## Stage 1: Planning the research

CI) UNIVERSITY OF NEW ZEALAND

Does your **institution** require you to make your **published outputs** open?



You can make your published research open in our repository, Massey Research Online.



Read more about Open
Access or contact
library@massey.ac.nz

Does your **funder** require you to make your **published outputs** open?



Go to your funder's website for in-depth policy details.



<u>Open policy finder</u> provide an overview of individual funders' Open Access requirements, or contact <u>library@massey.ac.nz</u>

Have you discussed your OA plans & obligations with all Māori, Pasifika, or other Indigenous groups involved in your research?



Read the <u>Guidelines for</u> <u>Māori research ethics</u>.



Learn more: How can Vision

Mātauranga be understood
and applied to research?

Do you plan to use images or figures from other sources in your publication?



You may need to ask for permission to use these items and clearly mark their reuse rights.



Creative Commons guide to marking 3rd party copyright.

### **Tips & Tricks**



**Tip 1:** Some funders require you to <u>preregister your research plan</u> before you begin collecting data.



**Tip 2:** Use browser extensions such as <u>Unpaywall</u> or <u>Core Discovery</u> to find open versions of papers while you are doing background research.



**Tip 3:** Use reference management software to keep track of citation, copyright information and permissions for any 3rd party images and figures you plan to use.



**Tip 4:** Many journals charge for Open Access. Some funders let you include this Article Processing Charge (APC) as part of your grant.

#### **Checklist**



- I have read and understand my funder's Open Access Policy.
- I have discussed my plans for Open Access with my Māori, Pasifika and Indigenous partners.
- I have preregistered my research plan (if required).
- I have a plan for how to pay for Open Access fees (if I need to).

Go to Stage 2 of the Open Access Toolkit.

**Questions?** 



# Stage 2: Choosing a journal

Are you submitting your manuscript to a trusted journal?



Is your chosen journal covered by your institution's Open Access publishing agreements?

Are there other options for Open Access funding at your institution?



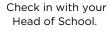
What Open Access options



Think.Check.Submit. has checklists to help you assess journal quality and trustworthiness.

Open policy finder provide an overview of individual journals' Open Access requirements.

Massey's Read and Publish <u>Agreements</u>











library@massey.ac.nz

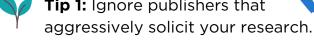
Check the journal's For authors page for more in-depth information.

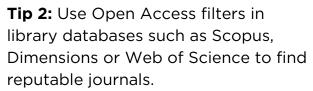
library@massey.ac.nz

Contact your research support team for more information.

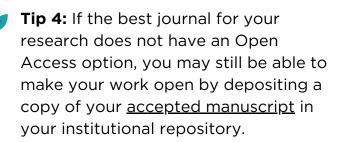
## Tips & Tricks















I have checked the legitimacy of the journal I have chosen.

I know what Open Access options my chosen journal offers and which one(s) I plan to use.

I have checked my institution's Open Access Read & Publish Agreements to see if I can publish in my chosen iournal for free.

If I can't use the Open Access publishing agreements, I have explored other funding options.

Go to Stage 3 of the Open Access Toolkit.

**Questions?** 



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## Stage 3: Submitting a manuscript

What do you need to do to use the Open Access

publishing agreements?



The <u>corresponding author</u> must be from Massey
University in order to use the agreements.



Check the terms of your agreement. Find general advice on the Massey website.

Massey Read & publish agreements.

Does the journal have research data publishing requirements?



Check the journal's website for details on their research data policy.



More on Research Data
Management
Learn more:
Te Mana Raraunga.

Which Creative Commons licence is the best fit for your publication?



<u>Creative Commons</u> <u>licence chooser</u>.



More info - read: <u>Guide to</u>
<u>Creative Commons</u>
<u>licences</u> OR contact:
<u>copyright@massey.ac.nz</u>

Does your funder require you to retain your author rights?

