

Research Publishing Policy

1. Introduction and values

- 1.1. Queen Mary University of London (Queen Mary, the University) is committed to the dissemination of its research and scholarship as widely as possible, in accordance with the University's Strategy 2030 and its core values of Inclusive, Proud, Ambitious, Collegial, Ethical.
- 1.2. The University recognises the importance of open sharing and reuse of content resulting from research, believing that this provides a benefit to both the academic community as well as a public good.
- 1.3. Similarly, the University is committed to a culture of open sharing and dissemination that demonstrates responsible research and innovation culture and research integrity.
- 1.4. Queen Mary recognises the need for a research publishing environment that supports economic and environmental sustainability and equity of access, acknowledging that the persistent underrepresentation of some global communities in academic publishing negatively impacts on the wider sharing of information, learning and discovery.

2. Purpose

- 2.1. This Research Publishing Policy sets out the scope and principles for the publication of findings from research at Queen Mary.
- 2.2. The policy confirms and acknowledges the author's freedom to choose the venue for publications, subject to balance this with the requirements of funders and other bodies on the open sharing of findings where this is the result of public or funder investment through research grants.
- 2.3. In addition, the policy introduces a rights retention element, to provide for instances where publisher permissions and funder policies do not align, and the author would need to choose between the preferred venue for the output, and meeting funder and other open access requirements.

3. Broader Context

- 3.1. Research funders and UK Research and Innovation (for the Research

Excellence Framework) have open access policies, with varying requirements. Non-compliance can result in sanctions from the funder including being barred from applying to them again, and in the instance of REF assessments, an Unclassified for the scholarly material. Unclassified outputs reduce the overall grade point average for the unit of assessment and risks a reduction in Quality-Related Research (QR) funding to the University.

4. Scope

- 4.1. This policy is applicable to academic staff publishing research findings (whether from funded or unfunded research activity), research students, technicians and Professional Services staff publishing findings based on work on research projects.

5. Principles

- 5.1. Authors or creators of materials are supported in their freedom to choose the avenue for dissemination that makes most sense for the content of the work.
- 5.2. The University is committed to the principle that the quality of the work is separate from the venue in which it is published, as per the San Francisco Declaration on Research Assessment to which it is a signatory. The venue of publication will not be used as a sole factor in research assessment of an individual researcher or their scholarly material.

6. Roles and responsibilities

- 6.1. Policy Sponsor: Vice-Principal (Research and Innovation). The Policy Sponsor ensures that the policy is enacted, receives updates from the Policy Owner on uptake, and acts as the sponsor for the policy during any review or approval process.
- 6.2. Policy Owner: Director of Library Services.
- 6.3. Policy Implementation and Revision: Head of Library Research Support, Library Services.
- 6.4. Policy Exemptions and Exceptions requests: Open Research Services Team, Library Services, escalating to the Head of Library Research Support and then the Director of Library Services should the need arise.

7. Policy details

Regardless of where the author chooses to publish, they must:

- 7.1. Ensure their chosen publication route meets any mandated funder and external research assessment requirements.
- 7.2. Acknowledge all funding sources supporting the research, including external grant reference numbers, within or as supplementary information to their research outputs.
- 7.3. Acknowledge Queen Mary University of London on all their scholarly material using the appropriate affiliation. (See the Queen Mary Affiliation Acknowledgement policy)
- 7.4. Use a persistent author identifier – such as an ORCID ID, when submitting author details for a publication.
- 7.5. Include a data accessibility statement where appropriate.
- 7.6. Create a record of all scholarly material, including but not limited to articles, books, chapters, conference papers, datasets, software and code, performances, and exhibitions in the University's research information system, Symplectic Elements.
- 7.7. Identify and include labels or keywords indicating how outputs relate to the United Nations Sustainable Development Goals (SDGs), within the scholarly record in Elements.
- 7.8. Ensure they do not breach confidentiality agreements and contractual terms where research is externally funded.
- 7.9. Ensure that research data that include details, images, or videos relating to individuals are not disclosed, unless the person has given explicit prior consent for publication.
- 7.10. Ensure that any research details that may be in scope of export control legislation are not disclosed without obtaining relevant approvals.
- 7.11. Ensure all actual, potential or perceived conflicts of interest (that is, those which, when revealed later, would make a reasonable reader feel misled or deceived) are declared to editors.

