Kingston University Publications Policy

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Kingston University Publications Policy

1. Introduction

This policy is intended to cover situations where Kingston University is the *de facto "*publisher" of items, i.e. where they are made publicly accessible for the first time on the repository or other KU system/site. It is intended to complement and expand upon, and should be read in concert with, the university's existing policies and guidelines around intellectual property, good research practice, and postgraduate research degrees.

2. Scope

This policy primarily applies to student theses, conference items not appearing in published proceedings, and grey literature (e.g. reports and working papers) made available only through Kingston University channels. It also applies to accepted manuscripts (AAMs) of journal articles prior to their formal publication, although authors should be aware of the additional requirements around these contained in the Open Access policy.

Such works will be referred to as "KU publications" for the remainder of this document.

3. Publication expectations

Where possible, and to the greatest extent appropriate, all works of academic interest produced as part of a member of staff's employment or a research student's studies should be made publicly available.

4. Exclusivity

Where a KU publication is intended to represent the definitive version of record (i.e. it is not an accepted or interim version of a work), it should be hosted in one location only. If possible and appropriate, this should be on the Kingston University Research Repository. Further references to the publication should link back to this original record and file (ideally using a DOI – see **5. Metadata**) rather than replicating it.

5. Metadata

All of the following must be included within both the colophon (bibliographic information page/section) of the item and the accompanying metadata record:

- Acknowledgement of Kingston University as the publisher
- Acknowledgement of all funding sources, including grant numbers
- A data accessibility statement, if applicable, as per the Research Data Management policy

ORCiDs (https://orcid.org) are recommended for all authors.

Digital Object Identifiers (DOIs - Home Page (doi.org)) are recommended for KU publications, as they help to embed and preserve a publication within the Scholarly Communication infrastructure. Repository staff can assist authors in obtaining a DOI for their publication once it has been published via the Research Repository.

6. Funder Requirements

Authors must ensure that, in publishing an item through Kingston University, they meet any funder requirements applicable to the item.

7. Embargoes

KU publications should be made immediately available without embargo if possible. An embargo may be requested, however, if necessary. Acceptable reasons for applying an embargo include meeting publisher requirements around prior publication and protecting competitively sensitive information.

An embargo should be of the minimum length required to meet the reason or reasons for its application. Embargoes may be extended if required, but authors take responsibility for requesting extensions in good time.

Please be aware that an embargo alone will be unlikely to meet the requirements outlined in sections **11** and **12** where third-party material or personally identifiable information is involved.

8. Responsibility for content

This policy confirms that, as with any other publications written by KU staff or students, the authors of a KU publication are responsible for its content. It is particularly important that authors of such items are aware of their responsibilities in this area, as they will effectively be making their work directly public without the assistance of, for example, an academic publisher's editorial team.

Primary supervisors are responsible for supporting their supervisees in identifying and managing competitively sensitive or personally identifiable information and third-party material within theses.

Repository staff can provide advice and support, but are not responsible for checking or managing the content of publications uploaded to the repository, as per the repository Submission Policy (Policies - Kingston University Research Repository).

9. Copyright and Licences

Authors should ensure that they understand their rights and responsibilities regarding copyright and licences, which will differ depending upon the nature of the work and the nature of their relationship with the university. Where an author retains copyright in their work, and where no other stipulations apply, they are encouraged to apply as unrestrictive a CC licence (Share your work - Creative Commons) as possible (e.g. CC-BY).

10. Accessibility

Authors are expected to make their works as accessible as possible to readers with disabilities. A fundamental component of this is ensuring that works are navigable by those using assistive technologies such as screen readers, and that images have Alt text that describes and contextualises them. The Web Content Accessibility Guidelines (WCAG 2 Overview | Web Accessibility Initiative (WAI) | W3C) should be followed where they relate to discrete electronic documents.

11. Third-party content

Authors should only include content in KU publications where copyright for that content is held by KU or the author, or where licencing permission has been obtained. Third-party content such as this does not need to be licensed under the same licence as that under which the work as a whole is being published, as long as such exceptions to the general licence are clearly identified (see Marking/Creators/Marking third party content - Creative Commons). Where licencing permission has not been obtained, the author must redact or otherwise remove that content before publishing the work.

12. Personally identifiable information

Authors must ensure that they fully comply with the terms of any ethics agreement they have made, and must limit inclusion of information on the protected characteristics of potentially identifiable individuals to cases where explicit consent for their being made public has been given by the individual in question. Any content that would be in breach of the above should be redacted or otherwise removed before publication. Signatures should also be removed from any included consent forms, agreements etc.

13. Competitively sensitive information

Where a work contains non-public strategic information about a business's commercial policy, either that content should be redacted or otherwise removed before publication, or the work should be embargoed until that information is no longer confidential.