REF Monitoring Email Templates

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SUBJECT: Information/Advice about Open Access policy for the next REF

Article title:

Pure ID:

Dear ____

As you may know, the HEFCE Open Access policy for the next Research Excellence Framework (REF) states that in order to be eligible for submission to REF2020, articles and conference proceedings are to be deposited in an appropriate repository as soon as possible after the acceptance date (and no more than three months after). The University expects researchers to follow the requirements as soon as possible in order to ensure all researchers know how to comply and all outputs will be eligible for the next REF.

We would like to support you in using PURE to comply with the new policy, and give you the opportunity straight away to deposit your current publications in line with these requirements.

*** SPECIFICS *** (1-3 where AM already deposited, 4 = wrong version, 5 – 7 where AM not yet deposited on record)

What to deposit: Upload your ‘Accepted Manuscript’: the author-generated version of the manuscript following peer review and including any revisions of an academic nature.

Please do not upload proofs or final published versions

If you have any questions, please contact the Open Access Support team: open-access-support@st-andrews.ac.uk

The Library will continue to advise on other funders’ policies and to pay eligible Open Access costs for RCUK and Wellcome Trust-funded papers.

See essential information at http://openaccess.wp.st-andrews.ac.uk/

Kind regards,

NAME

Repository & Open Access Support | University Library

University of St Andrews | North Street | St Andrews | KY16 9TR

E: open-access-support@st-andrews.ac.uk | T: xxxx
Specifics

1. If there is an accepted manuscript, and the accepted date is not known

SUBJECT: Date of Acceptance requested to satisfy Open Access policy for next REF

-CITATION and PURE ID-

*** Many thanks for depositing the accepted manuscript for this research output in Pure. The policy for next REF states that accepted manuscripts must be deposited within 3 months of acceptance, and since we cannot find the acceptance date for this item, we cannot tell if it would be REF-compliant. We are encouraging researchers to put the accepted date into the Bibliographic note field in the Pure record when depositing accepted manuscripts, until a new field is created for this purpose.

Please could you add the date in Pure, or reply to this email confirming the acceptance date? If you require any assistance please contact the Open Access team, we are more than happy to help. ***

2. If there is an accepted manuscript, and it was deposited after 3 months

SUBJECT: Information on Acceptance Date to satisfy Open Access policy for next REF

-CITATION and PURE ID-

*** Many thanks for depositing the accepted manuscript for this research output in Pure. However, we want to let you know that the deposit occurred more than 3 months after the date of acceptance, and once the OA Policy for next REF is implemented, the output would run the risk of not being eligible for submission unless an exception applies. We encourage you to deposit your accepted manuscripts in Pure within three months of acceptance to be compliant with the policy.

If you require any assistance with this please contact the Open Access team. We can provide further advice, or visit your School to provide more information. ***

3. If there is an accepted manuscript, and it was deposited within 3 months

-The perfect example-

-CITATION and PURE ID-

SUBJECT: Compliance with Open Access Policy for next REF

*** We wanted to let you know that this paper would be eligible for submission to REF2020 according the new HEFCE policy. Specifically, the correct version was deposited and the deposit occurred within the three month policy window.

We are working towards full compliance with the new policy as soon as possible. If you have any suggestions for spreading the word within your School or the wider St Andrews community, we would be happy to hear from you. ***
4. If the wrong article type is uploaded
If a pre-print, proof, etc., is uploaded we need to ask for the accepted manuscript instead.

SUBJECT: Accepted manuscript requested to satisfy Open Access policy for next REF

-CITATION and PURE ID-

*** It appears that the version of the paper uploaded to Pure for this research output would not satisfy the Open Access Policy for the next REF. The policy states that the version must be the Accepted Manuscript. The publisher does not allow use of their typeset published version for this purpose, so we are unable to validate the record with public visibility.

If you have it available, could you send us (or upload in Pure) the ‘Accepted Manuscript’: *this is the author-generated version of the manuscript following peer review and including any revisions of an academic nature.*

***

5. If there is no accepted manuscript, and the accepted date is not known

SUBJECT: Accepted manuscript and date of acceptance requested for Open Access compliance

-CITATION and PURE ID-

*** There is currently no accepted manuscript deposited in Pure for this research output. To be eligible for the next REF, the HEFCE OA Policy states that accepted manuscripts must be deposited within 3 months of acceptance.

- If you have it available, could you send us (or upload in Pure) the ‘Accepted Manuscript’: *this is the author-generated version of the manuscript following peer review and including any revisions of an academic nature.*
- Please add the acceptance date into the Bibliographic note field in the Pure record, or reply with the date so we can note if the deposit was completed within 3 months

***

6. If there is no accepted manuscript, and the 3 month window has lapsed

SUBJECT: Information about Open Access policy for next REF

*** There is currently no accepted manuscript for this article/paper in Pure, and the three month window has now lapsed. We want to let you know that once the new HEFCE OA Policy is implemented, if accepted manuscripts are not deposited in Pure within 3 months of acceptance, the output would run the risk of not being eligible for submission unless an exception applies. We
encourage you to deposit your accepted manuscripts in Pure within three months of acceptance to be compliant with the HEFCE policy.

If you require any assistance with this please contact the Open Access team, we are more than happy to help. ***

7. If there is no accepted manuscript, and the 3 month window is still open

SUBJECT: Accepted manuscript requested to satisfy Open Access policy for next REF

-CITATION and PURE ID-

*** There is currently no accepted manuscript for this article/paper in Pure, and there are only ____ weeks until the paper falls outside of the three month window

To be eligible for the next REF, the HEFCE OA Policy states that accepted manuscripts must be deposited within 3 months of acceptance.

- If you have it available, could you send us (or upload in Pure) the ‘Accepted Manuscript’: this is the author-generated version of the manuscript following peer review and including any revisions of an academic nature.

If you require any assistance with this please contact the Open Access team, we are more than happy to help. ***