

RESEARCH PUBLICATIONS POLICY 2024

Introduction

Middlesex University aims to create knowledge and put it into action to develop fairer, healthier, more prosperous and sustainable societies. Middlesex University believes that the publication and dissemination of scholarly activity and research is a public good and that making these available as widely as possible maximises their impact within both the academic community and society as a whole. This policy is in line with open access (OA) principles and research funder policies that endorse immediate, free, online, and unrestricted access, where possible, to all research outputs.

1.1 Purpose of the Policy

This research publications policy enables researchers disseminate their research and scholarship as widely as possible; to achieve the greatest impact and make it available to the widest possible audience; to comply with funder requirements to make research articles and conference proceedings open access immediately upon publication; to publish their work in a publication venue of their choosing.

The policy empowers authors to retain the rights to their own work. It allows authors and the University to comply with and ensure that funder and REF policy requirements are fulfilled.

This policy recognises that it is not necessary for an author to sign over their copyright to the publisher or grant an exclusive license to the publisher in order for their scholarly work to be published or disseminated. This policy supports and sets out the steps authors should take to retain control over their published research to enable increased visibility of research outputs and immediate Open Access via the Middlesex University Research Repository.

The research community has traditionally assigned or given away their scholarly works (in addition to the University's rights) to publishers by transferring copyright at the point of publication. This means that many journal articles and scholarly works are under complete or partial control by academic publishers.

This policy will enable the delivery of our institutional research strategy, especially raising the profile of Middlesex University research and ensuring a full record of researcher and institutional research output.

1.2 Scope

The policy applies from 1 January 2025 to:

- All authors or co-authors affiliated with Middlesex University London, including postgraduate research students.
- All research outputs (e.g. journal articles, conference papers, book chapters, reports, artistic outputs, theses, data) authored or co-authored by staff or students at the University, while the person is a member of staff or student,

unless otherwise stated in this policy. Any outputs submitted for publication before the date of adoption of this policy are exempt.

1.3 Roles & Responsibilities

1.3.1 Library Services owns this policy

1.3.2 The Research and Knowledge Exchange Office is responsible for:

- Monitoring compliance with funder mandates.

1.3.3 Faculty Research and Knowledge Exchange Committees and Deputy Deans (Research) are responsible for:

- Raising awareness of and monitoring compliance with the policy within their faculty.

1.3.4 Library Services are responsible for:

- Maintaining and managing the Middlesex University Research Repository.
- Ensuring that the outputs deposited in the University's research repository adhere to publishers' open access policies.
- Ensuring that the University takes full advantage of open access publishing discounts and agreements.
- Providing advice and guidance to authors.
- Keeping the policy up to date and compliant with funder and REF requirements.
- Making every effort to contact publishers used by Middlesex University authors, to give notice that this policy has come into effect, explaining that a prior licence has been applied to outputs within the scope of this policy.

1.3.5 Authors are responsible for:

- Ensuring that their research outputs are made open access irrespective of whether the output is eligible for the REF.
- Including a rights retention statement when they submit journal articles for publication.
- Ensuring that their outputs are available in the institutional repository on acceptance of publication, and that all University authors are correctly linked to the output, the output is correctly linked to any project through which the research was funded, and that the funder is correctly referenced. Authors are required to deposit Author Accepted Manuscript on acceptance.
- Ensuring the correct institutional affiliation, grant information, and data access statements are used on all their research outputs.
- Registering their ORCID and linking it to their CRIS Researcher Profile.
- Complying with their funders' policies relating to open access and research data management and relevant law, such as third-party copyright and data protection.

1.3.6 Supervisors are responsible for

- Ensuring that the research outputs of postgraduate research students comply with this policy.

Policy

2. Retaining intellectual property rights

2.1 Rights retention statement

This policy confirms that authors are free to choose where to publish.

Upon acceptance for publication, each author grants the University a non-exclusive, irrevocable, worldwide and royalty-free licence – this includes the right to make the author accepted manuscript (AAM) of their scholarly work openly available in the institutional repository, under a Creative Commons Attribution (CC BY) licence, with no embargo.

To do this, each in-scope work submitted for publication can include the following text in the acknowledgement section of the manuscript and/or any cover letter/note accompanying the initial submission:

“For the purpose of open access, the author(s) has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission.”

Alternative wording with the same intended outcome can be used instead, if required by the relevant funder.

For more information see the institutional Intellectual Property Policy <https://www.intra.mdx.ac.uk/tools-policies/policies-and-guidance/intellectual-property>

2.2 Outputs in scope of rights retention

The licence applies to journal articles authored, or co-authored, while a person is a staff member or student at Middlesex University.

Where an in-scope output has been co-authored by another institution, the staff member will make a reasonable attempt to obtain a licence from all the co-authors on the same terms as the licence granted under this policy. This does not apply if the co-authors are employed by institutions that have adopted a policy granting the same rights.

This does not apply to any articles submitted before the adoption of this policy.

