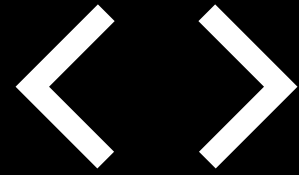




OPEN ACCESS



GLOSSARY

**A LIST OF OPEN ACCESS TERMS
FOR RADAR USERS
[HTTP://RADAR.GSA.AC.UK/](http://radar.gsa.ac.uk/)**

Open Access glossary

This glossary has been created for Glasgow School of Art researchers and defines key phrases that are used in relation to open access. If you have any further queries about open access please contact us at: radar@gsa.ac.uk

Author Accepted Manuscript (AAM) - the author's final, accepted manuscript is the version of your paper that has been updated to include all changes resulting from peer review, as well as any changes of an academic nature requested by the journal editor or conference organiser. It is usually a Word document or similar and will not contain any publisher typesetting or copyediting. The author accepted manuscript is **not** the same as the **publisher's PDF**.

Article Processing Charge (APC) – a publisher's fee paid either by a funding body, employer or the author to make the publisher's version of an article (or **Version of Record**) open access at the point of publication on the journal's website. Not all journals require an APC to be paid to make the **publisher's PDF** open access.

Book Publishing Charge (BPC) - this is a fee paid to the publisher to make the publisher's version of a book freely available online.

Copyright Transfer Agreement (CTA) – this is a legal document that has traditionally been used to transfer copyright or key use rights from author to publisher. Copyright Transfer Agreements are quite standard in publication agreements and you may be asked to sign one before a publisher accepts your work. Useful information on what rights you sign over when you sign a CTA and what the alternatives are can be found here: <https://sparcopen.org/our-work/author-rights/brochure-html/>

Creative Commons (CC) Licences – a suite of copyright licences that provide creators with a simple standardised way to grant re-use permissions to users of their work. A guide on CC licences can be found here: <http://radar.gsa.ac.uk/6955/>

Date of Acceptance – the date the author is notified their article or conference paper has been formally accepted. This will be after it has been peer reviewed and any subsequent changes in response to the review have been made.

Directory of Open Access Journals (DOAJ) - is an online directory that indexes and provides access to high quality, open access, peer-reviewed journals: <https://doaj.org>

Discoverable – this means your work can be found by users and search engines, such as Google. Adding your record to **RADAR** with useful metadata alongside the full text and/or images can increase its discoverability.

DOI (Digital Object Identifier) - a DOI is a type of persistent identifier used to uniquely identify digital objects. A DOI is a persistent link to the item's location on the internet, and will ensure that your articles and book chapters can be easily found and referenced clearly.

Embargo – these are periods of restriction that a publisher may place on certain versions of a document (e.g. journal article) before it can be made openly available in a **repository**, such as **RADAR**. Embargo periods can range from anything between 3 months to 3 years, and you should check this with your publisher before publishing.

EPrints – this is the software our institutional repository **RADAR** uses; it is developed and maintained by Southampton University.

EThOS (E-Theses Online Service) – the UK’s national thesis service run by the British Library, it aims to maximise the visibility and availability of the UK’s doctoral research theses. Users can search approximately 500,000 records relating to theses awarded by over 120 institutions. EThOS can be accessed here: <https://ethos.bl.uk/>

Gold Open Access – the **publisher’s PDF** is published open access at the point of publication. Often an **APC** will need to be paid to make the paper **open access**; however, there are many journals that publish Gold OA and do not charge a fee.

Green Open Access - when an author makes a version of their paper freely available via a repository, rather than the publisher’s website. The publishers will usually stipulate which version of the paper that can be made available via the **institutional repository**. The version that is usually made available via green open access is the **authors accepted manuscript**. Publishers often require an **embargo** to be observed before the accepted manuscript can be made open access.

Institutional Repository - an online digital archive which collects, disseminates and preserves an institution’s research and enterprise outputs. [RADAR](#) is the Glasgow School of Art’s repository.

Metadata – put simply this is data that describes other data. For items added to **RADAR** this usually consists of title, abstract, creators, date of publication and keywords.

Open Access - Open Access (OA) is online access to research outputs, which are free for anyone to view, read and download, without the need to log in or make a payment. Where possible, Open Access materials should be free of most copyright restrictions. Whilst OA is now a requirement of research funders such as the Arts and Humanities Research council (AHRC), and is important for **REF** eligibility for journal articles and conference papers, it is also good practice for researchers, and can lead to increased downloads and citations of your work. We have created a list of OA FAQs that can be accessed here: <http://radar.gsa.ac.uk/5578/>

Open Monographs - a scholarly monograph which is made **open access** with a **Creative Commons** licence. Often a charge known as a **BPC** must be paid to make the monograph open access. We’ve written a blog post on open monographs if you would like more information: <https://gsaradar.wordpress.com/2016/10/27/open-access-monographs-more-questions-than-answers/>

ORCID – ORCID stands for Open Researcher and Contributor ID; it is a persistent digital identifier that can be used to distinguish you from other researchers and ensures all your outputs and activities are attributed to you. ORCID is a non-profit organisation and it is free to sign up and use. More information can be found on the ORCID website: <https://orcid.org/>

Plan S - an initiative for Open Access publishing that was launched in September 2018. The plan is supported by cOAlition S, an international consortium of research funders. Plan S requires that, from 2021, research publications that result from research funded by public grants must be published in compliant Open Access journals or platforms. More information can be found here: <https://www.coalition-s.org/>

Post Print – this is a term sometimes used for the **accepted manuscript**. It will be the author’s final manuscript draft after it has been peer reviewed.

Pre-Print - this is the name given to the first draft of an article, before it has been peer reviewed.

Predatory Publishing - so called 'predatory publishers' are those who exploit **open access** publishing by approaching authors (usually by email) to publish in their journal and then charging a fee. These journals will not undertake services authors would usually expect from a scholarly publisher such as peer review and editing. 'Think Check Submit' is a useful website that helps authors check if a journal is trustworthy and can be accessed here: <https://thinkchecksubmit.org/>

Publisher's PDF - this is the final version of an article or conference paper, which the publisher distributes, with the finished layout (logo, page numbers, journal's image) and is usually a PDF file. Publishers do not often allow this version to be uploaded to an **institutional repository**.

RADAR – The Glasgow School of Art's institutional repository: <http://radar.gsa.ac.uk/>

Research Excellence Framework (REF) – the system for assessing the quality of research in UK higher education institutions.

Research Gate - Research Gate is a popular academic social networking site which enables users to create a profile to promote their research and connect with researchers across the globe. Using sites such as Research Gate is voluntary and you should still add your research outputs to RADAR.

Self-Archiving – depositing a digital version of your research output along with appropriate metadata in a subject specific or an institutional repository such as **RADAR**.

Sherpa Romeo - the Sherpa Romeo service enables you to search for publisher's copyright and self-archiving policies. You can search the site using the name of the journal, publisher or ISSN. See: <http://sherpa.ac.uk/romeo/index.php>

Version of Record (VoR) - this is another term that is used for the **publisher's PDF**. It is the final published version of a manuscript that has been peer reviewed, copy edited and typeset.