as they must be on the repository within 3 months of acceptance. As explained below, the essential steps you need to take are:

1) **Act on acceptance: fill in a submission label and email the required documentation to the Research Coordinator as close to the date of acceptance as possible.**
2) **Ensure you provide the Author Accepted Manuscript for upload to the repository.**
3) **Notify the Research Coordinator when your output is published.**

The processes for different types of output are explained below:

Journal articles and conference proceedings

Journal articles and conference proceedings are in the scope of the REF 2021 Open Access policy. This means that any article or conference proceeding accepted for publication after **1 April 2018** must be deposited into an open access repository within 3 months of the date of acceptance. Additionally, any article or conference proceeding accepted for publication between **1 April 2016 and 1 April 2018** must be deposited no later than 3 months after the publication date. As such, it is vital that you **act on acceptance** and start the submission process as soon as your output is accepted.

Before depositing, if you haven't already **registered for an ORCID ID**, we recommend that you do so by visiting https://orcid.org/register. You will only need to do this once. ORCID provides a persistent digital identifier that distinguishes you from all other researchers. This means that your research is easily identifiable as your work.

To start the depositing process, you will need to **fill in a submission label** with the output details. The labels can be found on Portal. Please provide as much detail as possible and make sure all of the mandatory (*) fields are filled in. Once completed, you will need to email this label to the Research Coordinator (research@leeds-art.ac.uk), along with a copy of the **Author Accepted Manuscript** (AAM). We recommend that any text-based output is submitted as a PDF, but Microsoft Word documents will also be accepted.

Using the information you provide, the Research Coordinator will upload your output onto the repository, checking compliance and applying any required embargoes. You will be contacted if any further information is required.

Your output will be uploaded as a 'closeddeposit', meaning that whilst the metadata will be available, the full text will not be accessible unless an embargo period is not required.

Upon publication, you will need to notify the Research Coordinator that your output has been published. Please include the publication details and a link to the final published version on the publisher's website. The Research Coordinator will update the repository record and any embargo periods. If an embargo period does apply, your output will automatically become openly accessible at the end of the period.

Therefore, the essential steps you need to take are:

1) **Act on acceptance: fill in a submission label and email the required documentation to the Research Coordinator as close to the date of acceptance as possible.**
2) **Ensure you provide the Author Accepted Manuscript for upload to the repository.**
3) **Notify the Research Coordinator when your output is published.**

Books and book sections

As books and book sections are not in the scope of the REF 2021 Open Access Policy, it is not mandatory for these outputs to be deposited in an open access repository. **However,** it is recommended that, where possible, all research outputs are deposited into the Leeds Arts University repository. Whilst there is no restricted timeframe for this, outputs should be deposited as soon as they are ready and compliant with publisher requirements.

Before depositing, please check what your rights are in terms of sharing your research, as your publisher may not permit items to be shared openly, such as in a repository. The information should be available in your publisher agreement. If you are unsure, please seek advice from the research team.

Additionally, if you haven't already **registered for an ORCID ID**, we recommend that you do so by visiting https://orcid.org/register. You will only need to do this once. ORCID provides a persistent digital identifier that distinguishes you from all other researchers. This means that your research is easily identifiable as your work.

To deposit your output, you will need to complete a **submission label**. These can be found on the portal. Please provide as much detail as possible and ensure all of the mandatory (*) sections are completed. Once completed, you will need to email this to the Research Coordinator (research@leeds-art.ac.uk), along with your output and any additional information or material that you would like to be uploaded as part of your deposit, such as reviews, etc. The Research Coordinator will use the information provided to check and upload your output onto the repository. You will be contacted if any further information is required. When your output is **published**, please inform the Research Coordinator, who will update the repository record with the publication details. To aid this process, please provide a link to the final published version of the output where possible.

If your publisher does not allow you to make your book or book section open access, but you would like to deposit the related metadata to improve the discoverability of your output, please contact the Research Coordinator.

