

## Contents

Purpose .....	1
Applicable governance instruments .....	2
Procedure.....	2
1.    General .....	2
2.    Mandatory Deposit.....	2
3.    Open Access Availability Through Another Repository .....	3
4.    Depositing Research Output Versions.....	3
5.    Minimum Metadata Requirements .....	3
6.    Timing of Deposit .....	4
7.    Copyright Ownership.....	4
8.    Restrictions .....	5
9.    Publisher Embargoes.....	5
10.   Author Embargoes.....	5
11.   Higher Degree by Research Theses .....	5
12.   Funder Requirements.....	5
Related procedures.....	6
Versions .....	6
Definitions.....	6

## Purpose

This procedure describes the processes for University researchers to deposit research outputs in the University Research Repository.

## Applicable governance instruments

Instrument	Section	Principles
<i>Research Policy</i>	2 Responsible Conduct of Research	2.1-2.2
<i>Intellectual Property Policy</i>		
<a href="#">Australian Code for the Responsible Conduct of Research</a>		
Australian Research Council <a href="#">ARC Open Access Policy</a>		
National Health and Medical Research Council <a href="#">Open Access Policy</a>		

## Procedure

### 1. General

- 1.1. The *Research Policy* requires research outputs to be shared openly for free dissemination. It does not necessitate publishing in Open Access (OA) journals.
- 1.2. Sharing of research outputs and research data should reflect best practice and adhere to agreed requirements of the funders of the research, contemporary standards, principles and national and international guidance, such as [F.A.I.R.](#), [CARE](#), [Indigenous data governance](#), and the [Australian Research Data Commons](#).
- 1.3. Research data should be deposited in accordance with the *Research Policy* and the *Research Data Management Procedure*.

### 2. Mandatory Deposit

- 2.1. All research outputs are required to be deposited in the University's Research repository via the Research Management Platform. This requirement is non-negotiable.
- 2.2. The author is responsible for the deposit of research outputs into the University's research management platform. Where there are multiple authors, the lead author or first named author at the University is responsible for deposit or this responsibility should be delegated to a University co-author.
- 2.3. Research outputs include the following:
  - a) University-authored or co-authored outputs consistent with the Australian Research Council (ARC) research output types:
    - i. Books – Authored Research
    - ii. Book – Chapters in Research Books
    - iii. Journal Articles – Refereed, Scholarly Journal
    - iv. Conference Publications – Full Paper Refereed
    - v. Original Creative Works
    - vi. Live Performance of Creative Works
    - vii. Recorded/Rendered Creative Works
    - viii. Curated or Produced Substantial Public Exhibitions and Events
    - ix. Research Reports for an External Body

x. Portfolios.

- b) all University-authored or co-authored outputs required to be made openly accessible by a funder.

### 3. Open Access Availability Through Another Repository

- 3.1. Where an OA version of the publication is available elsewhere, metadata (including the persistent URL) can be deposited via the Research Management Platform in the University's Research Repository, and a metadata-only record will be created with a link to the existing OA published version.

### 4. Depositing Research Output Versions

- 4.1. Authors may either deposit the published versions of research outputs, the persistent URL to an Open Access version or final author versions.
- 4.2. Authors should only deposit a copy of the research output once into the Research Repository.
- 4.3. A published version is the final version for publication, including the publisher's typesetting and formatting; also known as the Publisher PDF.
- 4.4. The Author accepted manuscript version is the accepted and amended version of a paper, following peer-review, prior to publication. It is the version most commonly included in institutional repositories and is also known as post-print, accepted manuscript or final manuscript.
- 4.5. Researchers should retain or obtain an electronic copy of the Author accepted manuscript version for deposit from the publisher.
- 4.6. Where publisher policy permits, the published version will replace the Author accepted manuscript version in the University's Research Repository.
- 4.7. Instructions and resources for depositing your research output can be found on the [Managing your research outputs](#) intranet site.

### 5. Minimum Metadata Requirements

- 5.1. The minimum standard metadata required for deposited research outputs includes:
- a) author(s)/creator(s)
  - b) title
  - c) type of research output
  - d) Group (Organisational unit unless NTRO or Thesis)
  - e) Keywords
  - f) Description/Abstract
  - g) Licence
  - h) grant identifier and name of funder, if applicable.
- 5.2. Researchers may be prompted for alternate or additional metadata, depending on the discipline or the category of the research output e.g. for non-traditional research outputs.
- 5.3. The majority of research outputs will be auto-harvested from external databases and there is no need for the author to enter bibliographic information. Where no record of an output is available in an external database, authors will be required to enter the required bibliographic information.

