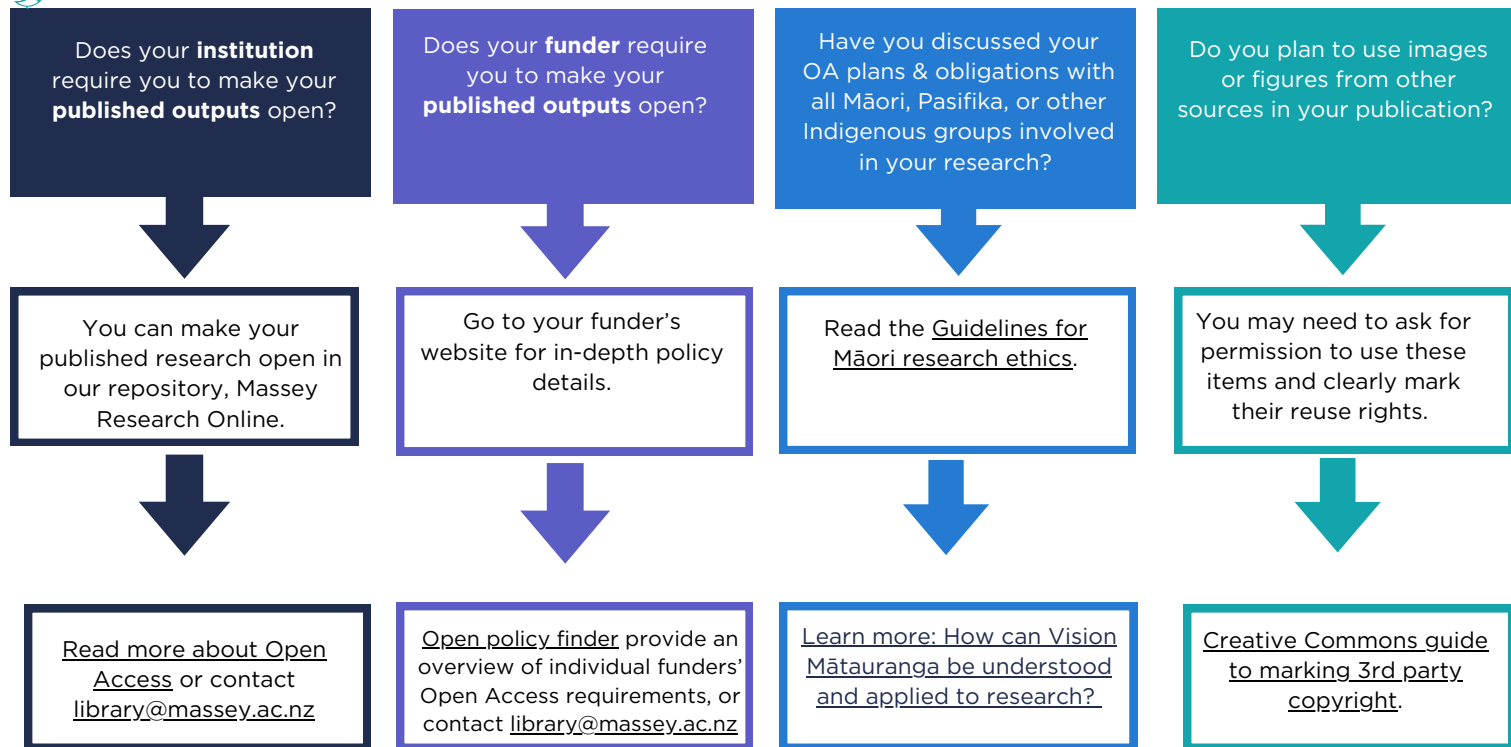


# Stage 1: Planning the research



## Tips & Tricks

**Tip 1:** Some funders require you to [preregister your research plan](#) before you begin collecting data.

**Tip 2:** Use browser extensions such as [Unpaywall](#) or [Core Discovery](#) 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.