Therefore, the essential steps you need to take are:

1) **Before depositing, check the sharing rights and copyright of the output in your publisher agreement.**
2) **To deposit, complete a submission label and email the required documentation to the Research Coordinator.**
3) **Notify the Research Coordinator when your output is published.**

Shows/Exhibitions

Shows and Exhibitions are also outside the scope of the REF 2021 Open Access policy and therefore, it is not mandatory for these outputs to be published open access. **However,** it is recommended that, where possible, all research outputs are deposited into the university repository. For example, a portfolio PDF of high resolution installation shots and catalogue material representing the show. Whilst there is no restricted timeframe for this, outputs should be deposited as soon as they can be.

Before depositing, you need to ensure that your output is in a format that you consider to be most useful for those accessing your research. If your output consists of several elements, such as installation images, exhibition posters and leaflets etc., you can either submit each element separately or compile a portfolio. The portfolio will need to be in an accessible format, such as a PDF. If you are unsure about formatting, please contact the Research Coordinator.
Additionally, if you haven't already **registered for an ORCID ID**, we recommend that you do so by visiting https://orcid.org/register. You will only need to do this once. ORCID provides a persistent digital identifier that distinguishes you from all other researchers. This means that your research is easily identifiable as your work.

To deposit your output, you will need to download and complete a **submission label** – these are found on Portal. Please provide as much detail as possible and ensure all of the mandatory (*) fields are filled in. Once completed, you will need to email this to the Research Coordinator (research@leeds-art.ac.uk) along with your output and any additional/supporting material that you would like to be added to the repository record, such as reviews, interpretation texts, exhibition posters etc. (These can also be included in an output portfolio if you wish).
Using this information, the Research Coordinator will check and upload your output to the repository. You will be contacted if any further information is required. Once uploaded, your output will immediately be openly accessible.

Therefore, the essential steps you need to take are:

1) **Ensure that your output is in an accessible format for submission (this may involve editing or dating the file name so that the Research Coordinator is clear which version of the manuscript this is).**
2) **Complete a submission label, including the 300 word abstract/narrative, and email the required documentation to the Research Coordinator.**

Practice-based outputs (including creative outputs, artefacts, audio and videos)

Practiced-based outputs are outside the scope of the REF 2021 Open Access policy and so are not required to be openly accessible. **However**, it is recommended that, where possible, all research outputs are to be deposited into the university repository, for example a PDF portfolio of representative images and materials.

Before depositing, you need to ensure that your output is in a format that you consider to be most useful for users accessing your research. This will very much depend on the output type, but if appropriate you can submit individual items, such as images, to be uploaded separately or compile a portfolio in an accessible format such as a PDF. If you are submitting a video file and the file is too large to upload/attach, you can make the video open access on a site such as Vimeo and link to this from the repository record. If you are unsure about formatting, please contact the Research Coordinator.

Additionally, if you haven't already **registered for an ORCID ID**, we recommend that you do so by visiting https://orcid.org/register. You will only need to do this once. ORCID provides a persistent digital identifier that distinguishes you from all other researchers. This means that your research is easily identifiable as your work.