8. Specific rights retention requirements for journal articles and conference papers

Queen Mary agrees that the IP rights in Scholarly Materials created by individuals whilst Employees, and the rights to any revenues derived from these, shall be owned by their authors. However, Queen Mary retains the right to use those works and to sublicense their use. Therefore, as a condition of and in consideration of Queen Mary waiving its rights of ownership to IP in scholarly materials, with effect from the date of creation the author grants to Queen Mary a perpetual, irrevocable, non-

exclusive, royalty-free, worldwide licence, with a right to sub-license, to use, copy, modify and make available the scholarly materials for academic, research, teaching, marketing and/or administrative purposes and/or any other purposes relating to Queen Mary's charitable activities.

- 8.1. The licence granted to Queen Mary under section 8 will include the right for Queen Mary to deposit accepted manuscripts of journal articles, conference proceedings and similar outputs to Queen Mary Research Online to support Queen Mary's aims for immediate open access and/or to deposit other materials of a scholarly nature where required for compliance with external funding bodies. Deposited materials will typically be made publicly available under a creative commons licence. Queen Mary will consider written requests to terminate or modify licences on a case-by-case basis.
- 8.2. A record for each accepted manuscript should be added to the research information system, Symplectic Elements, and a copy of the file uploaded within 90 days of publication, or earlier where required by an external body. For other scholarly material (research data, software), a record must be added to Symplectic Elements and the file uploaded as soon as possible. Employees will notify Library Services if any rights or permissions are required from a third party.
- 8.3. Where an article is co-authored, the Employee will use their best endeavours to obtain a licence to Queen Mary from the co-authors on the same terms as the licence granted to Queen Mary in section 8.1.
- 8.4. Employees must ensure that any relevant publishers are made aware of the licence granted to Queen Mary under section 8.1.
- 8.5. Queen Mary's waiver of its rights of ownership of the copyright in Scholarly Materials in favour of Employees, as referred to at section 8.1 shall not apply to works created:
 - i. where Queen Mary is involved in the creation of scholarly materials by investing additional funding or resources not in the normal course of employment, then ownership and rights to any share of royalties or income shall be fairly apportioned between Queen Mary and the author/s.
 - ii. where scholarly materials are specifically commissioned by Queen Mary (whether or not for separate remuneration) they shall be owned by Queen Mary and shall not be subject to section 8.1.

- iii. where scholarly materials are created subject to an agreement between Queen Mary and a third party then any copyright issues, including ownership, will be handled according to the terms of such an agreement.

Whilst the Rights Retention requirement of the policy does not apply to monographs, scholarly editions, textbooks, book chapters, collections of essays, or other outputs that are not scholarly articles or conference papers, the University strongly encourages researchers to make them as openly available as possible.

9. Review

- 9.1. This policy will be reviewed at least every three years.
- 9.2. Minor updates to this policy that do not affect the rules, principles or intent of this policy may be approved by Senior Executive Team on behalf of Senate.

Policy Information and Document Control

Policy title	Research Publishing Policy
Version number	1.3 (Approval version)
Related policies and procedures	Citation Policy (Affiliation Acknowledgement Policy pending approval as of 07 July 2025) Research Data Management Policy Intellectual Property Policy
Superseded policies	Scholarly Communications Licence policy
Approval level	Senate
Approval date	Date approved by the above person or body.
Effective date	01 January 2026
Next review due	3 years from approval: 23 October 2028
Policy owner	Anna Semmens, Director of Library Services
Policy contact	Sarah Molloy, Head of Library Research Support, Library Services

Version Control

Version	Date	Reason for updates/Summary of key changes
0.1 (draft)	<i>10 December 2024</i>	Draft policy, migrated to the policy template requiring re-formatting and additional information
0.2 (draft)	<i>28 April 2025</i>	Major revisions to draft policy
1.0	<i>16 May 2025</i>	Finalised policy presented to PSG after review and feedback by Research and Innovation Board
1.1	<i>07 July 2025</i>	Revised final version for review and approval by SET
1.2	<i>30 September 2025</i>	Approved policy, pending changes from SET
1.3	<i>23 October</i>	Approved by Senate, including requested revisions by SET and Senate