

OPEN ACCESS PUBLICATIONS POLICY

Responsibility of	RVC Research Support Librarian and Director of Research & Innovation Services
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Approved by	Academic Board
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Definitions

Accepted Manuscript (AM)	The version of your article that has been accepted by the journal/conference proceeding after peer-review, and includes all changes made during the review process, but which has not yet been formatted, typeset, or branded by the journal in any way.
Article Processing Charge (APC)	A fee charged by some journals/publishers in order for the final published version of your article to be published on an Open Access basis on their website/platform.
CC BY licence	Abbreviation for the Creative Commons Attribution licence. This is the most liberal and most common licence for Open Access content, preferred by both the RVC and REF, and mandated by most researcher funders (e.g. UKRI).
College	The Royal Veterinary College (RVC).
Gold Open Access	Where the final published version of the research output is made publicly available under a licence that permits reuse (such as the CC BY licence – see above).
Green Open Access	Where an earlier version of the article, most commonly the Accepted Manuscript (see above) is made publicly available via a repository (see below). Content can be made openly available immediately, or subject to a publisher-specified embargo period.
Institutional or Subject Repository	A repository is an online platform containing metadata and files for Open Access research outputs. Some repositories contain specific output types, such as preprint (e.g. bioRxiv) or data repositories (e.g. Dryad), whilst others contain outputs from a specific institution (e.g. RVC's Worktribe repository), or contain outputs from a particular discipline (e.g. PubMed Central).
Metadata	Data about data; in the context of research outputs, metadata would include title, authors, publication name, publisher, ISSN, DOI, etc.
ORCID ID	A free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities.
REF (Research Excellence Framework)	An exercise to evaluate the quality and impact of research conducted by UK Higher Education Institutions, used to allocate future government funding.
Transformative Agreement	Also referred to as 'transitional' or 'Read and Publish' agreements, these combine an institution's journal subscriptions and Open Access publishing costs into a combined agreement, meaning that authors from participating institutions can publish Gold Open Access in

a publisher's journals as the Open Access fees are paid in advance and at the institutional level, eliminating the need for individual payments of Article Processing Charges (APCs – see above).

UK Research and Innovation (UKRI)

An amalgamation of the seven research councils, Innovate UK, and Research England. It is the body responsible for allocating UK government research funding.

Version Of Record (VOR)

The final version of a research output as published by the publisher in their journal/platform. It includes all publisher branding and typesetting as completed during the proofing process.

Worktribe

The RVC's Research Information System and institutional repository (see above). The backend, where authors deposit their manuscripts and add metadata, is available here: <https://rvc.worktribe.com/index.jx>

The public facing version can be found here: <https://rvc-repository.worktribe.com/>

1. PURPOSE AND SCOPE

1.1 The Royal Veterinary College (RVC) is committed to ensuring its research outputs are disseminated as widely as possible, for the benefit of the research community and wider society.

1.2 Through this policy and other scholarly communications activities with which we are engaged, RVC seeks to obtain the maximum impact from our research outputs, protect the rights and academic freedom of our authors, and ensure compliance with relevant funder mandates in relation to Open Access.

1.3 In this policy we refer to 'Authors' rather than 'Researchers', to acknowledge that contributions to research outputs can be made by various members of the College community, including students, technicians, and professional services staff. As such, this policy applies to all RVC staff (**including visiting/honorary staff**) and/or students named as authors/co-authors on in-scope research outputs.

1.4 Whilst the RVC supports Open Access for all research outputs where appropriate, the specific requirements listed in this policy apply only to journal articles and conference proceedings. Authors of chapters, monographs, data, software/code, protocols, and other outputs are encouraged to make these outputs openly available where possible, but this is not a requirement of this policy.

1.5 The policy applies to all journal articles and conference proceedings accepted for publication on or after the date of adoption of this policy.

2. POLICY SUMMARY

2.1 RVC mandates Green Open Access for all in-scope outputs (see 1.5). Green Open Access refers to the practice of depositing a copy of the Accepted Manuscript (AM) to an institutional or subject repository, where it will be made publicly available, either immediately or after an embargo period stipulated by the publisher.

2.2 RVC also supports Gold Open Access, where the final published output (known as the Version of Record) is made publicly available by the journal/publisher, sometimes in exchange for a fee known as an Article Processing Charge (APC). There are a number of routes by which authors may find funding for APCs for Gold Open Access publication. One route is via publication in journals that are included in one of RVC's Transformative Agreements (TAs) with certain publishers. For further details on RVC's current TA's and for further information on how to fund APCs, please see <https://www.rvc.ac.uk/research/about/open-access/Transformative-Agreements> or contact publicationsrepos@rvc.ac.uk.

3. AUTHOR RESPONSIBILITIES

- 3.1.1 RVC authors are required to familiarise themselves with the requirements of this policy and with the REF (Research Excellence Framework) Open Access policy (which is summarised in section 5). It is the authors' responsibility to also ensure they are compliant with any funder-specific policies on Open Access publishing. Authors are required to ensure they include accurate affiliation ("Royal Veterinary College")¹ and funding details (as per UK Research and Innovation [UKRI] guidance)² on all outputs. Authors are encouraged to obtain and make use of an ORCID ID³.
- 3.1.2 Authors are encouraged to make use of the Contributor Role Taxonomy (CRediT - <https://credit.niso.org/>) to acknowledge the diverse contributions to research.
- 3.1.3 Researchers should continue to follow the RVC's [Publications Pre-Submission Guidelines](#).
- 3.1.4 Copyright concerns, confidentiality, and IP requirements are the responsibility of the authors.