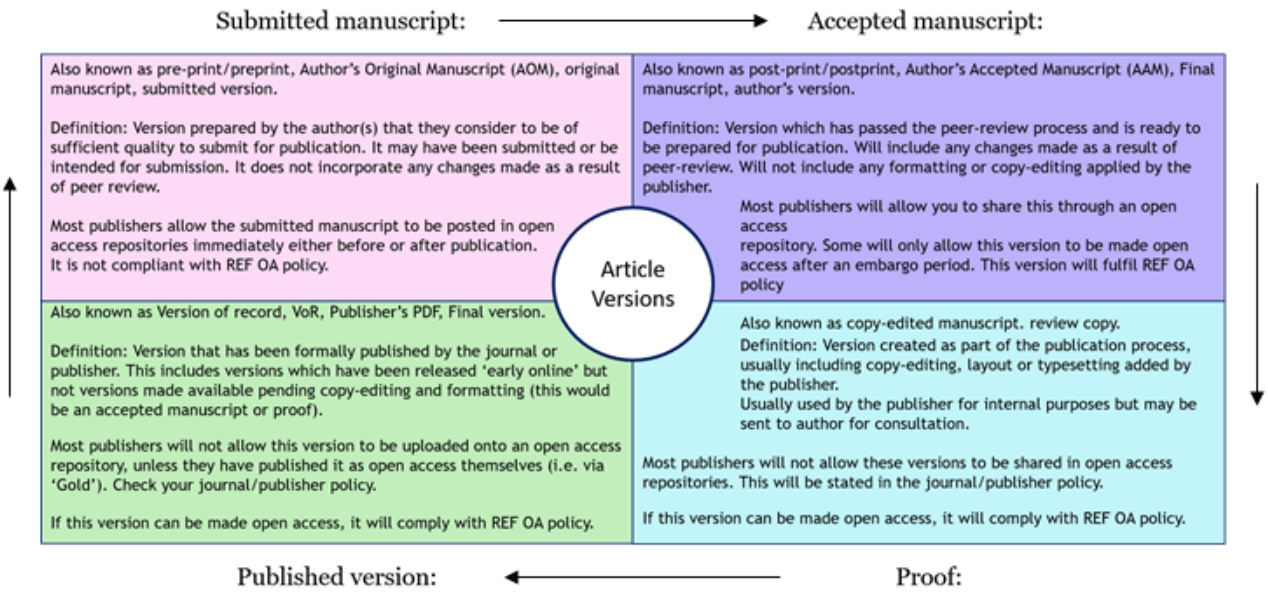
To deposit your work, you need to fill in a **submission label** with as much detail as possible, ensuring that all the mandatory (*) fields are complete. Once completed, please email this to the Research Coordinator (research@leeds-art.ac.uk) along with your output and any additional/supporting documents that you would like to be uploaded to the repository record, such as reviews, interpretation texts etc. (Please note these can also be included as part of an output portfolio as previously mentioned).

Using this information, the Research Coordinator will check and upload your output to the open access repository. You will be contacted if any further information is required. Once uploaded, your output will immediately be openly accessible.

Therefore, the essential steps you need to take are:

1) **Ensure that your output is in an accessible format for submission.**
2) **Complete a submission label and email the required documentation to the Research Coordinator.**

Diagram: Article version



A Guide to Creative Commons Licences

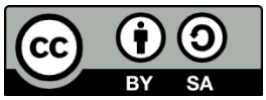
When making your work available open access, you may have a choice regarding how others can use your work. This is usually expressed via Creative Commons licences, which provide a simple way to indicate your re-use requirements. The licence under which you publish your work open access is a decision that **you** will need to make in many cases, although some journals and funders may mandate a specific licence.

Licences have an important role to play in open access as they can help to ensure restrictions on re-use are minimised so that research can be distributed and developed. It is widely considered that open access research outputs should have as few restrictions as possible in terms of re-use.
Creative Commons offers a series of licences which help creators to retain copyright while allowing others to copy, distribute and make use of their work. The licences fall under "some rights reserved" licences. They are usually denoted by a series of pairs of letters, the first being 'CC' (Creative Commons) with subsequent pairs specifying the conditions that must be adhered to by any third-parties using the content. Further information can be found on the Creative Commons website.
The licences are:

CC BY = Attribution

This is the most accommodating of the licences offered. This licence requires others to credit you for the original creation. As long as they do this, they can use your work how they wish, including tweaking, redistributing and building upon your work, even commercially. This allows maximum dissemination and use. All the other licenses build upon this, and therefore the CC-BY licence is the least restrictive. As a result, many funders, such as RCUK, mandate that CC-BY must be used.

CC BY-SA = Attribution-ShareAlike



This licence allows others to use your work however they like, as long as they credit you and license their new creations under identical terms. All new works based on yours will carry the same licence and any derivatives would allow commercial use.

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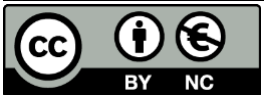

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This licence is the most restrictive of the CC licences. It only allows others to download and share you work. They must credit you and cannot change your work in any way or use it commercially.

For further guidance on using CC licences see: Licensing and marking your content with Creative Commons

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Frequently Asked Questions

What is open access?
Open access is about making products of research freely accessible to anyone with an internet connection, allowing research to be disseminated quickly and widely. There are two types of open access, Gold and Green.

