



Kingston University Open Access Policy

Introduction

Kingston University is committed to ensuring that the outputs of our research are freely accessible. Making our research outputs widely available reflects our commitment to producing research with the potential to make a significant economic, social and cultural impact. We believe that adopting an open access mandate will achieve maximum visibility and accessibility for our research. The University's Research Outputs Repository will enable us to implement this policy and achieve a green open access environment, by providing the mechanism for recording the details of all types of research outputs and as a means for self-archiving full texts or other digital representations online.

Rationale

Adopting an open access policy will enable the University to achieve compliance with funding body requirements as well as to enhance the profile and reputation of our research:

1. Compliance:

- a) Ensuring that Kingston University researchers meet the requirements of Research Councils and other research funders to make publicly funded research outputs available freely over the internet.
- b) Ensuring that research conducted at Kingston University is compliant with Research England's Open Access Policy and the requirements of external research assessments such as the REF.

2. Reputation and visibility:

- a) Raising the profile of Kingston University research.
- b) Increasing the potential for research collaborations.
- c) Making the results of our research more accessible to the public.

Benefits

Open Access publication will benefit authors by:

1. Showcasing their research and enhancing its visibility to potential collaborators and prospective postgraduate students, both nationally and internationally.
2. Broadening the potential international audience for the research, making it available to internet search engines and maximising the potential for increased citations and knowledge transfer.
3. Ensuring the long term preservation and storage of research outputs in the [Research Outputs Repository](#)¹.

¹ <https://researchinnovation.kingston.ac.uk/>

4. Helping them to comply with research funder open access policies (check individual policies for detailed requirements).

The Policy

This Policy applies in principle to all forms of research output that were solely or collaboratively authored, created or produced by Kingston University staff and research students.

Retaining Rights for Research Publications – journal articles and conference proceedings

Researchers at Kingston University and other universities have traditionally signed publishing agreements resulting in the majority of journal articles and scholarly works being under partial or complete ownership by academic publishers. In order for the University and its researchers to comply with funder requirements and the REF, and to enable Kingston to disseminate its research and scholarship as widely as possible whilst enabling its researchers to publish their work in a journal of their choice, Kingston University is adopting a Rights Retention strategy as part of this Open Access policy.

1. This policy applies to journal articles and conference contributions published in proceedings with an ISSN and submitted or accepted for publication after adoption of Kingston University's Institutional Rights Retention Policy (*the effective date*).
2. As a condition of employment or study, and notwithstanding any copyright that authors may hold in their works (see IP policy), all staff and students, upon the acceptance of any of their scholarly research articles in a publication with an ISSN, automatically grant the university a non-exclusive, irrevocable, worldwide, royalty-free license to make any accepted manuscript publicly and immediately available under the most permissive Creative Commons license possible. In most cases this should be a CC BY (4.0) licence, although a more restrictive licence may be requested in exceptional circumstances (where a work contains a substantial creative component, for example).

3. For outputs where the Version of Record (VoR) is to be made OA immediately upon publication (e.g. when publishing through a fully Open Access journal):

- a) Kingston University recommends that authors select the most permissive licence available (preferably [CC BY 4.0](#)) in order to meet any funder requirements, promote public access, and allow the author full re-use of their own work. Please contact Repository staff at eprints@kingston.ac.uk if you wish to discuss licence choice.
- b) Authors are required to record a description of the research output on the Research Outputs Repository no later than three months from the date of publication.

4. For outputs where the Version of Record (VoR) is not to be made OA immediately upon publication (e.g. when publishing through a subscription-only journal):

- a) The final, peer reviewed, manuscript (also called the post-print, author's accepted manuscript, or AAM) of an output accepted for publication must be made publicly available under the terms of a Creative Commons Attribution ([CC BY 4.0](#)) licence.
- b) A more restrictive licence may be applied in exceptional circumstances (where a work contains a substantial creative component, for example). Please contact Repository staff at eprints@kingston.ac.uk if you wish to discuss applying such as licence, and be aware that it may affect compliance with funder policies.

