

1. Position Statement

St George's, University of London requires that all of its staff who carry out research manage their publications and other records on the research information system (CRIS) so that there is an up to date and comprehensive institutional record of research activity at the Institution, and in order to facilitate the management of statutory returns.

In line with many UK funder mandates, St George's also requires that published outputs be available on an Open Access basis in full text via its Institutional Repository, SORA, <http://openaccess.sgul.ac.uk> or a subject repository (e.g. EPMC) (where publishers' copyright agreements allow).

The Research Publications Policy will facilitate this by requiring St George's researchers to:

- use a standard address convention for St George's, University of London.
- assist with the recording of bibliographic information relating to their research outputs in the Institution's Current Research Information System (CRIS)
- comply with the publication policies of research funders
- deposit the published version of their research outputs in to SORA or a subject repository (where copyright permits).

2. Objectives

The objectives of this Policy are:

- to meet the requirements of major research funding bodies (e.g. HEFCE; RCUK) for publicly-funded research to be available on open access ;
- to increase the visibility and impact of research publications produced by staff employed by St George's, University of London
- to ensure that research outputs are prepared and displayed in a way which helps maximise the value that they have for the Institution both internally and externally
- to ensure that the organisation of published outputs will also demonstrably benefit the researcher in terms of personal record keeping, visibility of research and administrative effort.

3. Address convention

3.1 Where affiliation exists with St George's, University of London only

This policy requires the phrase 'St George's, University of London' to be used in the address for all published research along with the postcode. This will help ensure that all St George's publications

are easily identified and retrieved from online databases (e.g. PubMed). It will also help to safeguard the attribution of research outputs to St George's, University of London staff.

When submitting work for publication, St George's researchers should use the address format set out below.

Dr. A. N. Other
St George's, University of London
Institute Name
London, SW17 0RE

3.2 Where joint affiliation exists with St George's, University of London and St George's University Hospitals NHS Foundation Trust

This policy requires that both organisations are acknowledged in all outputs from research carried out by those with joint, honorary or other collaborative contracts. This will ensure consistency and increase the visibility of the close collaboration between the University and the NHS Trust. Where there is joint affiliation the phrases 'St George's, University of London' and 'St George's University Hospitals NHS Foundation Trust' should be used in the address for all published research along with the postcode.

When submitting work for publication, St George's researchers should use the address format set out below.

Dr. A. N. Other
St George's, University of London & St George's University Hospitals NHS Foundation Trust
Institute Name
London, SW17 0RE

4. Managing research outputs

St George's aims to maximise the impact of peer-reviewed research publications as well as making its research as widely available as possible. The Institution has therefore implemented a Current Research Information System (CRIS) and SORA to support this.

The CRIS records the bibliographic information related to all research outputs and is a closed system for use only within the Institution. SORA is openly accessible and provides access to the full text for peer-reviewed, published research outputs produced by St George's staff. All content held in SORA is externally available via search engines such as Google and Google Scholar.

St George's requires all researchers to:

- check the requirements of their funder with regards to open access publication; where possible this should be done before work is submitted for publication to ensure the future publication will comply with the terms of their funder(s) open access mandate(s)
- record the bibliographic details of their outputs in the CRIS
- upload a copy of their authors' final accepted manuscript into CRIS for deposit in SORA. This must be done within three months of date of acceptance for publication for journal articles and conference proceedings with an ISSN to be eligible for the post-2014 REF
- where access is provided within three months of acceptance to a published version the terms and conditions of which allow for redistribution, this can be deposited instead of the

final accepted manuscript. If access is provided later, the published version can replace an earlier deposit

Initially, the Repository will contain the following publication types:

- Journal articles
- Conference papers
- Books, chapters and sections
- Patents

5. Copyright compliance & embargoes

Staff are asked to provide the author's final accepted manuscript (the version after peer-review, revision and checking that is sent to the publisher for printing). Library staff will use [Sherpa-Romeo](#) and [Sherpa-Fact](#) to check publisher copyright and archiving policies.

Where funders require a version to be made available under specific licence terms, staff are expected to make all reasonable efforts to comply, and some funding for the payment of OA APCs will be available centrally for this purpose.

Under no circumstances will staff be required to make publications available in contravention of [UK copyright law](#).

Where a publisher has placed an embargo on making an item openly available, the item will only be made publicly available via SORA once the embargo period has expired.

6. External Research Funders Open Access Policies – how to meet them

Many of the major funding bodies have in place open access policies which require authors to deposit the author's final version of their papers into a subject-based repository (e.g. UK PubMed Central) immediately after publication, or as soon as an embargo no longer applies.

Funders may also require that the output is published under a [Creative Commons licence](#) specifically the [CC-BY licence](#) and be made immediately available on open access upon publication.

Staff should make any acknowledgements as required by their funder(s), and observe any requirements with regards to data management.

For further information, staff should contact the CRIS Support and Development Team at sora@sgul.ac.uk

7. How to deposit articles in to the Institutional Repository

Staff (or their representatives) can upload items themselves for SORA via the CRIS. Items deposited should be in PDF format. Full training to assist staff in depositing material will be provided.

8. Approval and review procedure

This Policy will be reviewed on an annual basis by the Library and the Research Strategy Officer for consideration and approval by the Research Strategy Committee.

Recommendations for amendment will be submitted to the Research Strategy Committee. St George's Library and the Research Strategy Officer will monitor adherence to this Policy which should be considered alongside other Institutional policies.

Lawrence Jones, Content & Digital Infrastructure Manager
Jennifer Smith, Research Publications Librarian
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