What are the benefits of open access?
Open access publication are available for anyone to download and read without the need for subscriptions. As well as the potential benefits for society, this can improve the research profile of authors, increase citations and help to promote research at the university.

What is the REF open access policy?
To be eligible for submission to REF2021, journal articles and conference proceedings accepted for publication after 1 April 2016 must have been deposited in an open access repository. If the output was accepted for publication after 1 April 2018, it will need to be deposited in an open access repository within 3 months of the date of acceptance. Any output accepted between 1 April 2016 and 1 April 2018 will need to have been deposited within 3 months of the date of publication. The version to upload is the Author Accepted Manuscript.

What if I don't have the Author Accepted Manuscript?
You will need to ask your co-authors for the Author Accepted Manuscript so that you can upload it. The journal may also be able to provide a copy that you can use.

When should I upload?
If the output is a journal article or conference proceedings, you should act on acceptance and submit your output to the repository as close to the date of acceptance as possible, and no more than 3 months after this date. For any other output types, you should upload as soon as your output is ready to be shared.

What is meant by the date of acceptance?
The date of acceptance is the point at which the editor notifies you that the revisions recommended during the peer-review processes have been accepted and that the article will be passed to the publisher for the final steps of publication.

Whose responsibility is it to upload?
It is your responsibility to inform the Research Coordinator when you have an output ready to upload. You will need to fill in a submission label with the output details and send this via email, ideally along with your acceptance email (if applicable), as well as your output and any additional materials. The Research Coordinator will then upload the output on your behalf.

I am a new member of staff. Do I need to upload my old outputs?
New members of staff will need to upload the accepted manuscript of all journal articles and conference papers that were accepted for publication after 1 April 2016 and any other research output produced since 1 January 2014.

I won't be at the university during the next REF, do I still need to upload?
Yes – all outputs that fall under the policy muse be uploaded so that they are eligible for submission. It doesn't matter where the authors are based at the time of the next REF.

Do I risk breaching my publisher's copyright conditions?
No, uploading your output to the repository doesn't immediately make it openly available. Publishers normally impose an embargo period on making articles/papers openly available and these will be checked before outputs are made available and will be made as 'closed deposits' (i.e. only the metadata will be accessible until after the embargo) if necessary.

Can outputs under embargo at the time of the REF still be submitted?
Yes, as long as the Author Accepted Manuscript was uploaded within 3 months of acceptance (or 3 months of first online publication if accepted before 1 April 2018). It will comply with REF policy, even if publisher policy means that it will still be under embargo.

My outputs are available openly on my own website/academia.edu/ResearchGate, do I still need to deposit my output in the university repository?
Yes – outputs need to be deposited in the university repository to ensure eligibility and compliance with the REF.

Do the REF open access requirements only cover peer-reviewed research?
No – outputs which are in the scope of the policy will be required to comply with open access requirements whether they are peer-reviewed or not.

What is a Creative Commons licence?
Creative Commons are a range of licenses designed to help you in sharing your work. They determine how your work can be used by others, and require your original work to be credited as a minimum. The licence by which you publish your work open access is a decision you will need to make, although some journals may mandate a specific licence. Creative Commons licences are usually denoted by a series of pairs of letters, the first being 'CC' (Creative Commons) with subsequent pairs specifying the conditions that must be adhered to by any third-parties using the content.
Full descriptions of the licences and what they mean can be found at: Creative Commons: about the licences

Will my output be immediately Open Access via the repository?
All publishers have their own policy relating to the self-archiving of articles/papers in institutional repositories. If you publisher requires an embargo period, we will apply this to the output so that is will only become open access once any applicable embargo period has expired. If you output does not have an embargo period, your output will immediately be open access.

If there are multiple creators on the output do we all need to deposit a copy?
The output must be deposited into the university repository, but only one copy needs to be deposited, even if there is more than one author at LAU. If co-creators at a different institution have deposited to their institutional repository, it is still expected that a copy will be deposited in our repository. What is an embargo period?
During an embargo period, access to the full-text version of the article is only available via subscription to the journal. The bibliographic details of the deposited article are still discoverable in the repository.

When do embargo periods start from?
It is up to the publisher to specify when the embargo period begins. In most cases, the embargo period will begin from the date that the output is first published online (also known as the 'early online date').

