

Research Publications Open Access Policy¹

Authors covered by this policy

This policy applies automatically to the following categories of author: Imperial College Employees, Students, and - when publishing using their Imperial College London (**College**) affiliation – Associates (**Authors**).

Research outputs covered by this policy

This policy applies to peer reviewed journal articles and conference proceedings (**Author Accepted Manuscripts or AAMs**). Whilst this policy does not currently apply to theses, monographs, scholarly editions, textbooks, book chapters, collections of essays, datasets, software, code or other outputs that are not AAMs, the College strongly encourages researchers to make these outputs as openly available as possible.

Purpose of this policy

This policy allows Authors to make their AAMs available on an open access basis without embargo. The policy enables AAMs to meet certain funder obligations relating to making research funded by them available on an open access basis and to be eligible for submission to the next Research Excellence Framework exercise (**REF**).

Policy Overview

Authors are required to deposit their AAM into the College repository, Spiral, with a Creative Commons Attribution (**CC BY**) licence where it can then be made publicly available by the College without embargo. Authors will be fully supported by the College to achieve open access under the terms of this policy and, as such, to help ensure the validity of licences granted to the College under the policy, the College aims to provide prior notification to key publishers of the policy and related licences.

The College is committed to disseminating its research and scholarship as widely as possible. In line with this it supports the principle that 'the results of research that have been publicly funded should be freely accessible in the public domain' and by adopting this policy, it enables authors to make their outputs available through open access (OA). The College continues to engage with research funders to develop sustainable open access publication strategies and with publishers to develop affordable routes to OA publishing of the Version of Record.

Policy requirements

1. Under its Intellectual Property Policy² the College confirms that, in keeping with normal academic custom, it generally waives its claim to copyright in research publications.

¹ This policy replaces the earlier Imperial OA policy.

² <https://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy/>

2. Each Author hereby grants the College a non-exclusive, irrevocable, sub-licensable, worldwide licence (effective from acceptance of publication) to make the AAM publicly available under the terms of a Creative Commons Attribution (CC BY) licence, or, should the author choose, a more permissive licence.
3. On acceptance for publication Authors will upload an electronic copy of the AAM of each article/conference proceeding via Symplectic Elements for deposit in Spiral, the College repository.
4. The College will deposit the AAM in Spiral, with article metadata usually available immediately upon deposit and the AAM being made accessible to the public on the date of first online publication (or, where applicable, the conference end date for conference proceedings) under a Creative Commons Attribution (CC BY) licence (or, should the author choose, a more permissive licence).
5. If the AAM includes third party rights in, for example, images, maps or diagrams (**Third Party Rights**), these can be made available on a more restricted basis than the rest of the AAM. The Author will, however, ensure that including the Third Party Rights in the AAM is not an infringement.
6. The College recognises that there may be situations beyond an Author's control where it is difficult to follow this policy exactly. In this case it may be possible for staff to opt out of the policy or part of it. Opting out may cause the College and / or the Author to be non-compliant with funder policies and the output to be ineligible for the next REF. To opt out, Authors therefore need to complete [this form](#) with details of the publication and the reason for requesting the opt out and permission to opt out will be at the College's discretion, acting reasonably. The expectation is that an Author will be able to opt out if an alternative route to open access compliance is followed by the Author.