3.2 Authors are required to deposit a copy of the Accepted Manuscript (AM) of their journal article/conference proceeding to Worktribe⁴, RVC's institutional repository, upon acceptance, and by no later than the date of first online publication of the Version of Record.

- 3.2.1 Authors are required to add as much metadata to the Worktribe entry as is available at point of deposit. For guidance on adding files and metadata to Worktribe, please see the guidance available at this link: <https://rvcac.sharepoint.com/sites/ra/worktribea/Shared%20Documents1/Outputs%20guidance%20V3.pdf>⁵.
- 3.2.2 Where multiple RVC authors are listed on an output, only one author (generally the corresponding author) need take action to ensure compliance with this policy.
- 3.2.3 Authors without accounts on Worktribe should contact publicationsrepos@rvc.ac.uk to facilitate deposit on their behalf.

3.3 Where an author is publishing their journal article/conference proceeding on a Gold Open Access basis in a venue that requires payment of an Article Processing Charge (APC), it is the author's responsibility to ensure that they have access to funding for the APC and this should be arranged prior to submission. Articles without funding in place for APCs may end up not being published, even if the article has already been accepted for publication after peer-review.

- 3.3.1 Authors publishing their journal article/conference proceeding on a Gold Open Access must also ensure that they deposit the Accepted Manuscript (AM) of their journal article/conference proceeding to Worktribe, upon acceptance, and by no later than the date of first online publication of the Version of Record.

4. INSTITUTIONAL RESPONSIBILITIES

4.1 Neither the RVC nor this policy shall impinge on authors' academic freedom or their ability to select the most appropriate venue for the publication of their research.

4.2 As per established academic custom, RVC waives its claim to copyright in research outputs produced by RVC authors, meaning that the author(s) retain copyright.

4.3 The RVC will continue to maintain its current institutional repository, Worktribe, or equivalent technical infrastructure, in order to effectively disseminate RVC's research outputs and meet the requirements of this and other open access policies, such as those listed in section 5.

4.4 All deposits of Accepted Manuscripts (AMs) to RVC's Worktribe repository will be reviewed by the Research Support Librarian and/or other professional services staff to ensure that embargo periods are respected and missing metadata are added in due course to facilitate discovery and reuse.

4.5 RVC will provide support, advice, and guidance to researchers in relation to Open Access and funder requirements. Please contact publicationsrepos@rvc.ac.uk for assistance.

5. CONTEXT AND FUNDER REQUIREMENTS

5.1 Most major research funders (such as UKRI) have Open Access mandates, and Open Access is also a requirement for outputs being submitted to the REF (Research Excellence Framework)⁶. This policy is intended to support RVC authors in complying with these and other funders' policies.

5.2 All RVC authors are required to adhere to the REF Open Access policies. The date of publication determines which REF policy applies:

5.2.1 Outputs published between 1 January 2021 and 31 December 2025 should follow the requirements of the REF 2021 Open Access policy.

5.2.2 Outputs published between 1 January 2026 and 31 December 2028 must follow the requirements of the new REF 2029 Open Access policy, which requires all in-scope outputs (journal articles and conference proceedings published with an ISSN) to be Open Access via either the Green or Gold route.

5.3 Authors seeking compliance via the Green route should be mindful of the maximum permitted embargo periods, which are six (6) months for outputs submitted to Panels A and B, and twelve (12) months for Panels C and D. Authors can check embargo periods by using Open Policy Finder⁷ and/or contacting publicationsrepos@rvc.ac.uk.

5.4 Authors publishing Gold Open Access should ensure that their articles are published under the Creative Commons Attribution or CC BY licence⁸ as the funding bodies have indicated a "strong preference" for this. It is also the College's preferred licence, as well as the required licence for funders such as UKRI.

5.5 The current UKRI Open Access Policy⁹ came into effect on 1 April 2022 and applies to peer-reviewed research articles and conference proceedings published with an ISSN and submitted for publication on or after 1 April 2022, and monographs, book chapters, and edited collections published on or after 1 January 2024.

5.6 Authors of journal articles and conference proceedings that describe research funded by UKRI can comply via the Green or Gold routes. Compliance via the Green route requires no embargo period and a CC BY licence attached the Accepted Manuscript (AM). Compliance via the Gold route requires a CC BY licence and UKRI provides funding to RVC to cover Article Processing Charges (APCs) under certain circumstances. To enquire about Open Access funding for UKRI-funded articles/conference proceedings, or routes to compliance for UKRI-funded monographs, book chapters, and edited collections, please contact publicationsrepos@rvc.ac.uk.

6. REFERENCES

¹ Where publisher systems permit, authors are encouraged to use the College's ROR ID to ensure correct affiliation: <https://ror.org/01wka8n18>

² Publishing your research findings: Acknowledging your funding (UKRI) - <https://www.ukri.org/manage-your-award/publishing-your-research-findings/acknowledging-your-funding/>

³ ORCID - <https://orcid.org/>

⁴ Worktribe - <https://rvc.worktribe.com/index.jx>

⁵ RVC Sharepoint: Worktribe - Research Information Management System - https://rvcac.sharepoint.com/:b:/s/ResearchandInnovationOffice/EWWoCKKYLTxHg8HyJiT_iYgBhVW-Bv3_EnMaby1nGfdsqg?e=bJ3Szr

⁶ REF Guidance: Section 5 – Open Access policy - <https://2029.ref.ac.uk/guidance/ref-2029-open-access-policy/>

⁷ Open Policy Finder - <https://openpolicyfinder.jisc.ac.uk/>

⁸ Creative Commons Attribution Licence - <https://creativecommons.org/licenses/by/4.0/>

⁹ UKRI Open Access Policy - <https://www.ukri.org/publications/ukri-open-access-policy/>