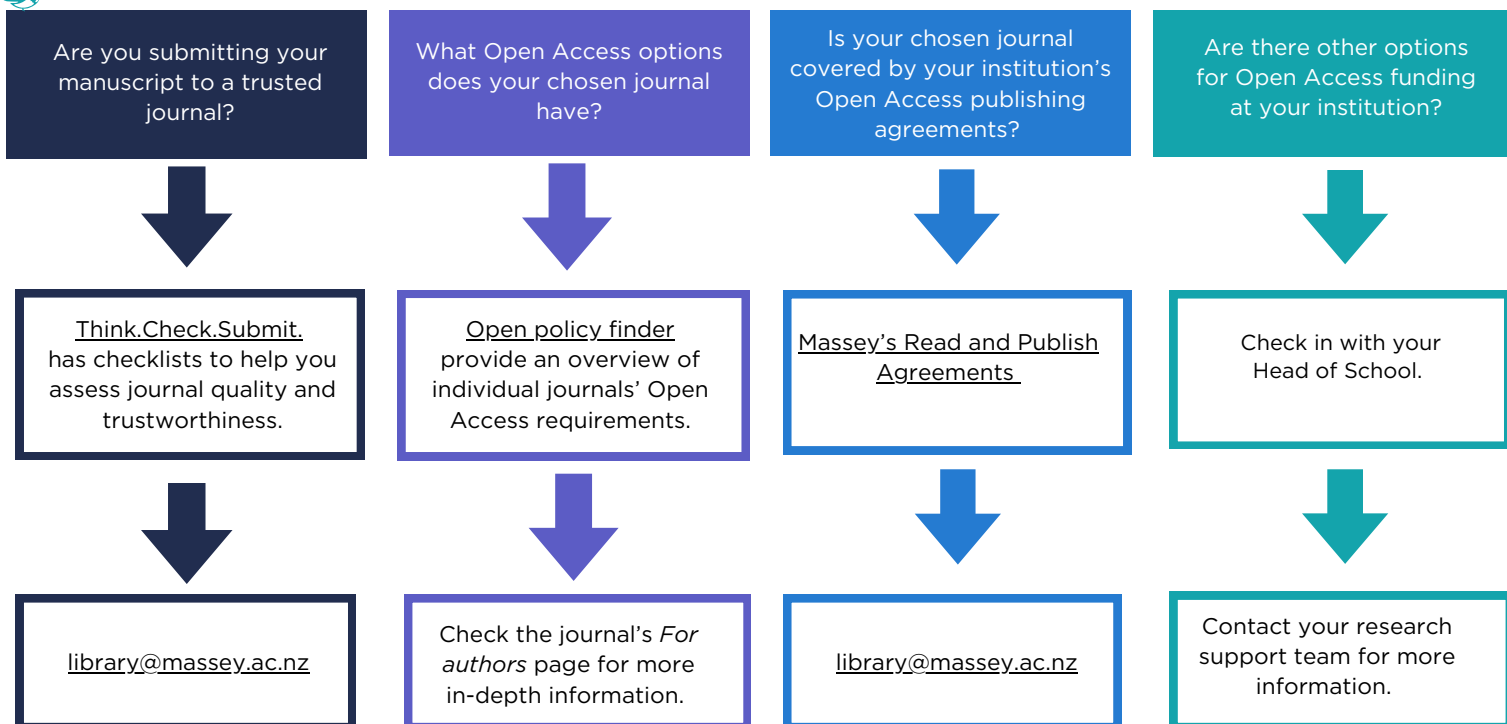
## Checklist

- ☐ 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



## Tips & Tricks



**Tip 1:** Ignore publishers that aggressively solicit your research.



**Tip 2:** Use Open Access filters in library databases such as Scopus, Dimensions or Web of Science to find reputable journals.



**Tip 3:** Use the [Directory of Open Access Journals](#) to find journals without Open Access fees.



**Tip 4:** If the best journal for your research does not have an Open Access option, you may still be able to make your work open by depositing a copy of your [accepted manuscript](#) in your institutional repository.

