

Six things to do when you submit an article for publication:

1. Supporting research data

Include a 'data access statement' in the paper, to describe where and on what terms any supporting research data you have created can be found. Examples are available from the [University of Bath](#). In addition, EPSRC expects that data created with its funding will be archived for 10 years.

Reason: to increase discoverability of publicly funded research data, and to comply with Expectations II and V of [EPSRC's Policy Framework on Research Data](#) (pdf 132 KB) (from 1 May 2015).

2. Researchfish

Enter your publication into the EPSRC's system for reporting the outcomes of projects it funds, Researchfish. It is recommended that you enter it via a DOI to the grant number which then automatically adds all other essential fields (e.g. authors, title, publication year). Your PI must then authorise your entry during the Annual Submission Round by pressing the big red submit button for all reports under that grant reference.

Reason: to comply with the terms of your project's contract with EPSRC, and make sure EPSRC has all the information it needs about what you and your project have achieved to report on to central government e.g. for the next Comprehensive Spending Review. Researchfish will automatically pass the information on to the public search facility, 'Gateway to Research' every month, increasing the impact of your research, especially if you include a unique and persistent link such as a DOI.

3. Institutional records of publications

There are different types of systems at different universities. Oxford, for example, advises its authors to enter a description of their publications into the bibliographic database system, [Symplectic Elements](#), for use by authors and the institution. Entries can then be loaded into the ORA institutional repository (see next item) without the need to duplicate information. Newcastle, however, asks its authors to enter information about their publications into the [MyImpacts system](#), which not only provides a record for staff and institutional use, but also feeds publicly accessible webpage profiles, and an EPrints repository. Some universities e.g. [Birmingham](#) use PURE as both a record of publications and a repository (see next item).

Reason: aside from the benefit to the author of having a consistently formatted publications list, in the case of Oxford and Newcastle, entering information about your publications into these institutional systems is also how publications will be included in the post-2014 REF (but to be eligible, journal articles and conference proceedings must also be submitted to an institutional repository, e.g. [ORA](#) or [EPrints](#), see below).

4. Institutional Repository

If your publication is a journal article, or conference proceeding with an International Standard Serial Number, submit the author's accepted and final peer-reviewed version to your institution's repository (e.g. PURE, UBIRA, ORA, AURA, EPrints) or subject repository (e.g. arXiv) within three months of acceptance. Some universities e.g. [Birmingham](#) use PURE as both a repository and a record of publications (see item 3).

Reason: to make the publication eligible for inclusion in the post-2014 REF as required by [UK HE funders open access policy](#) (pdf, 195 KB). The policy applies to publications accepted after 1st April 2016.

And the ARCC network also hopes that you will:

5. ARCCnews

Tell ARCCnews about any aspects of the article or report that demonstrate stakeholder engagement e.g. events, articles and quotes in trade and other grey literature, tools/resources/briefings for stakeholders or policymakers. Email when it will appear, and where readers can get unrestricted access to it to the editor kay.jenkinson@ukcip.org.uk

Reason: so ARCCnews can help your research achieve greater impact by promoting it to the ARCC network of stakeholders and researchers. NB ARCCnews is unlikely to feature articles behind a paywall or without significant direct stakeholder relevance.

6. ARCC data list

Add a description of your data to the ARCC data list on the [OpenARCC](#) blog site. It asks for the five key pieces of information about your dataset, that would enable a user to understand whether it might be relevant to them

Reason: to increase discoverability of your data, and to show a willingness to address the Policy Framework on Research Data's [Expectation V](#) (pdf, 135 KB) which, from 1 May 2015, requires researchers to publish descriptions of all their EPSRC-funded data.

FAQs

If the authors are from several institutions, do we each need to submit the article to our own institution's open access repository?

The current (April 2015) best answer is, yes you do, because each institution is required to demonstrate compliance independently for the post-2014 REF. However, you should check that this would not contravene the journal's publication conditions. In the longer term, one might hope that greater uptake of ORCID researcher IDs, and improved interoperability between the systems, would make it possible for a deposit in any institutional open access repository to satisfy UK Higher Education Funder policy for all authors wishing to use the article in the post-2014 REF.

If I publish in an Open Access Journal, is it still necessary to undertake all the items in the check list?

- Institutional Repository: Yes, if you may wish to use your publication in the post-2014 REF. UK HE Funder policy explicitly requires a deposit in an institutional repository or subject repository.
- Researchfish: Yes, to comply with your EPSRC grant terms.
- ARCC News: Yes please, although if the quality of entries in Gateway to Research improves, and our experiments to automate the pull from GtR are successful, this may become one less thing to do.



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