



Open Access publishing guidelines for authors

Publish OA Technical Working Group (WG 2)

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Introduction

The Irish Government published the [National Action Plan for Open Research](#) in 2022. The action plan serves as a roadmap for the implementation of Open Research across Ireland and has three broad objectives: 1) establishing a culture of open research; 2) achieving 100% Open Access to research publications; 3) enabling FAIR (Findable, Accessible, Interoperable, Reusable) research data and other outputs.

These guidelines help authors implement the second objective: ‘by 2030 Ireland will have implemented a sustainable and inclusive course for achieving 100% Open Access to research publications.’ In practice, this goal means that:

- **articles** resulting from publicly funded research¹ should be openly available **without embargo** by default
- **monographs** resulting from publicly funded research **may be made available by embargo**, but this period should be as short as possible
- **authors should retain sufficient rights** for full and immediate access to their research upon publication

1. What is the purpose of these guidelines?

Authors in Ireland are increasingly being asked to publish their research via Open Access (OA). These guidelines aim to provide information that will help them to navigate this landscape.

2. What is open access?

a. Definition

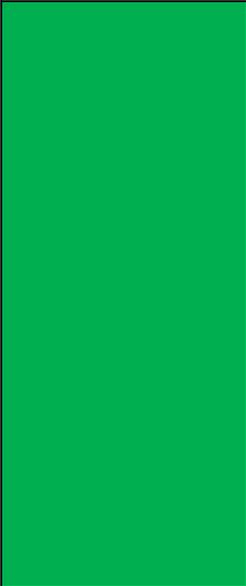
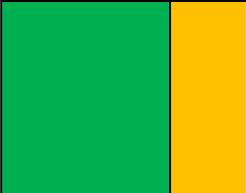


Open Access refers to making research (journals, books, datasets) freely and permanently available online to read and reuse, with limited copyright and licensing restrictions.

¹ The *National Action Plan for Open Research* defines publicly funded research as ‘research undertaken in whole or in part via publicly funded resourcing or remuneration, e.g. salaries, grants, contracts, etc.’

b. Types of Open Access

Over time, in response to funder, legislative and community demands, the following publishing models have evolved.

	<p>Diamond/Platinum</p> <p>Immediate OA, free to read, free to publish</p>	<p>The final publication (version of record (VoR)) is freely available online upon publication. Free to read and free to publish for the author, free to re-use.</p> <p>Costs subsidised by a third party (e.g. government, library) – third-party funded</p>
	<p>Green</p> <p>Traditional publishing model</p>	<p>Publishing workflow as usual, but the author can ‘self-archive’ an earlier version of the publication – version prior to copy-editing and typesetting (e.g. the author accepted manuscript (AAM)), known as a ‘preprint’ – in an institutional or subject-specific repository (e.g. DRI or TARA). VoR cannot be shared without the publisher’s permission; the publisher may also set an embargo after which the content will be freely available online.</p> <p>Repository funded by libraries and subject to publisher agreement</p>
	<p>Gold</p> <p>Immediate OA with fees</p>	<p>The final published VoR is freely available online upon publication, involves an article or book processing charge (APC or BPC).</p> <p>Funded by APCs/BPCs – author/funder pays</p>
	<p>Hybrid</p> <p>Some closed, some open - specific to journals</p>	<p>A variant of Gold with a mix of Gold OA and closed articles published in the same journal.</p> <p>Funded by APCs/subscriptions – author/reader/funder pays</p>

3. Where does Open Access fit into open research?

‘Open Research’ (OR) is research that anyone can access and is based around the aim of increased transparency. Open Access publishing is one of the key practices that forms part of OR.² Other practices, such as Open Peer Review and Open Data may be employed as part of OR.

4. Why publish via open access?



Comply with funder requirements (such as those of European funding bodies and the Irish Government, see Section 10 below)



Increase discoverability (increases the reach of your research, equity of its discovery and citation)



Broaden your readership (all readers have equitable access to your work, not only researchers, but policy makers, media, etc.)