## Checklist



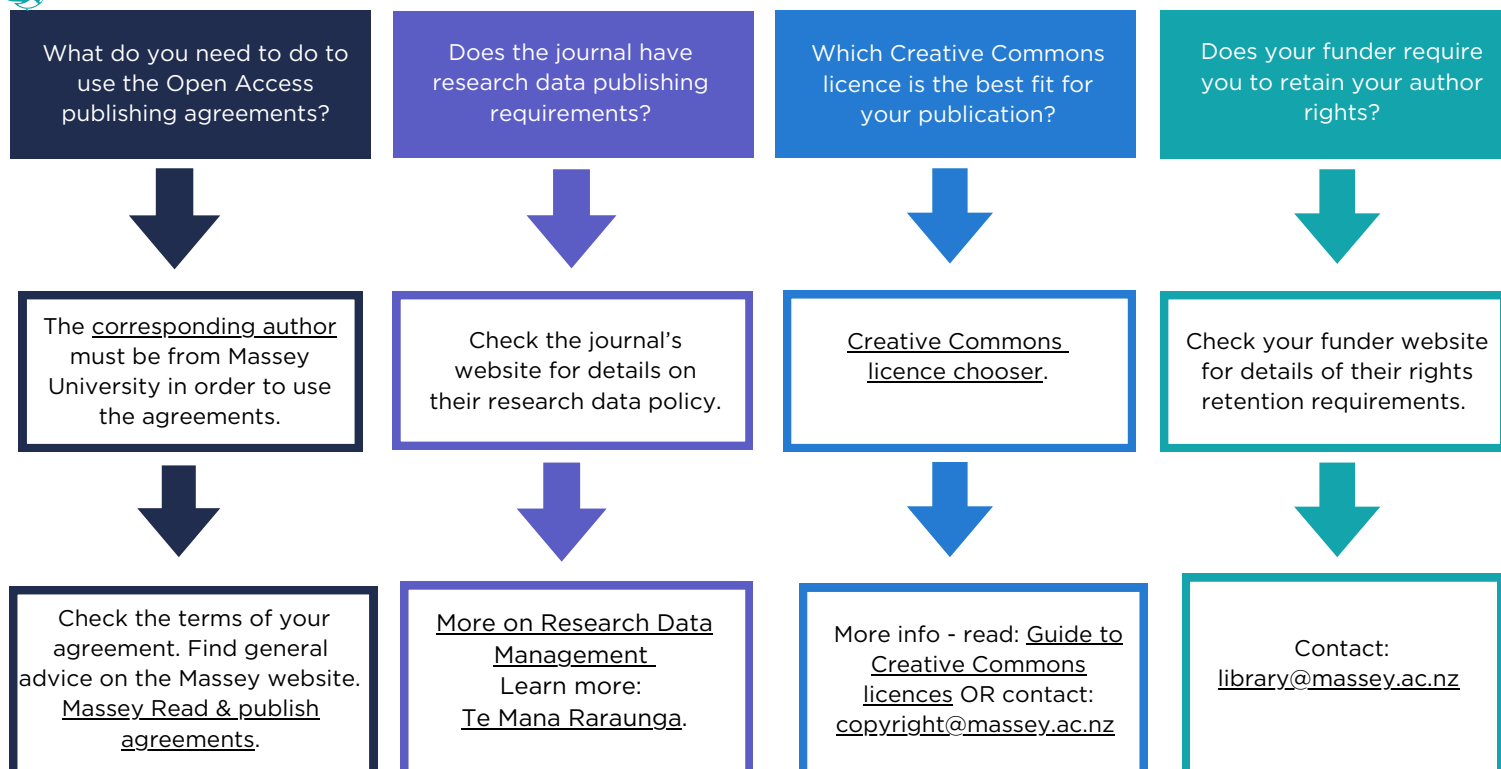
- ☐ I have checked the legitimacy of the journal I have chosen.
- ☐ I know what Open Access options my chosen journal offers and which one(s) I plan to use.
- ☐ I have checked my institution's Open Access Read & Publish Agreements to see if I can publish in my chosen journal for free.
- ☐ If I can't use the Open Access publishing agreements, I have explored other funding options.

Go to Stage 3 of the Open Access Toolkit.





**Questions?**



# Stage 3: Submitting a manuscript



## Tips & Tricks

-  **Tip 1:** Most Open Access publishing agreements are triggered automatically if you use the correct institutional email address to submit.
-  **Tip 2:** Some Open Access agreements are capped. If you are planning to publish under a capped agreement, you may want to plan to submit earlier in the year rather than later.
-  **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 fees (colour page charges, etc.) I may 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 (if required by my funder).

Go to Stage 4 of the Open Access Toolkit.

**Questions?**

# Stage 4: On acceptance



## Tips & Tricks



**Tip 1:** For-profit sites like ResearchGate and Academia.edu are not repositories and are not compliant with institutional or funder Open Research policies.



**Tip 2:** Some funders require you to retain copyright for Open Access purposes, which can add weight to your publisher negotiations.



**Tip 3:** Most university libraries will check the journal's embargo policy for you when you deposit your accepted manuscript into the institutional repository.



**Tip 4:** Many funders' Open Research policies do not permit embargoes of more than 12 months.

## Checklist

- ☐ 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?**

# 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 [Elements](#).
- ☐ 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?**

