

Open Access requirements for the REF

Conference and workshop items

Have you recently presented at a conference, workshop, or similar event?

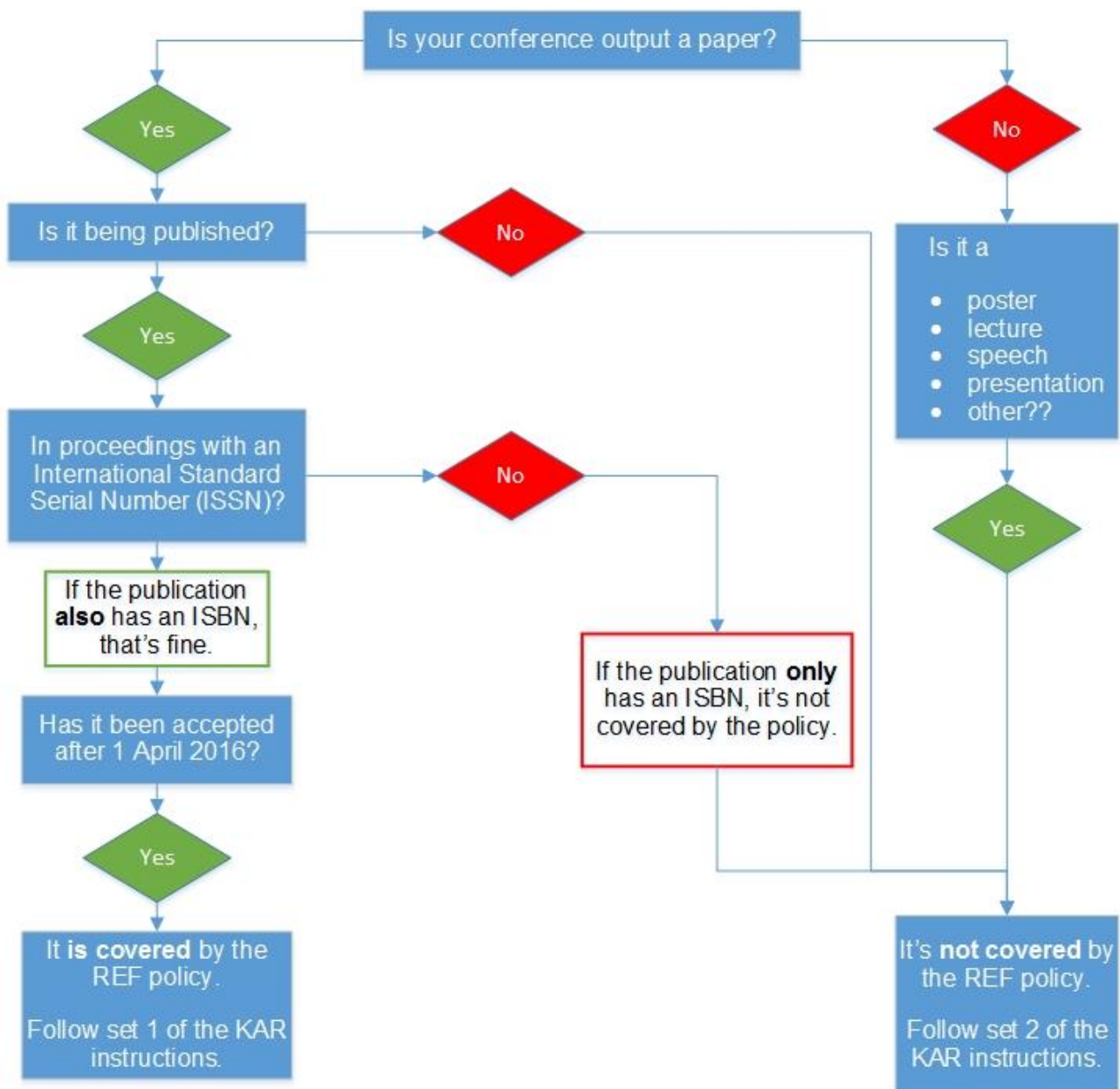
Find out how the Open Access requirements for the REF relate to conference papers, posters, speeches, lectures or presentations. This guide:

- helps you decide if your conference outputs are covered by the Open Access requirements for the REF.
- explains how to enter them in the Kent Academic Repository (KAR) and make sure they're eligible for inclusion in the REF.

Help and guidance

- Read this guide alongside the [Open Access requirements for the REF – summary guide \(pdf\)](#).
- If you're not sure what any of the terms mean, have a look at the [Open Access glossary \(pdf\)](#).
- See HEFCE's [FAQ 2.4 "What about conference proceedings..."](#)
- If you have any questions, please email researchsupport@kent.ac.uk

Is your conference output covered by the REF policy?



Set 1: covered by the REF policy

- Conference papers
- that have been accepted after 1 April 2016
- and are published in proceedings with an International Standard Serial Number (ISSN)
- or published in proceedings with an ISSN **and** an International Standard Book Number (ISBN)

How to enter them in KAR

1. Log into KAR: <https://kar.kent.ac.uk>
2. Click **New Item**
3. Under “Item Type”, select:
 - a. if the conference item has been published in a journal, choose **Article**
 - b. otherwise choose **Conference or workshop item** and follow set 2 of the instructions.
4. Upload the author accepted manuscript version of the paper; make sure you add a licence and/or embargo if needed.
5. Enter the bibliographic details, including the publisher information.
6. The accepted date should be the date the paper was accepted or confirmed by the publisher/conference organiser.
7. Deposit the item.

Set 2: not covered by the REF policy

- Posters, lectures, speeches, presentations
- Papers not published
- Papers published in proceedings without an ISSN
- Papers published in a book or proceedings with an ISBN

How to enter them in KAR

1. Log into KAR: <https://kar.kent.ac.uk>
2. Click **New Item**
3. Under “Item Type”, select:
 - a. if the conference item has been published in a book, choose **Book section**
 - b. otherwise choose **Conference or workshop item** and follow these instructions:
4. Upload a document if allowed/required; make sure you add a licence and/or embargo if needed.
5. Enter the bibliographic details:
 - a. for “Status” choose **Submitted**
 - b. for “Date Type” choose **Completed**
6. The accepted date should be the date the output was accepted by the conference organiser.
7. Deposit the item.