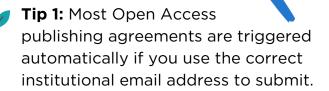


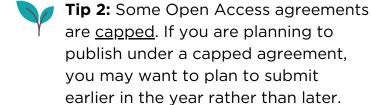
Check your funder website for details of their rights retention requirements.



Contact: <a href="mailto:library@massey.ac.nz">library@massey.ac.nz</a>

### Tips & Tricks







**Tip 3:** Additional fees (colour page charges, etc.) are not covered by most of the Open Access agreements.



**Tip 4:** If the journal you want to publish in isn't covered by your institution's agreements, ask your co-authors to check if it is covered by theirs. Different institutions have different agreements.

#### **Checklist**



I have used the correct institutional
email address to activate the Open
Access publishing agreements.

I have identified any additional fee
I have identified any additional fee (colour page charges, etc.) I may need to pay for my article
need to pay for my article.

I have checked my journal's data
publishing requirements and published
my research data accordingly.

I have chosen a Creative Commons
licence that I feel comfortable with
(if required).

I have retained my author rights (i
required by my funder).

Go to Stage 4 of the Open Access Toolkit.

**Questions?** 



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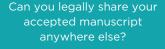
## Stage 4: On acceptance

Get a copy of your accepted manuscript. If you are the corresponding author, send a copy to your co-authors.

Can you make your accepted manuscript open in your institutional repository now, or does it need an embargo?



If you negotiated with the publisher to retain author rights, have you notified the library?

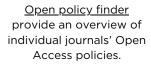




How to find your accepted manuscript (by publisher)

Open policy finder provides an overview of individual journals' Open Access policies.

Most libraries check journal embargo policies before making accepted manuscripts open in the repository.





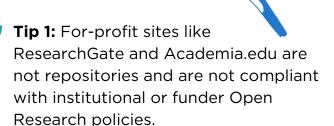
Read the guide to article versions for more information.

More guidance is available on Sharepoint for Massey Staff.

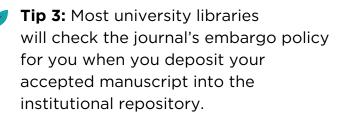
You need to provide evidence that you've retained your rights. Contact library@massey.ac.nz for more information.

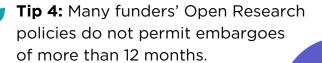
copyright@massey.ac.nz if you are unsure.

### Tips & Tricks













I (and my co-authors) have a copy of

the accepted manuscript. I have deposited the accepted

manuscript in my institutional (or other not-for-profit) repository.

I know whether or not my accepted manuscript must be embargoed.

I have kept records of any contract negotiations I have had with the journal publisher and notified the library if I retained my author rights.

I understand where I can legally share my accepted manuscript.

Go to Stage 5 of the Open Access Toolkit.

**Questions?** 



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# Stage 5: After publication

Have you added all versions of your publication to your institution's research management system?

Have you added your publication to your ORCiD and social profiles?

Have you communicated with all of your research partners, participants and other interested/affected parties about where they can access your published research?

Have you included the DOI and/or repository URLs for your article in your final funder report?







More guidance on Elements, ORCiD and communicating your research (Sharepoint for Massey Staff only).

Check your funder website for reporting requirements. Guide to DOIs for research

### **Tips & Tricks**





**Tip 1:** Think about the platforms that your audience is most likely to use and promote your research there.



**Tip 2:** Your institution likely has a variety of communication channels to help you promote your research.



**Tip 3:** Use the DOI whenever you promote your research online. This helps to collect usage metrics for your article.

#### **Checklist**



- I have added the published version and accepted manuscript of my article to <u>Elements</u>
- I have fulfilled all my funder's reporting requirements.
- I have added my publication (with DOI!) to my other researcher and social media profiles (if relevant).
- I have notified my research partners, participants and other interested or affected parties where and how they can access my final research.

**Questions?** 