2.3 Outputs out of scope of rights retention

The policy does not apply to scholarly editions, textbooks, datasets, book reviews, fictional works, teaching materials, or other outputs that are not scholarly articles. However, the University strongly encourages researchers to make them as openly available as possible with a suitable Creative Commons licence. Further support and guidance are available from the Library Research Support team via repository@mdx.ac.uk.

For research monographs, book chapters, and collections of essays, authors should conform with funder open access requirements and rules, including any permitted embargoes. Funders with open access policies include UKRI, Wellcome Trust and the National Institute for Health and Care Research.

2.4 Exceptions

This policy applies to all in-scope outputs submitted for publication from 1st January 2025 by default.

However, in exceptional circumstances it is permissible for staff to opt out of the requirement for immediate open access upon publication, or the assignment of a CC-BY licence. Authors can request an opt-out for the following circumstances during the deposit process:

- a. A substantial amount of third-party copyrighted material that cannot be licensed with a CC-BY licence
- b. Publisher refuses to allow publication with the Rights Retention Statement intact
- c. Co-authors do not agree to share the manuscript immediately on publication with a CC-BY licence

This action may cause the research output to be non-compliant with funder policies.

Where a researcher wishes to opt out of the requirement for immediate open access upon publication, they should complete the rights retention waiver form prior to submission of the work for publication, providing a clear rationale based on the reasons listed above.

Authors should make sure any opt out does not conflict with funder open access requirement and that consideration is given to any REF open access requirements to ensure eligibility of submission.

Any such request will be reasonably considered by the Library (in consultation with Faculty research leads where necessary) on behalf of the University but will be granted only in exceptional circumstances and will not be granted where to do so would put the University (or the relevant researcher) in breach of a funder requirement.

3.0 Open Access publishing and deposit

Whether researchers follow either the Green, Gold or Diamond route to open access they must retain their rights and comply with funder and publisher requirements when choosing the appropriate route.

All accepted manuscripts of research outputs must be deposited into the institutional repository, immediately after they are accepted for publication. The University will make the full-text of the Author Accepted Manuscript publicly available on the date of first online publication under a CC-BY licence.

For further guidance, see the institutional Open Access Policy <https://www.intra.mdx.ac.uk/key-information/open-access-publishing>

4.0 Additional researcher requirements

a. Affiliation

All publications should acknowledge affiliation to the University using a standardised institutional affiliation “Middlesex University London” in all research outputs and an institutional email address. If required, the standard Middlesex University address should be used:

Middlesex University,
Hendon,
London, NW4 4BT
United Kingdom

b. ORCID

Researchers must claim, create, and populate their ORCID record (<https://orcid.org>) and link it to their CRIS Researcher Profile – contact repository@mdx.ac.uk for support. They must then ensure their research outputs, and any research profiles also use their ORCID.

c. Data access statement

Researchers must include a Data Access Statement in all research outputs even where there are no data associated with the publication, or the data are inaccessible. The statement informs readers where the associated underlying research materials are available and how they can be accessed.

A Data Access Statement is a short, two-sentence statement that provides the following information:

- The location of your data, including a Digital Object Identifier (DOI) or repository URI
- The terms and conditions of data access, including a data license.

e.g.: "The data underpinning this study are available at [DOI], and are made available for re-use with citation under a CC-BY 4.0 license" or

"The data underpinning this study are restricted due to legal and ethical constraints to data sharing. Data are deposited in the UK Data Service at [DOI]. The data are only available for use upon application to the UK Data Service."

Even if your data are restricted or no data are available, this should be reflected in your data access statement.

e.g.: "There are no available data associated with this study" or "Data for this study have been destroyed in compliance with General Data Protection legislation and are not available for re-use".

For more information on research data management, see the Research Data Management policy

https://www.intra.mdx.ac.uk/_data/assets/pdf_file/0037/169399/Research_Data_Management_Policy_APS_27.pdf

d. Grant information

Authors must acknowledge the source of grant funding associated with a research output in all research outputs, including details of the funding received. Authors must use the wording specified by their funder in the relevant section of their manuscripts.

5.0 Associated policies and guidance

Intellectual Property policy <https://www.intra.mdx.ac.uk/tools-policies/policies-and-guidance/intellectual-property>

Open Access policy <https://www.intra.mdx.ac.uk/key-information/open-access-publishing>

Research Data Management policy
[https://www.intra.mdx.ac.uk/_data/assets/pdf_file/0037/169399/Research Data Management Policy APS 27.pdf](https://www.intra.mdx.ac.uk/_data/assets/pdf_file/0037/169399/Research_Data_Management_Policy_APS_27.pdf)

UKRI open access policy <https://www.ukri.org/publications/ukri-open-access-policy/uk-research-and-innovation-open-access-policy/>

Library research support and guidance <https://libguides.mdx.ac.uk/research>

Creative Commons licences <https://creativecommons.org/share-your-work/cclicenses/>

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