What happens at the end of an embargo?
The embargo is lifted automatically in the repository, making the deposited version openly accessible.

I don't know the future date of publication but I need to deposit within 3 months of acceptance. How do I apply the right embargo?
If you do not know your publication date, your output will be uploaded as a closed deposit. Once the item has been published, you will need to email the Research Coordinator with a link to the published version of your output. We will then set the correct embargo end date.

What file format should I use for deposited files?
Files should be deposited in a format which you think will be most useful to anyone accessing you work, both now and in the future. For text files, PDF is recommended but Microsoft Word documents are also an acceptable format. For other output types, MP3, MP4 and high resolution jpeg files are also acceptable.

Glossary

- **Accepted Author Manuscript (AM/AAM):** The version of a journal article or conference proceeding that has been accepted for publication which includes changes by the author resulting from the peer review process. They do not include publisher value-added contributions such as copy-editing, formatting and technical enhancements.

- **Article Processing Charge (APC):** Also known as a publication fee. It is a fee which is sometimes charged to authors to make work open access in either a fully open access or hybrid journal.

- **Closed deposit:** When an output is under embargo (either pre- or post-publication), it will be submitted to the repository as a closed deposit. This is where people can access the metadata for the output, but cannot access the full text of the AAM until after the end of the embargo period. Depositing a closed deposit means that Open Access requirements can be met whilst also respecting the publisher embargo period.

- **Creative Commons:** A Creative Commons (CC) license is a type of public copyright license that enables the free distribution of an otherwise copyrighted work. There are different combinations of CC licenses which permit or restrict users to do certain things with the work. For more information, see https://creativecommons.org/licenses/

- **CREST Collections:** The research repository used by members of CREST (Consortium for Research Excellence, Support and Training), including Leeds Arts University. It runs the Eprints software.

- **Digital Object Identified (DOI):** A persistent identifier used to uniquely identify objects. They are mainly used to identify information such as journal articles, research reports and data sets.

- **Eprints:** A free, open-source software package for building open access repositories. Developed by University of Southampton.

- **Embargo period:** An embargo is a period during which access to academic journal articles is not allowed to users who have not paid for access – i.e. through accessing the article via an Open Access repository. The standard length of an embargo is between 12 and 24 months.

- **Gold route:** Publishing Open Access through the publisher platform, often requiring the payment of an Article Processing Charge by the author. The output is published in either a fully open access journal or a hybrid journal, and is immediately accessible to all without restriction.

- **Green route:** Depositing the Accepted Author Manuscript of the research output in a repository. This may be available immediately or following an embargo period stipulated by the publisher.

- **Hybrid journal:** A subscription journal in which some articles are open access. Publication in a hybrid journal often requires the author to pay an article processing charge.

- **Metadata:** A set of data that describes and gives information about other data. For example, data on a repository that describes a research output.

- **Open Access:** A research output is made freely accessible, without restrictions, to anyone with access to the internet.

- **Peer reviewed output:** Usually this is in response to a call for a conference, exhibition or journal.A peer-reviewed output is generated when a proposal for an exhibition, article, book or body of design work etc. is submitted to a recognised body of peer reviewers who are unknown to the researcher and are able to review the output 'blindly'. Researchers then improve that work in response to the feedback given until it is accepted for publication or exhibition.
  An article is conventionally around 6-7000 words long and often includes empirical research and a contribution to knowledge. Exhibitions, art and design objects, films and images need to show that a similar process has taken place.

- **Pre-print:** Also known as the Author's Original Manuscript, this is the version of the manuscript that is submitted to the journal, before peer review or any editing.

- **Research output:** The product of research in any form, such as a journal article, conference proceeding, book, book section, show/exhibition, video or image. Research Outputs form the basis of the REF submission.

- **Research repository:** An online archive for collecting, preserving and disseminating digital copies of research outputs. A research repository may belong to an institution or consortium, or may be subject specific.

- **RIOXX metadata checker:** Provides a mechanism to help institutional repositories comply with Open Access policy and helps with applying consistency to metadata.

- **Version of Record:** the final published version of the article including publisher corrections and enhancements (such as publisher branding and formatting).