

Open Access: the alternatives

With recent advances in internet publishing potentially removing constraints upon access and opening up research literature to be available online to everyone, there are a number of new models for the dissemination of research results. The recommendations presented here are intended to guide interested UoE academic staff towards adopting the best practices for effectively publishing their research output online, either in open access journals or open access archives:

- *Open Access Journals* have their contents freely available on the internet, and are funded in a different way from 'normal' journals, which are funded by subscriptions. However, they are identical to normal journals in all other respects, including quality as provided through traditional peer-review. Journals can therefore be divided into two categories: open access journals (a growing minority) and subscription-based journals.
- *Open Access Archives* are sometimes also known as 'institutional repositories'. Please note that open access publication is not intended to be an alternative to normal article publication in the journals which are significant in your field. It is rather a complementary approach. The University of Edinburgh's institutional repository is ERA and can be found online at: <http://www.era.lib.ed.ac.uk/>

Recommendations for Open Access Archiving

1. Upon, or preferably before, publication of the peer-reviewed manuscript (in both subscription-based or open access

journals) a supplementary version of the article should be submitted to the Edinburgh Research Archive.

2. Due to copyright limitations this supplementary version should be the final corrected manuscript sent to the publishers after the peer review process, and not the publisher's typeset version. Please ensure that you send all accompanying illustrations or tables. These can be sent as separate files.
3. The author can either 'self-archive' the article online at www.era.lib.ed.ac.uk (see inside) or contact the Library's mediated deposit service.
4. To use the mediated deposit service please send an electronic copy of the article as an email attachment to era.deposit@ed.ac.uk. In the message body please include the following simple bibliographic details: the primary author, journal title and publisher if known, and your academic unit.
5. Before any article appears online in ERA, Library staff will check the copyright status to ensure legal compliance. Unfortunately, different publishers have different policies towards placing articles online. You can check these yourself at: <http://www.sherpa.ac.uk/romeo.php>
6. Once the article is online it will be assigned a persistent identifier (of the form <http://hdl.handle.net/1842/xxx>) which should be used for citation and linking purposes. This link is guaranteed not to change, so that you can be confident that access to the article will be persistent over time.



The University of Edinburgh Open Access

Guidelines for your research



How to 'self-archive' items in ERA

1. Go to www.era.lib.ed.ac.uk and register for an account with ERA.
2. Before you submit we need to know which collection you would like to belong to. ERA consists of collections of items which relate to Schools and research groups. Please email era.deposit@ed.ac.uk with the details of the academic unit you are part of so we can give you authorization. This step helps prevent bogus material from being deposited.
3. Go to the My ERA page (Figure 1) and click on the 'Start New Submission' button. Choose the relevant submission interface. Theses and Dissertations require their own submission workflow. For all other material choose the 'Other Research Material' button
4. You will need to enter the following details in the submission interface (Figure 2):
 - The full title & author list for your article
 - The publication details for your article
 - The abstract of your article
5. The next step is to Upload (copy) your files and to review the submission details. We only accept open file formats like PDF rather than proprietry formats like MS Word.
6. You will be required to accept a click through deposit licence (Figure 3) which sets out our rights and responsibilities.
7. Your submission will be checked and, after a few days, will appear in ERA. Before any article appears online in ERA, Library staff will check the copyright status to ensure legal compliance. Unfortunately, different publishers have different policies towards placing articles online. If possible, the publisher's typeset PDF version will be used – and this will be sourced by Library staff on your behalf. If the use of the publisher's PDF is not permitted by the publisher (e.g. as with Elsevier and Blackwells) then the supplementary version supplied by the author will be used.

For more information about any part of the ERA service, including copyright, item submission or just general advice, please contact us at era.deposit@ed.ac.uk

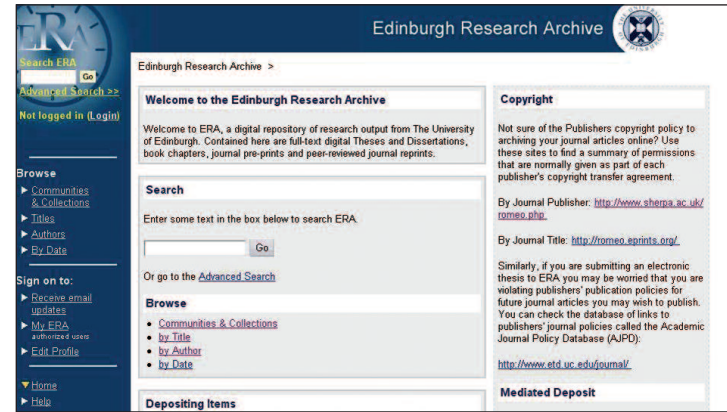


Figure 1:
ERA home page.

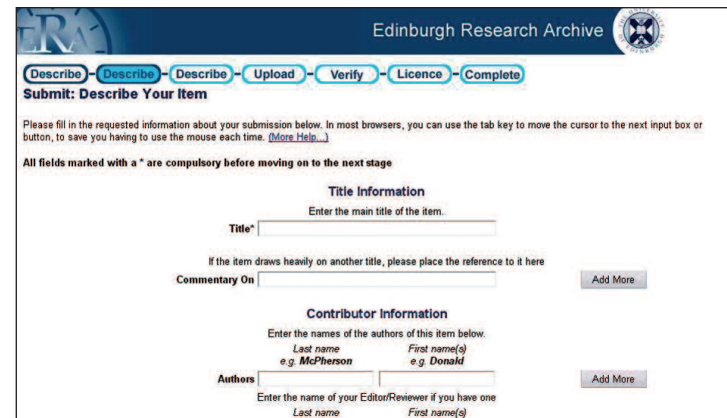


Figure 2:
Submission interface

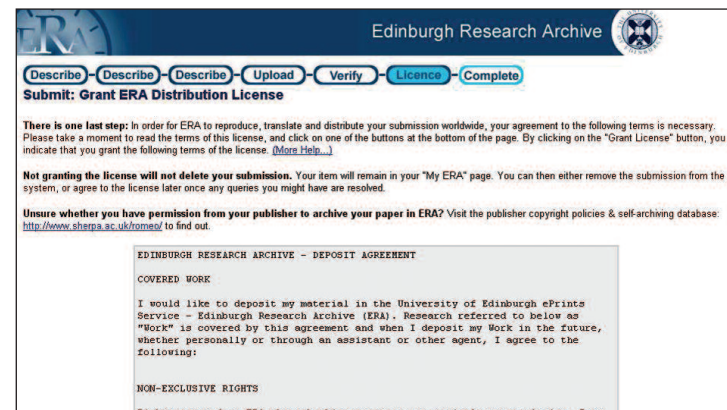


Figure 3:
Click through deposit licence