

# Making your outputs open access for the REF

All journal articles and conference proceedings with an ISSN must be deposited in a repository at the point of acceptance to be eligible for the REF.

## 5 steps to open access in Pure

### 1 Create a new template

Click 

Select the appropriate template for your output type and fill all fields with an \* must be completed

### 2 Enter your acceptance date

Enter the full date when the paper was accepted. Once the record has been saved you can edit this date and save your evidence.

Publication state 

Publication statuses and dates \*

Accepted/In press	Year *	Month	Day	Current
Accepted/In press	2015	10	15	Current

[Add publication status and date...](#)

### 3 Add all internal authors

Click  and add all internal authors.

This will mean that they are also REF compliant and will not create a duplicate record for the output.

If you want to add external authors you can.

### 4 Upload your document

Click on Access to electronic version and select **Upload an electronic version**.

Select the document version

Document version

Author final version (often known as postprint) 

### 5 What we do next...

Once you have saved your new output record it goes into the validation queue. The Library digital assets team check:

- The publisher's policy around open access and embargo period
- That the record meets all REF requirements for open access

The record is then discoverable through Find-IT, the library search engine, and on-line.

### ? Frequently asked questions

#### 1. Should I still go gold?

The REF open access guidelines are in line with the green open access route, but you may still need to go gold (pay an APC) if your funder requires it. You can find out more [here](#).

#### 2. What if the lead author isn't at Birmingham?

You still need to create a record of the publication in Pure. If you are able to get the final author accepted manuscript from them add it to the record, otherwise [email us](#), as we will need to record this as an exception to the rules.

#### 3. Does this break copyright rules?

Self-archiving of the author accepted manuscript is permitted by most publishers, however, the Library will check this when validating your record. If in doubt you can also [email us](#).



Find out more

Open access: [openaccesspublications@contacts.bham.ac.uk](mailto:openaccesspublications@contacts.bham.ac.uk)  
<https://intranet.birmingham.ac.uk/openaccess>

Pure [Pure@contacts.bham.ac.uk](mailto:Pure@contacts.bham.ac.uk)  
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