A brief guide to
Open Access and Goldsmiths Research Online (GRO)

What is Open Access?

Open Access is the system for making research outputs freely available online to be read, downloaded, distributed and re-used without infringing copyright and licensing restrictions.

Goldsmiths researchers can make their research outputs Open Access through our institutional research repository Goldsmiths Research Online (GRO).

Uploading your work to GRO

1. To upload your work to GRO, log in to http://research.gold.ac.uk with your campus username and password (via Shibboleth). You will see your "Manage Deposits" area.

2. On the "Manage Deposits" area click on "New Item".
Select the item type and click on "next."
Upload the full text (optional) and click on "next."
Fill in the basic metadata on the deposit form. These are marked with a red star.

Alternatively, you can use the DOI import function.
In the "Manage Deposits" area, select the "DOI (via CrossRef)" from the drop-down menu for importing items
Click on "Import."
Add the DOI number in the box and click on "Import items."
Metadata will automatically fill in to the GRO deposit form.

3. When the metadata details are in place, click on "Deposit."
Accept the terms & conditions by clicking "Deposit item now."
You will see a green banner that says "Item has been deposited". If you can't see this, please email gro@gold.ac.uk for help as this means your item is not deposited.

4. GRO editors will then review your record and make it live.

Your Goldsmiths staff profile

Once checked by a GRO editor and made live, your GRO deposits automatically feed into your staff page with the next Goldsmiths site sync (usually within one working day).

To enable or disable GRO deposits to feed into your staff profile, please enter your campus username in the "Author ID" section (e.g. abcd001@gold. ac.uk) on the deposit form and select "Yes" or "No" on the drop-down menu under "Show on staff website?".

Copyright and full text deposit

Journal articles and conference proceedings: Due to publishers' copyright restrictions, we are usually allowed to host in GRO the "Author Accepted Manuscript" (AAM) for articles.

An accepted manuscript is the version of your paper after peer-review but without publisher formatting. If you send your manuscript to us or upload it to GRO, we will check the embargo policies of the journal and restrict the public access to your full text accordingly.

Book chapters: For book chapters, each publisher will have their own deposit policy. You can check the details on the publisher website (usually under "self-archiving" section) or email gro@gold.ac.uk for help.

Practice research projects: For practice research projects, we will be able to upload to GRO copyright-free full text material (e.g. a text or multimedia material for which you hold the copyright or you cleared permissions from the copyright owner).

We can upload to GRO the publisher full text (i.e. the final, typeset and designed version) if you published your work:

> in an Open Access publication;

> in a publication that is part of our "read and publish" deals, which lets you publish Open Access at no additional cost;

> your funder has paid an Article Processing Charge (APC) to make your paper Open Access

with a Creative Commons license.

If your work is funded, please make sure to check out your funder's Open Access policies.

REF Open Access Policy

REF 2021 Open Access policy required researchers to deposit journal articles and papers in conference proceedings (those with ISSN) in an Open Access repository such as GRO within 3 months of acceptance. Please see the FAQs prepared by the GRO team.

Post-REF 2021, please make sure to keep your GRO profile updated and continue to deposit your manuscripts to GRO upon acceptance.

Plan S and our Open Access publishing agreements

Plan S is an Open Access publishing initiative supported by an international consortium of research funders that include UKRI and the Wellcome Trust. It requires publications resulting from research funded by public grants to be published in compliant Open Access journals or platforms without embargo. If you are funded by a Plan S signatory, from 1 January 2021 you will be required to make your research publications Open Access via one of the three routes listed here.

Goldsmiths has Read and Publish agreements with several journal publishers. In these agreements the Article Processing Charge that enables Gold Open Access publication is included as part of Goldsmiths subscription agreement with a publisher. Publishing in a participating journal will meet Plan S requirements. For your article to be eligible, you must be the corresponding author and affiliated with Goldsmiths. Our current agreements are listed here.

UKRI's Plan S-aligned policy is expected in mid-2021. Until the new policy comes into effect, UKRI's existing Open Access requirements will continue so UKRI-funded researchers are advised to use our annual APC Block Grant allowance to make their papers Open Access. The GRO team can help with APC payments for UKRI-funded papers through the block grant. If you have a UKRI-funded paper to be made Open Access via an APC payment, please email gro@gold.ac.uk.

More on Open Access

Open Access LibGuide: https://libguides.gold.ac.uk/openaccess
Open Access page on GRO: http://research.gold.ac.uk/openaccess.html
Funder Open Access policies on GRO: http://research.gold.ac.uk/funder-oa-policies.html

Contact

For all enquiries, please email: gro@gold.ac.uk or telephone: + 44 (0) 20 7919 7166.
Please note that the GRO office may not be staffed as we continue to work from home during the covid-19 pandemic.