



## **MND Association Grantee Guide to our Open Access Policy**

**MND Association grantees are required to make peer-reviewed papers resulting from our funding available through open access AND available within the Europe PubMed Central (Europe PMC) database as soon as possible, but within 6 months of publication.**

**This mandate does not apply to awards made before 2011.**

A quick guide to how to implement our policy is given below. The MND Association's position on open access is given in full in appendix 1. This is also available on our website [www.mndassociation.org/openaccess](http://www.mndassociation.org/openaccess).

### **When should I think about open access publishing?**

As soon as you decide that you have sufficient data to write up for publication and begin planning to which journal your work will be submitted.

### **What is not covered by the mandate?**

This open access mandate excludes reviews, book chapters, editorials or conference proceedings. It also excludes publications arising from awards made prior to April 2011.

The Association's open access mandate applies to research that is wholly or substantially funded by the MND Association. Where research has been joint funded by another organisation, requests for open access fees will be considered on a case-by-case basis.

### **How do I meet this term and condition of my grant?**

It is important that you think about open access before the final acceptance of your paper to a journal. Please get into the habit of checking the open access options of the journal when you submit your article. Please contact the Research Development team at the MND Association for help (see the Further Information section for her contact details), or your library service if you are unsure.

Where paying Open Access fees is the only way of publishing your paper, the MND Association has a budget to pay the open access costs – sometimes known as article processing charges (APC). APC or Open Access charges are the only charges we will pay. We will not pay for colour figure fees or page costs. To apply for the MND Association to pay these fees, please complete the Open Access fees application form, available on our website. It is important that you get authorisation from the Association before committing us to these fees, by sending us a completed Open Access fees application form.

The second part of our mandate is important too – all papers must be deposited into the Europe PubMed Central database within 6 months of publication. When the APC / Open Access fees are paid, the paper should be deposited into Europe PMC on publication. The copyright of the article should be using a 'CC-BY' copy right licence (fully re-usable to anyone - see Creative Commons link in the further information section) and the format of the article should be XML rather than a PDF.

### **How do I make a paper available through open access?**

Each journal publisher has a different policy on making papers available through open access. (Please note, different policies may apply to different journals within the same publishing group).

To comply with the terms and conditions of your MND Association grant, it is important that you choose a journal that DOES have an open access route that meets our policy. In particular it is important to determine whether:

- 1) any embargo on open access is six months or less
- 2) papers can be deposited in Europe PMC.

Some journal policies do not comply with the MND Association's open access mandate. If this is the case, please consider submitting your paper to a different journal. If you have any queries on this, please contact the MND Association.

### **What are the routes for open access publishing?**

There are four main routes of making your paper available through open access:

1. Publish in an open access journal
2. Choose the 'paid open access option' offered by the journal
3. Choose publisher-archive author manuscript<sup>1</sup> offered by the journal
4. Self-archive author manuscript

More information on each of these routes is given in appendix 2.

### **How do I know which journals use which route of open access (if one at all)?**

The 'Sherpa Romeo' database at the University of Nottingham contains a list of many journal policies (details in the Further Information section below). Another source of reference is the journal itself. The MND Association may also be able to assist with this.

### **My paper has been accepted into a journal that meets the Association's open access policy, what next?**

Once your paper has been accepted into a journal that meets our open access mandate, let the publisher know you wish to use this option. The method for adding the paper into Europe PMC database will depend on which route of open access the journal meets. These are summarised for each route in appendix 3.

### **How do I pay the open access fees?**

If the *only* way to make the paper available through open access is by payment of a fee, grantees should download an open access fund application form from the MND Association's website and return it with requested information (outlined on the form) to Evie Stephens, Research Grants Administrator at the MND Association [evie.stephens@mndassociation.org](mailto:evie.stephens@mndassociation.org) (01604 611 849).

### **Further information**

- *MND Association:* [www.mndassociation.org/openaccess](http://www.mndassociation.org/openaccess) or enquiries to Evie Stephens; [evie.stephens@mndassociation.org](mailto:evie.stephens@mndassociation.org); 01604 611 849
- *Europe PMC:* <http://europepmc.org>, or contact their helpdesk [helpdesk@europepmc.org](mailto:helpdesk@europepmc.org); 01937 546 699
- *Types of copyright licence:* <https://creativecommons.org/licenses/>
- *Wellcome Trust website:* <http://www.wellcome.ac.uk/About-us/Policy/Spotlight-issues/Open-access/index.htm>
- *Sherpa Romeo website:* <http://www.sherpa.ac.uk/romeo/>
  
- *Appendix 1* MND Association open access policy – page 3 of this document
- *Appendix 2* Open access publishing routes – page 4 of this document
- *Appendix 3* Step by step guide to making your research paper available through open access - page 5 of this document

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<sup>1</sup> An 'author manuscript' is a publisher accepted, post-peer review, non-typeset version of a paper

## Appendix 1 MND Association open access policy

### MND Association position on research knowledge

The Motor Neurone Disease Association has a vision of a world free from MND. Our mission is to fund and promote research that leads to new understanding and treatments, and brings us closer to a cure for MND.

