

## OPEN ACCESS ARCHIVING GUIDELINES FOR INTERNALLY FUNDED RESEARCH

### 1.0 GUIDELINES STATEMENT

1.1 Whereas all MacEwan University faculty members are encouraged to contribute research of enduring value to MacEwan's institutional repository, *Research Online at MacEwan (RO@M)*, it is an expectation that recipients of internal research grants contribute any peer-reviewed works arising from these grants-- including articles and juried conference papers -- to RO@M within 12 months of publication.

### 2.0 PURPOSE

2.1 As a publicly funded institution, MacEwan University has a vested interest in making the findings of internally funded research widely available. Doing so creates greater opportunities for knowledge mobilization and community engagement.

2.2. The following commitments have informed the development of these guidelines:

- Maintaining faculty member's academic freedom, intellectual property rights, and right to publish in venues most suitable to disciplinary standards and expectations.
- Recognition of the importance of peer-review, and of timely and effective dissemination of research results, in scientific and scholarly advancement.
- Alignment with open access policies already in place by Canadian and international research funding agencies.

### 3.0 APPLICABILITY

3.1 These guidelines apply to MacEwan University faculty members in receipt of the following internal research funding grants:

- Dissemination Grant
- Project Grants
- Publication Grant
- Scholarship of Teaching and Learning Fellowship
- Strategic Research Grant

### 4.0 GUIDELINE ELEMENTS

4.1 Grant holders intending to publish peer-reviewed articles or conference papers should select publishers that allow authors to archive either the author's accepted manuscript of a work or the official version of record in an open access institutional repository. Librarians can assist with making these determinations.

4.2 To contribute works to RO@M, grant holders need to email a complete citation and a copy of their work (either the author's accepted manuscript or official version of record if permitted by the publisher) to [roam@macewan.ca](mailto:roam@macewan.ca) within 12 months of publication. By contributing works to RO@M, recipients grant MacEwan University Library nonexclusive permission to preserve and post this work to the Internet. After

a work is contributed, the Library will ensure any publisher requirements are met before posting the work (e.g. inclusion of copyright statements, adherence to embargo periods).

- 4.3 Grant recipients should report the contribution of works to RO@M, or intentions to do so within the time limit specified in section 1.1 of these guidelines, in final funding reports to MacEwan University's Office of Research Services. Failing to do so may be taken into consideration when determining future internal grant funding allocations. Note: In lieu of a final report, recipients of Publishing Support Grants should notify the Office of Research Services directly at [research@macewan.ca](mailto:research@macewan.ca).
- 4.4 Faculty members may opt out of this archiving requirement without prejudice by notifying the Office of Research Services by email ([research@macewan.ca](mailto:research@macewan.ca)) and providing details as to why they are prevented from contributing their work to an open access institutional repository, be it due to constraints posed by publishers, co-authors, other rights holders, or any other reason.

## 5.0 DEFINITIONS

### **Author's accepted manuscript**

An author's final draft of an article that has been peer-reviewed and revised, but does not yet reflect any copy-editing or typesetting changes made by a publisher. This is sometimes referred to as a *post-print*. Most scholarly publishers allow authors to post this version of a work online in an institutional repository.

### **Institutional repository**

A digital archive used to manage and disseminate the intellectual output of an academic institution.

### **Juried conference papers**

Conference papers that have undergone formal peer-review.

### **Official version of record**

The final published version of an academic article. Most subscription-based scholarly publishers do not allow this version to be posted online unless an author has paid an additional article processing charge. If this is the case, authors are encouraged to post the author's accepted manuscript instead.

### **Open access**

Unrestricted online access to research literature either through an open access journal or repository.

### **Publisher embargo period**

A period of time (typically 12 months) following formal publication where an academic article is only available to users who have paid access to that content and cannot be shared freely online.

## 6.0 ASSOCIATED PROCEDURES

- RO@M Contribution Guidelines  
[http://roam.macewan.ca/about/faq\\_for\\_authors/contribution\\_guidelines](http://roam.macewan.ca/about/faq_for_authors/contribution_guidelines)
- Funding >> Post-Award Management>> Internal Grants Reporting Guidelines  
<https://www.macewan.ca/wcm/OfficeofResearchServices/Post-awardManagement/index.htm>

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