Share your research freely (speeds up research sharing)

5. How do I decide where to publish via open access?

To evaluate which Open Access publisher to choose, check:

1. Journal homepage/publisher’s website – is there an OA logo or statement?³
2. Lists of OA journals/publishers – e.g. [Directory of Open Access Journals](#), [Think Check Submit](#), [Plan S Journal Checker Tool](#), [Sherpa Romeo](#).
3. With the publisher – if it is unclear from the publisher’s website, contact them and ask for clarification.
4. Your funder requirements (e.g. [SFI](#)), see section 10 below. (If your research is funded, does the OA route offered by the publisher match your funder requirements?)

If in doubt, check with your librarian or departmental colleagues.⁴

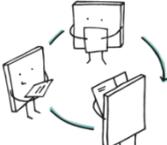
6. Can you explain some of the jargon?

Some publishers may ask you to structure your publications in ways that increase openness or that allow for accurate attribution of the work. If this is the case, the requirements will be specified by the publisher, most likely in the instructions to authors. Brief explanations of some terms that may crop up are provided on the next page.

² See NORF. (2022). *National Action Plan for Open Research*. <https://doi.org/10.7486/DRI.ff36jz222>

³ See this example from the instructions to authors of the Royal Irish Academy’s [Irish Studies in International Affairs](#).

⁴ Examples of advice from [DCU](#), [NUIM](#), [QUB](#), [TCD](#), [TU Dublin](#), [UCC](#), [UCD](#), [UL](#).

	Author identity	<p>To pinpoint each author’s identity or indicate your own, use an ORCID number if you/they have one. (ORCID is a persistent digital identifier that links publications specifically to their authors.)</p>
	Authorship and acknowledgements	<p>1. Author list: To help in deciding who to include as co-authors and who to acknowledge, use the Committee on Publication Ethics (COPE) authorship guidelines.</p> <p>2. Author contributions: Some outlets may also ask for you to use Contributor Roles Taxonomy (CRediT) tags. These are 14 roles that are used to describe an author’s contribution thereby improving the visibility of different types of scholarly contribution.</p> <p>3. AI tools: If you use an AI tool in writing your piece, you should not list it as an author but should disclose its use in the Materials and Methods section of the paper.</p>
	Affiliation	<p>The Research Organization Registry (ROR) allows you to specifically identify your affiliated institution by using a URL. You can find your institution’s ROR by searching here, the publisher will then include it as part of your article’s metadata.</p>
	Abstract	<p>The Initiative for Open Abstracts (I4OA) advocates for abstracts from scholarly publications to be deposited in trusted repositories (e.g. Crossref) as open and machine-readable abstracts as part of the publication’s metadata. (This is just for your information; the publisher is responsible for this.)</p>
	Text	<p>Follow the guidelines provided by your publisher on inclusive language. (See this example from the APA.)</p>
	Results	<p>Some Open Access journals may embrace open data and you may therefore be asked to also publish the data that your research is based on via Open Access with the article/monograph. Your publisher will advise you. It is good practice to follow the Sex and Gender Equity in Research (SAGER) Guidelines checklist for sex disaggregation of data.</p>
	Transparency statements	<p>Include:</p> <ul style="list-style-type: none"> - a conflict-of-interest statement (if required); here is an example from Taylor & Francis - a funding statement declares the financial support that authors receive (use Funder IDs to identify your funders; PloS One example).
	Citations	<p>The Initiative for Open Citations (I4OC) advocates for unrestricted availability of scholarly citation data that are machine readable, separable from the rest of the publication and open (freely accessible and reusable). (Again, the publisher is responsible for this.)</p>
 <p>Image source</p>	Peer review	<p>Traditional forms of peer review are closed; this means the reviewers are anonymous and the exchange of comments in the review process is not published. You may have heard of ‘open peer review’ - it is not mandatory, but it is important to know what it entails, should your publishing outlet employ it. What does open peer review involve?</p> <ul style="list-style-type: none"> - Open identities of authors and reviewers. - Open review reports published with the article. - Open participation of the wider research community.

