



Glasgow Caledonian University Publications Policy (2025)

Prepared By	Library Services
Owned By	Pro Vice-Chancellor (Research)
Final Approval Senate	June 2025
Approval University Research Committee	May 2025
Published Location	edShare, July 2025
Other documents referenced	Policy on Open Access to Research (2014) Research Data Management Policy

Last Reviewed: April 2026
Next Review Date: April 2027

Version Control

Version Number	Date issued	Author	Update information
0.1	29/01/2025	Senior Librarian: Collections and Discovery	First draft
0.2	15/05/2025	Senior Librarian: Collections and Discovery	Advice from University Research Committee incorporated
0.3	04/06/2025	Senior Librarian: Collections and Discovery	Advice from Senate incorporated
1.0	08/07/2025	Senior Librarian: Collections and Discovery	First version published

Introduction

Academic staff and research students at Glasgow Caledonian University have traditionally, when publishing research outputs, exercised an independent right to assign or give away their scholarly works (in addition to the University's right). This has enabled the current process of the corresponding author assigning copyright to publishers, which results in many journal articles and scholarly works now being under partial or complete ownership by academic publishers. For the University and its researchers to comply with funder and REF requirements, and to enable the University to disseminate its research and scholarship as widely as possible (whilst enabling its staff and students to publish their work in a venue of their choice), Glasgow Caledonian University adopts the following policy.

Rationale

- To ensure that publications are eligible for submission to the REF or equivalent.
- To ensure that funder open research requirements are met, including those of UKRI, Wellcome and the European Commission.
- To raise the profile of Glasgow Caledonian University's research.
- To provide a full record of researcher and institutional research output.
- To complement Glasgow Caledonian University's Research Data Management Policy, which requires the long-term storage and preservation of research data, in particular data that enables the validation of research outputs and reported results.

Scope

This policy applies to all research outputs produced by staff employed by Glasgow Caledonian University and postgraduate researchers, unless specific instruction is provided. The University's institutional repository provides the mechanism for recording details of all outputs and the means for making outputs open access.

Any outputs accepted for publication before the adoption of this policy are exempt.

Research Publications and Copyright Policy

1. Glasgow Caledonian University shares the commitment of UK Research and Innovation (UKRI), Coalition S, Wellcome and other external funders to enable immediate access for all to the outputs of publicly funded research.
2. Glasgow Caledonian University confirms the current practice that members of staff and students own the copyright to their scholarly works.
3. Glasgow Caledonian University recognises that the choice of the venue of publication is an academic matter. In determining where to submit, the University strongly recommends the following be taken into consideration:
 - Disciplinary coverage of the proposed place of publication
 - Capacity for timely publication
 - Reviewing and editorial standards
 - Other relevant discipline-specific factors
 - Compliance with funder and institutional open access requirements.

In accordance with the San Francisco Declaration on Research Assessment (DORA), of which Glasgow Caledonian University is a signatory, journal-based metrics should be used responsibly and as part of a wider range of metrics.

4. Authors must comply with their funders' policies relating to open access and research data management.
5. Authors should register for an Open Researcher and Contributor ID (ORCID) and ensure it is recorded on their employee record in the HR database or on their student record in the Student Information Management System (SIMS). Authors should include their ORCID on any personal webpage, when submitting publications, when applying for grants, and in any other research workflow to ensure that the individual is credited for their work and that the correct institutional affiliation is achieved. Authors are strongly encouraged to approve the export of data from GCU's institutional repository to their ORCID.
6. Authors should use an address in the form below when submitting an item for publication. As a minimum, a standardised institutional affiliation "Glasgow Caledonian University" must be used, but the following format is preferred:

<Centre/Department>, <School>, <Glasgow Caledonian University>, <Postal Address>.
7. Authors should specify authors' contributions in all research outputs to ensure individuals' roles are identifiable and duly recognised. Whenever possible authors are encouraged to use the Contributor Role Taxonomy (CRediT) to describe contributions: <https://credit.niso.org/>.