We believe that the key to defeating MND lies in fostering strong collaboration between leading researchers around the world and sharing new understanding of the disease as rapidly as possible. To achieve this we will promote proactive good management and open sharing of samples, data, research outputs and information. We will also promote and participate in a dialogue with the research community to optimise the research environment.

Thus an open access policy forms part of this intention.

### Open Access Policy:

The MND Association:

- Expects authors of research papers to maximise the opportunities to make their results available for free
- Requires grantees to make their peer reviewed papers, directly arising from the grant, available through open access
- Requires research papers to be available within the Europe PubMed Central (Europe PMC) repository as soon as possible but within six months of publication of the paper
- Provides a model for payment of open access, by application to the MND Association. Costs for payment of open access fees should not be incorporated into applications for research grant funding and will not be included as part of our grant awards. Where research has been jointly funded by another organisation, requests for open access fees will be considered on a case-by-case basis
- Encourages (and where we pay an open access fee **require**) authors and publishers to licence research papers such that they may be freely copied and re-used (for example for text and data-mining purposes – CC-BY copyright), provided that such uses are fully attributed
- Affirms the principle that it is the intrinsic merit of the work, and not the title of the journal on which an author's work is published, that should be considered in making funding decisions.

## Appendix 2: Open access publishing routes

### 1. Publish in an open access journal

Publishers who provide this option include open access publishers (such as BioMed Central and the Public Library of Science (PLoS) ) who deposit the final published version of the paper to Europe PMC and make it freely available on the day of publication.

An article processing fee is charged for publishing in these journals. The MND Association has a fund, separate to your grant award, to meet these costs. It is important that you make contact with the MND Association to access this fund, rather than including the costs in your normal grant invoices. See below on 'How do I pay the open access fees'.

### 2. Choose 'paid open access option' offered by journal

A number of traditional publishers have introduced a paid open access option whereby individual articles can be made open access. The author pays a fee to make their article accessible for free online, immediately it is published in the journal. A copy of the article will be deposited in Europe PMC with immediate access.

Examples of publishers who have introduced a paid open access option (also known as the hybrid Open Access model) include Oxford University Press, Wiley, Springer, Cambridge University Press, BMJ Publishing Group, and Elsevier.

A fee is charged for making articles open access in this way. The MND Association has a fund, separate to your grant award, to meet these costs. It is important that you make contact with the MND Association to access this fund, rather than including the costs in your normal grant invoices. See below on 'How do I pay the open access fees'.

### 3. Publisher archives author manuscript

Some publishers will archive an author manuscript<sup>2</sup> on the author's behalf. Authors usually have to opt-in to this service.

Examples of publishers who support this model include Nature Publishing Group.

No fee is charged for making articles open access in this way.

### 4. Self-archive author manuscript

Some journals do not offer an open access option but do allow the author to deposit a copy of the final, peer reviewed manuscript into Europe PMC. When the author manuscript<sup>1</sup> is deposited it must be made freely available as soon as possible, and in any event not later than six months after the journal publisher's official date of final publication.

An author manuscript submission system – Europe PMC Plus - is available on the Europe PMC website for MND Association-funded authors to self-archive papers.

Examples of publishers who support this model include the American Medical Association, Informa Healthcare and the American Association for the Advancement of Science.

No fee is charged for making articles open access in this way.

### How do I pay the open access fees?

If the *only* way to make the paper available through open access is by payment of a fee, grantees should download an open access fund application form from the MND Association's website and return it with requested information (outlined on the form) to Evie Stephens, Research Grants Administrator at the MND Association [evie.stephens@mndassociation.org](mailto:evie.stephens@mndassociation.org) (01604 611 849).

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<sup>2</sup> An 'author manuscript' is a publisher accepted, post-peer review, non-typeset version of a paper

**Appendix 3 Step by step guide to making your research paper available through open access.**

		<b>Stage 1:</b>	<b>Stage 2:</b>	<b>Stage 3:</b>	<b>Stage 4:</b>
		<b>Check which Association compliant open access option your journal offers</b>	<b>Let publisher know that you're taking up the open access option</b>	<b>Arrange payment of any open access charges</b>	<b>Check your article is available open access in Europe PMC</b>
<b>Route</b>	Publisher will add to Europe PMC <i>on your instruction</i>	Open access journal	No need to inform the publisher – all articles in these journals are open access	Please complete the application form on our website. If authorised, the MND Association will raise a purchase order, for the grantee institution to invoice us.	On date of publication. (Please note this should be XML, not a PDF – XML looks like a web-version of your paper).
		Paid open access journal	Select the 'open access' option (usually once the paper has been accepted). Request paper is added to Europe PMC	Please complete the application form on our website. If authorised, the MND Association will raise a purchase order, for the grantee institution to invoice us.	On date of publication. (Please note this should be XML, not a PDF – XML looks like a web-version of your paper).
		Publisher archives author manuscript	Opt in to this service (usually once the paper has been accepted)	No open access charges payable	Six months after the date of publication
Author adds to Europe		Self-archive author manuscript	No need to inform the publisher. Deposit the final, peer reviewed manuscript in Europe PMC at <a href="http://plus.europepmc.org">http://plus.europepmc.org</a>	No open access charges payable	Six months after the date of publication

\*See our website for more information on Europe PMC