7. What is copyright, licensing and rights retention?

a. What is copyright and licensing?

In traditional publishing, unless there is an agreement otherwise, the manuscript will belong to the author, but the copyright may be assigned to the publisher through a copyright transfer agreement or an author may sign an exclusive licence to publish, so authors do not have rights to publish their work without the publisher's permission. (Authors license the rights of reproduction and distribution over a work to the publisher.)

For Open Access, you will need to use an Open Licence (also known as a Creative Commons licence). Broadly speaking, an Open Licence is one which grants permission to access, re-use and redistribute a work with few or no restrictions.



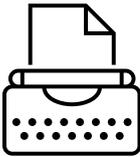
Click [here](#) for information on choosing a Creative Commons licence and licence types. Your publisher or funder may indicate which licence they wish to publish your work under.

b. What is rights retention?

When you publish via Open Access using a CC licence, you retain your copyright. The degree of the right to reuse depends upon which Creative Commons licence you choose. It is worth reviewing the licences offered by your publisher with your librarian or colleagues.

8. What are the different versions of my work called?

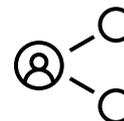
Your work can be published online at different stages of the publishing process under different licences. When submitting to a publisher you can check if your pre-print/author accepted manuscript or version of record can be published immediately under a [Creative Commons](#) (CC) licence. Your institution or your funder may have rules regarding publication, and you should check them before entering into any licensing agreement with a publisher.

Submitted version or Pre-print	Author accepted manuscript (AMM) or Post-print	Published version of journal article/ monograph or Version of Record (VoR)
original submitted article / monograph	peer-reviewed accepted article, not yet copy-edited or typeset	final published version
		

9. How can I preserve and share my work?

Publishing through Open Access means you can freely preserve and share your work via:

- Repositories
 - institutional
 - discipline specific
 - general
- social media:
 - post regular updates on your research, adding pictures, videos and relevant hashtags where appropriate
 - use a short text to attract your audience's interest
 - shorten hyperlinks using sites such as bitly.com
 - provide links to your social media profiles on your homepage
- press releases
- academic networking sites/your institution



You will, however, need to check the agreement with your publisher regarding when and which version you can share. The iterations of your paper that the publisher will usually reference regarding sharing are:

- pre-print/author's original (unrefereed version, usually original submission)
- author accepted manuscript (AAM) (version accepted by the publisher; before copy-editing typesetting)
- version of record (VoR) (final copy-edited and typeset version of the article as published)

10. What are the Open Access funder options and/or requirements?

Funders often agree to provide subsidies for articles and monographs. They may be:



- national/international organisations (e.g. Government, EU)
- your institution (through subventions or OA agreements – e.g. [IReL](#))
- philanthropic organisations (e.g. [Bill & Melinda Gates Foundation](#))

Some of the current funder requirements can be viewed on [Sherpa Juliet](#) and [Roarmap](#), which are searchable databases with up-to-date information on funders' policies and their requirements on Open Access, publication and data archiving.

What is Publish OA Ireland?

[Publish OA Ireland](#) is a project co-led by the [Royal Irish Academy](#) and [Trinity College Dublin](#). Its aim is to conduct a feasibility study into creating an all-island Diamond OA publishing platform for Ireland. The project is funded by the [National Open Research Forum](#) and runs from November 2022 to November 2024. The project seeks to support stakeholders in the publishing landscape in Ireland to transition to OA and meet the goals of the [National Action Plan for Open Research 2022-2030](#).

Why did Publish OA produce these guidelines?

The project's [deliverables](#) reflect Publish OA's commitment to supporting the publishing ecosystem in Ireland in its transition towards OA with these guidelines forming one of these deliverables.

How were these guidelines developed?

The guidelines were created drawing on requirements published online by Open Access publishers. Authors and editors were then consulted, and the guidelines were refined following a workshop in conjunction with the Irish Humanities Alliance, which took place during [NORFest 2023](#).