

3 Steps to Open Access for REF2021

The [REF2021 open access policy](#) requires articles and conference proceedings (with an ISSN and accepted from 1 April 2016 onwards) to be open access for eligibility to the next REF.

Authors can meet the policy by following the steps below:

Step	Action
1	Upon acceptance, create a Pure record for your research output: <ul style="list-style-type: none">• Log in to Pure• Click 'Add content' and select the relevant research output type• Add as much information as possible (the fields marked with an asterisk are required)• If applicable, add a link to your research project under 'Relations'
2	Upload the author accepted manuscript to Pure* <ul style="list-style-type: none">• Word file (preferred file type) or PDF• Save the record 'For validation' <p>*Alternatively the author accepted manuscript can be emailed to repository@gcu.ac.uk once the record has been created. We will send confirmation when the file has been uploaded.</p>
3	Forward the acceptance email to repository@gcu.ac.uk <ul style="list-style-type: none">• Please ensure the title of the output is included in the email

The repository team will then review your research output, check the publisher copyright policy and contact you if more information is needed. Once the record has been validated the output will appear in [ResearchOnline](#) linked to your Pure profile.

For more information and advice please contact: repository@gcu.ac.uk