- c) As external co-authors and/or their institutions will be joint copyright holders in coauthored works, any license application must be discussed and agreed upon by all copyright holders. Kingston University authors are expected to seek agreement from their external co-authors to licence co-authored manuscripts under a CC BY (4.0) licence where possible.
- d) Authors are required to record a description of the research output and deposit a machine-readable electronic copy of the AAM in the Research Outputs Repository no later than three months from the date of publication of the final article. The manuscript will be made publicly available immediately upon deposit – no embargo will be applied.
- e) If an output would be refused publication due to Kingston’s Open Access Policy, and the journal/proceedings is the only appropriate forum for the output, authors are permitted to follow the publisher’s license and embargo requirements (instead of the policy requirements detailed above) in order to allow publication. Please be aware that this may affect compliance with funder policies and/or eligibility for REF submission. Please contact eprints@kingston.ac.uk if you need to make use of this policy exception.

All Other Research Outputs

1. Researchers are required to record descriptions of their research outputs, for example the bibliographic details or other equivalent reference information, on the Research Outputs Repository no later than three months from the date of publication. In addition, they are encouraged to upload final copies or other digital representations of the research output in the Research Outputs Repository as soon as is possible after this date.
2. Many publishers permit the final peer-reviewed manuscript of book chapters to be deposited in a repository. In all cases authors are encouraged to do so. Repository staff can support authors in determining and meeting publishers’ terms – please contact eprints@kingston.ac.uk to discuss.
3. Authors of text-based outputs such as articles, books, and book chapters must use the standard institutional affiliation “Kingston University London” in all such outputs to ensure clear affiliation with the university.
4. Research outputs arising from funding (external or internal), and their associated repository records, must include reference to the source of funding, using the wording provided by the funder if applicable.
5. Compliance with this policy alone may not be sufficient to meet a funder’s OA requirements, particularly where the funder has requirements around long-form publications, or requires a specific licence. It is the responsibility of funding recipients to be familiar with all the requirements of their funder(s) and to ensure that they are met. Your Faculty Librarian (see [People](#)) can support you in meeting specific funder requirements.
6. This policy complements the [University Research Data Management Policy](#), which supports staff and research students to make their completed research data openly available for reuse, unless protected by appropriate exemption or exception. We can define research data as any material (digital or physical) collected, observed or created for the purpose of analysis to produce original research results. Types of research data vary between disciplines, but may include laboratory notebooks, images, sound or video recordings, raw data captured from instruments, observational data, experimental data, project documents, spreadsheets, databases, data visualisations, data models, software and measurements. Authors should ensure that their publications make reference to the research data used during a project (if any), and include a statement describing how, and on what terms, the supporting data may be accessed.
7. Where an output is being made public before, or without, formal publication (e.g. AAMs deposited on the repository), authors must follow the requirements and guidance set out

in the [Kingston University Publications Policy](#). Authors should also follow the recommendations around OA and licence choice set out in the Kingston University Publications Policy where no other requirements apply.

Open research and contributor ID (ORCID)

ORCID is a persistent digital identifier that uniquely identifies and connects researchers and their research, scholarship and innovation contributions and affiliations across disciplines and world-wide. Kingston University expects all staff who are research active through publication or research domain to register with ORCID including their institutional affiliation and make their profiles public. The ORCID service also offers the facility to export a list of publications from the Research Repository, which can be imported into the ORCID profile.

Advice and guidance

The Library and Learning Services (LLS) provides advice and assistance to researchers in all matters relating to research outputs, including using the Research Outputs Repository, meeting funders' OA requirements, and licence choice. Queries should be sent to eprints@kingston.ac.uk

The Research & Impact team can provide guidance on individual funder policies including grant terms and conditions, as well as guidance on the REF Open Access Policy. Queries should be sent to research@kingston.ac.uk.

Further information can be found on the Research & Impact Open Access staffspace page, at https://staffspace.kingston.ac.uk/dep/researchsupport/open_access.

Approval and review procedure

This Policy will be reviewed on an annual basis, or when necessitated by external policy changes, by LLS and R&I. Recommendations for amendments to be submitted for consideration and approval by the Research and Knowledge Exchange Committee.

Document History and Review Period	
Author	Library and Learning Services, Research & Impact
Authorised	Agreed by Research, Business and Innovation Committee 19/11/2014 Revised 02/12/2016 Revised 10/10/2018 Revised 29/08/2025
Dissemination routes	Publicised to all staff via Staffspace, Faculty RKEC representative, local KERI Governance meetings
Review date	Annual
Review Committee	Research and Knowledge Exchange Committee

