University of Kent Research Publications Policy

Context

The policy addresses the requirements of researchers at the University of Kent in relation to evolving policy and practice in scholarly communications, including funder policies; relevant legislation; the ethical conduct of research; and institutional strategies for research and innovation. It sits alongside the University's Open Research Statement, Intellectual Property Policy and Research Data policy.

Scope

This policy:

- Covers the publication of all research works created at the University of Kent.

- Applies to all University staff (academic, professional and technical) and PhD students who conduct research affiliated to the University of Kent.

Guiding principles and policies

> *"At the University of Kent we are committed to supporting our researchers to achieve their full potential, within a diverse and inclusive research and innovation culture."*

> *"Our discoveries and research will emphasise existing and new signature areas, where we match the best in the world."*

This policy formalises a commitment to the effective stewardship and dissemination of research publications by University of Kent authors in pursuit of these goals.

It also embeds the principles expressed in the University's:

- Responsible Metrics agreements; the San Francisco Declaration on Research Assessment and the Leiden Manifesto which the University has signed and adopted. We aim to advance fair and robust approaches to research assessment across the university community.

- University of Kent Intellectual Property policy: We aim to maximise impact by addressing commercial potential, privacy and sensitivity at an early stage.

- University of Kent's <u>Open Research Statement</u>: publicly funded research and scholarship should be openly available to all and free at the point of access. We aim to encourage publications that are as open as possible and as restricted as necessary.

Institutional Responsibilities

To support researchers to maximise the reach and longevity of their research while managing commercial potential, privacy and sensitivity, the University will seek to:

1. Promote this policy and raise awareness of best practice in open research management, including delivering an associated communications strategy.

2. Apply and embed the responsible use of metrics in other University policies and processes.

3. Provide appropriate systems and infrastructure, supporting documentation and services, including those to support:

   - Identification and discovery of open publications.

   - Preserving digital copies of unique University of Kent research works.

   - Identifying and mitigating risks associated with copyright.

   - <u>University of Kent Open journals platform</u>.

4. Maintain the integrity of a long-term archival record of research publications within its institutional repository.

5. Monitor external and internal policy and operational needs in relation to publishing.

6. Interpret and analyse research publication policies to provide services and systems that enable researchers to meet them, where they align with institutional goals.

7. Maintain a support service, guidance and a programme of training.

8. Monitor and reporting on researchers' compliance with external and internal policies.

9. Evaluate opportunities for open publishing, manage funds for open publishing, and monitor the use and effectiveness of these resources to achieve best value for money.

10. Respond to consultations and work collaboratively with external organisations to share best practice, maximise resources and further the pursuit of open research practice.

The policy scope is University-wide, but responsibility and accountability for many, but not all, of the systems and services that enable researchers to follow the best practice laid out in the policy lies with the Open Research Team and the Library. The institutional responsibilities above are undertaken by the Open Research Team and Library Services on behalf of the University.

Researcher Responsibilities

Individual researchers, or the Principal Investigator in the case of collaborative research projects, are responsible for maintaining awareness of best practice and University policy in relation to the publication of their research. Researchers are free to take academic practice and custom into account when making publishing choices, but this needs to be balanced alongside existing University agreements, guidance and services to make best use of resources.

Researchers need to:

When planning and choosing where to publish

1. Create a <u>dissemination plan</u> to decide when, how and where to publish and share, in order to maximize the reach and impact of the research.

2. Consider <u>Open Access</u> opportunities.

3. Consider author roles within research teams and the ways structural inequalities might impact publications. The <u>Contributor Roles Taxonomy (CRediT)</u> is an example of a standardised system for describing author contributions to a research article. Applying Equality, Diversity and Inclusivity guidelines is best practice when preparing work for publication.

4. Consider publisher practices and check before choosing a publisher to ensure the publication policies align with any mandated funder requirements and external research assessment requirements. Use Kent guidance and support from the Library Open Research Team to do so.

5. Be aware of the <u>means for identifying quality platforms</u> to preserve their reputation and that of the parent institution.

6. Consider <u>responsible metrics</u>, according to the requirements of the Declaration on Research Assessment (DORA), so that journal choice does not rely solely on bibliometrics.

When submitting

7. Use the persistent author identifier <u>ORCID</u> when submitting author details for publication and when disseminating research outputs. The ORCID must be registered with the University of Kent.

8. Acknowledge funding sources, including the University of Kent, in research publications. Acknowledgement must include relevant external grant numbers.

9. Include a <u>Data Access Statement</u> in the publisher's record of the publication. This is vital to validate published research, and the statement must meet the minimum requirements as described in University of Kent guidance.

10. Ensure that access to research works is as open as possible as soon as possible, only restricted by previously existing agreements, or commercial or ethical requirements.

11. Record online <u>pre-prints</u> or early versions of publications on the University of Kent Academic Repository using the appropriate item type.

Author rights retention

As defined by the University of Kent Intellectual Property Policy, in most cases the University allows researchers to retain intellectual property rights in their scholarly works. From 1st August 2025:

- The University requires that researchers retain ownership of these rights in journal article publications and conference proceedings.

- Upon submission of articles and conference proceedings to a publisher researchers should insert an author rights retention statement into any agreement with the publisher.

- The University retains a non-exclusive, irrevocable, worldwide licence to make the accepted version of the article available on an open access basis in the Kent Academic Repository.

- The accepted version will be made available as soon as possible (usually after publication) under a <u>Creative Commons Attribution (CC BY)</u> licence (or a more restrictive licence by exception).

- Where there are situations beyond an author's control where it is difficult to follow this policy, staff may voluntarily opt-out of the requirement for immediate open access upon publication, or the assignation of a CC BY licence. This may cause the research output to be non-compliant with funder policies and future research assessments.

Upon acceptance, publication and reporting

12. Maintain a full and accurate record of their publications in the <u>Kent Academic Repository</u>. This must include the bibliographic details of all works published under the University of Kent affiliation.

13. Ensure that research published under the Kent affiliation on the Kent Academic Repository, is accompanied by a document which is the accepted, peer-reviewed content of the work. This applies to articles, conference proceedings, and where possible research books, chapters and edited collections.

14. Consider <u>accessibility of documents</u> uploaded to the Kent Academic Repository. Ideally this should be in a format that is accessible to users of assistive technology.

Glossary

https://media.www.kent.ac.uk/se/46917/OpenResearchGlossary_September2023.pdf

Related policies & guidance - online links

Policies

University of Kent Ethics Code

University of Kent Intellectual Property policy

University of Kent Open Research statement

University of Kent Research Data policy

San Francisco Declaration on Research Assessment

Leiden Manifesto for research metrics

Guides

University of Kent Open Research guides and contacts

University of Kent Responsible Metrics for Researchers guide

University of Kent guide to responsible publishing and help to choose the right Open Access publisher

University of Kent dissemination planning guide

University of Kent guide to Data Access Statements

University of Kent ORCID guide

University of Kent Open Access guide and resources

University of Kent guide to producing accessible content

University of Kent Diamond and Open Journals Open Publishing guide

Contributor Roles Taxonomy CRediT

Document history

Approved by Education and Student Experience Board on behalf of Senate 27/05/2025

Ratified by Research Innovation Board 22/05/2025, noted by Graduate Researcher College Board and Academic Strategy Planning and Performance Board 22/05/2025

Authored by Open Research Team, Library Services

Reviews and replaces the Open Access Policy 2013 and 2017

Next due for review June 2028