## 6. Timing of Deposit

- 6.1. Generally, deposit should be made as soon as possible, or immediately if required by the funder of the research. Immediate deposit can be a funding body requirement (e.g. NHMRC Policy requires all peer-reviewed research outputs supported in whole or in part by NHMRC must be made immediately open access, that is, without any embargo period at the time of first online publication, regardless of whether that publication is an advanced or early online publication or the Version of Record).

Type of Research Output	Timing	Version	Conditions
Journal articles	As soon as possible after acceptance; no later than formal publication	Author accepted manuscript version	Include all charts, graphics and illustrations which the author has permission to deposit
Conference papers	As soon as possible after acceptance; no later than formal publication	Author accepted manuscript version	Include all charts, graphics and illustrations which the author has permission to deposit
Books and book chapters	As soon as possible and within 12 months of publication	Author accepted manuscript version	Also require separate file deposit of Title and Verso pages
Creative works	As soon as possible and within 12 months of public presentation or performance etc.	Digital representation of the original work	<a href="#">Please see the library Guides for specific open access conditions.</a>

## 7. Copyright Ownership

- 7.1. The deposit of research outputs in the University's Research Repository does not transfer copyright to the University.
- 7.2. Inclusion, use and access of full-text material in the University's Research Repository is subject to copyright law and agreement with the copyright owner.
- 7.3. The University encourages copyright owners to apply a Creative Commons Licence to their research output to specify conditions of use and re-use, according to guidelines available on the [Copyright and Research](#) intranet site. This can be a funding body requirement (e.g. NHMRC Policy requires all peer-reviewed research outputs supported in whole or in part by NHMRC must be published with a Creative Commons Attribution 'CC BY' licence).
- 7.4. Creative works outputs may require agreement from multiple copyright owners, as guided by advice in the [Open Access subject guide](#).
- 7.5. Copyright ownership of research outputs will be assessed by University Library staff.
- 7.6. Assessment of Research Outputs for inclusion in the Research Repository is prioritised. Research outputs with funding requirements from the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) are prioritised first.

## 8. Restrictions

- 8.1. Where access to the research output is restricted, outputs must still be deposited, and only metadata describing the output will be made publicly available.

## 9. Publisher Embargoes

- 9.1. Most publishers allow authors to deposit their final author accepted manuscript version of an accepted publication in an online Research Repository. Any restrictions will be set out in a publisher agreement which may also include an embargo period. Authors should not sign a publisher agreement that conflicts with the open-access requirements of a funder of the research.
- 9.2. Before signing the publisher agreement, authors may negotiate to remove or reduce an embargo period.

## 10. Author Embargoes

- 10.1. When submitting research outputs for the University's Research Repository, authors retain the right to specify an embargo period to delay the provision of OA. However, an author cannot embargo research outputs if this conflicts with the open-access requirements of a funder of the research.
- 10.2. An author embargo may be for the purposes of subsequent or further publishing, to accommodate a patent application, related to contractual obligations including commercial in-confidence, or to respect confidential or culturally sensitive content.
- 10.3. Requests for embargoes longer than 12 months will be considered for approval on a case-by-case basis by the Deputy Vice-Chancellor (Research), or nominee.

## 11. Higher Degree by Research Theses

- 11.1. Prior to the completion of candidature, it is recommended that authors of Higher Degree by Research (HDR) theses carefully discuss their publication strategy with supervisors to avoid rejection by publishers on the basis of pre-publication in a repository.
- 11.2. Embargoes on HDR theses, if required, are managed through the current deposit process to the University's Research Repository.
- 11.3. A standard maximum embargo length for a thesis is two years. If a longer embargo is requested by or on behalf of an author in accordance with 15.2, the author is required to seek authorisation from the Pro Vice-Chancellor for Graduate Research.

## 12. Funder Requirements

- 12.1. The ARC and NHMRC OA mandates will be satisfied by compliance with the *Research Policy* and this procedure.

### Related procedures

*Authorship Procedure*

*HDR Examinations Procedure*

*Research Data Management Procedure*

### Versions

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Page 5 of 6

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policy and procedures can be found at: <https://www.utas.edu.au/policy>

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## Definitions

[University Researcher](#)