8. Authors must include a Data Access Statement in all research outputs even where there are no data associated with the publication, or the data are inaccessible. The statement informs readers where the associated underlying research materials are available and how they can be accessed.
9. Authors must acknowledge the source of any grant funding associated with a research output. Where the grant was awarded to GCU information about the grant should also be linked, by the author, to the record of the publication in Glasgow Caledonian University's institutional repository.
10. Authors must record bibliographic details of all research outputs in the University's institutional repository. For new outputs this must be done as soon as possible after acceptance for publication. When creating the record in the University's institutional repository, authors should complete the appropriate fields to confirm if a data access and a rights retention statement have been included in the output.
11. Authors must deposit an electronic copy of the Author Accepted Manuscript (AAM), or equivalent, of each output in the University's institutional repository. For new outputs this must be deposited as soon as possible after acceptance for publication. Where possible, bibliographic details and an AAM should be deposited simultaneously. AAMs are deposited at no charge to Glasgow Caledonian University and should be in an appropriate electronic format (such as docx or PDF).

Scholarly Articles

12. Authors must retain the necessary rights to make the AAM of scholarly articles publicly available under the terms of a Creative Commons Attribution (CC BY) licence. Scholarly articles are defined as research articles, including reviews and conference papers. See Appendix 1 – Rights Retention for recommended wording to include in manuscript submissions.
13. Authors grant Glasgow Caledonian University a non-exclusive, irrevocable, worldwide licence to make manuscripts of their scholarly articles publicly available under the terms of a Creative Commons Attribution (CC BY) licence, or a more permissive licence.
14. Where copyright allows and there are no confidentiality or commercial constraints, Glasgow Caledonian University will make the AAM accessible to the public on the date of first online publication (or the conference end date for conference proceedings) under a Creative Commons Attribution (CC BY) licence.

Longform Publications

15. Authors should endeavour to retain the necessary rights to make the manuscripts of certain longform work (monographs, edited collections and book chapters), publicly available under a Creative Commons licence, within 12 months of publication. Authors are encouraged to discuss these requirements with their publisher prior to signing a publishing agreement.
16. Authors grant Glasgow Caledonian University a non-exclusive, irrevocable, worldwide licence to make manuscripts of their longform publications publicly available under the terms of a Creative Commons licence.
17. Where copyright allows and there are no confidentiality or commercial constraints, Glasgow Caledonian University will make the manuscript accessible to the public on the date of first online publication, and no later than 12 months after first publication, under a Creative Commons licence.

Rights Retention Opt-out

There may be exceptional circumstances where authors must opt out of the University Publications Policy rights retention requirement (point 12). For example, if an article contains substantial material where copyright is held by a third party that cannot be reproduced with a CC BY licence. Opting out may cause the research output to be non-compliant with funder and/or REF open access policies.

Please contact the Library Research Team prior to submission if you think there are exceptional circumstances that will prevent you applying rights retention.

Please note, authors cannot opt out of the requirement to deposit an electronic copy of the AAM in the University's institutional repository.

Policy History

This policy replaces in its entirety Glasgow Caledonian University's Policy on Open Access to Research, approved by Senate in 2014.

Appendix 1 – Rights Retention

Scholarly outputs should include the following rights retention statement in the funding acknowledgement section of the manuscript and any accompanying cover letter/note:

“For the purpose of open access, the author has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission.”

Where the University has given a publisher prior notice of this policy the statement does not have to be included for a CC BY licence to be applied to the AAM. Authors can check the list of notified publishers on the GCU Library website. If your publisher is not on the list, please contact the Library Research Team who will notify the publisher as soon as possible and update the list accordingly. Where your publisher is not on the list, the rights retention statement must be included in the funding acknowledgement section of the submitted manuscript and any accompanying cover letter/note.