Things You Need to Know About the REF!
The Policy

- From 1\textsuperscript{st} April 2016 all articles and conference papers with an ISSN must have the accepted manuscript deposited in an institutional or subject repository

- The accepted manuscript should be deposited within 3 months of acceptance although it may be replaced or augmented by an updated final manuscript or the final published version at a later date

- Transitional arrangements are in place up until 1\textsuperscript{st} April 2017 and will allow the accepted manuscript to be made available \textbf{from acceptance and no later than 3 months after publication}
The Policy Does Not Apply to:

- Conference proceedings published with an ISBN or as part of a book series with an ISSN, monographs, book chapters, other long form publications, creative or practice based research outputs, data or working papers.
- Output types that are delivered confidentially for security or commercial reasons.
- However, credit will be given in the research environment to units that enable open access widely, and have structures in place that encourage open access beyond the mandate: where possible enable open access.
Embargo Periods

• Publications deposited in repositories with embargo periods are acceptable, provided the metadata is discoverable by the public.

• Outputs without embargo must be accessible within one month of deposit.

• Embargo periods of up to 12 months from publication are permitted for Panels A and B (STEM).

• Embargo periods of up to 24 months from publication are permitted for Panels C AND D (HASS).

• Outputs under embargo at time of submission to REF will be admissible where date of first publication falls within the REF publication period.
Publishing Your Article

• Before you decide which journal to publish in check the open access permissions of the journal ([www.sherpa.ac.uk/romeo](http://www.sherpa.ac.uk/romeo))

• On Acceptance
  - Forward the notification of acceptance from the publisher and your accepted manuscript to paperaccepted@abdn.ac.uk
  - The article will be added to Pure/AURA in accordance with the REF and publisher policies

• On Publication
  - Let paperaccepted@abdn.ac.uk know that the article has been published so that the status can be changed to published and embargoes activated
Exceptions to the REF Mandate

• Non-compliant journals. You must be able to prove that they are the most appropriate for dissemination of particular pieces of research

• Authors/co-authors not aware of acceptance of the article. You must be able to show that reasonable steps were taken to be kept informed of the process

• Research published Gold open access under a Creative Commons Licence are exempt as long as the published article is deposited immediately or up to one month from publication

• The Author was not employed by a UK institution at the time of acceptance
No Retrospective Open Access

• Articles must be deposited in the institutional repository within 3 months of acceptance

• Outputs must appear in the institutional repository - publication on personal websites is not acceptable for REF purposes

• Bibliographic details for embargoed outputs must be discoverable within 3 months of acceptance