ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Publish in Open Access:

a Practical Guide for the University of Bologna

Prepared by:
AlmaDL – University Digital Library Management and Development Unit
Cultural Heritage Division (ARPAC)

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DOI: https://doi.org/10.6092/unibo/amsacta/8304

Publish in Open Access: a Practical Guide for the University of Bologna

Open access means disseminating the results of research openly, free of charge and free of legal, economic and technological barriers.

When applied to scientific publications, open access is the commitment to grant, for each scientific research contribution, "a free, irrevocable, worldwide, right of access to, and a license to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative works, in any digital medium for any responsible purpose, subject to proper attribution of authorship"[1].

Alma Mater Studiorum – Università di Bologna (hereinafter the University) has long been committed to support open access to scientific publications by adopting policies and endorsing best practices that allow free access to and reuse of scientific research results. The University also has qualified staff that provide a distributed support service from its libraries, with a view to meeting the open access (OA) needs of the entire academic community and to monitoring open science practices within each disciplinary domain.

This document is intended for the whole of the University community and aims to outline the different forms of open access by presenting their key features and the services that the University provides for each of them. The document also includes some **fact sheets** and a short **glossary**. The document sections illustrate:

Diamond Open Access

Gold Open Access

Green Open Access

This document was prepared by **AlmaDL – University Digital Library Management and Development Unit** of the Cultural Heritage Division (ARPAC), and is available in the institutional repository AMS Acta and on the website of the University Library System at Promoting Open Access in the University.

To get in touch with the University libraries' specialist staff, please visit the dedicated page Libraries' Open Access Support Service.

If you have any questions or want to know more about the various types of open access, please contact ✉ openaccess@unibo.it

[1] Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities, 2003.

DIAMOND OPEN ACCESS

Diamond Open Access

Diamond Open Access is the open access publishing model *par excellence*, under which research contributions are published in journals and platforms that are usually managed directly by academic communities, including universities, research institutes and scientific societies.

Research contributions published in Diamond OA are immediately and freely available to readers and are distributed under licences that allow for reuse, such as Creative Commons licences.

Also known as Platinum OA, Diamond OA is based on an academic publishing model under which no fees are charged to the authors for publishing or to the readers for accessing content.

Diamond OA is a common publishing model for scientific journals and is rapidly becoming widespread for books as well.

pros

- removal of economic barriers preventing access to knowledge and active participation in scientific communication;
- dissemination of knowledge thanks to free and open access to contributions, with the possibility for anyone to reuse them in accordance with their licence;
- guarantee of equal access to knowledge for researchers around the world, in line with the principles of open science;
- compliance with the open access publishing requirements required by major funding bodies;
- enhancement of multilingualism and promotion of multiculturalism within academic communities that lead Diamond OA initiatives.

cons

- difficulties for new initiatives to become established. Especially at the beginning of their career, researchers tend to prefer well-known and prominent publishing venues in their disciplinary domain;
- limited awareness of the opportunities offered by Diamond OA services because they are mistakenly believed to be aimed only at the members of the institution hosting the publishing service infrastructure;
- low investment in the management of publishing platforms, e.g. for maintenance, updating, or copyediting and typesetting. Layout-and-copy-editing is sometimes carried out directly by the editorial staff and the authors.

Diamond OA is at no-cost for you! Even though no fees are charged to readers and authors, the costs of the publishing initiative are covered by the organizations or institutions that promote it.

Diamond OA means quality! Diamond OA initiatives have the same scientific value as any other publishing initiative. When the requirements are met, they can be included in bibliometric databases such as SCOPUS and Web of Science. Diamond OA journals can be included in the ANVUR lists and be rated as 'class A'.

If you are using a Diamond Open Access model, consider becoming a peer reviewer yourself to contribute to improving the quality of Diamond OA scientific publications.

Diamond OA in a nutshell

File version	publisher's version
Where	on digital platforms of research organisations and institutions
When	upon publication (no embargo)
Fees	no charges for authors and readers, the costs are covered by the publishing institutional service
Licence	open licence that allows for reuse, usually Creative Commons
Copyright	retained by the authors
Access to content	immediate upon publication, free of barriers and without temporary restrictions
Self-archiving	always permitted, authors can deposit their version of record in a repository under the same open licence as the publisher's, without requiring permission and without embargo

Why is it not Gold OA?

Because Diamond OA is implemented on the initiative of the academic community (institutions, organizations, associations), which covers management costs. No publishing fees are charged to the authors.

Why is it not Green OA?

Because each contribution is immediately available on the publisher's platfom openly, free of charge and free of legal, economic and technological barriers.

Self-archiving is always possible without requiring permission and without embargo.

Remember to deposit any contribution you publish via Alma Diamond or other Diamond OA platforms in the University institutional repository, to contribute to its preservation and foster dissemination.

Diamond OA at Unibo

Alma Diamond is the brand for the institutional services for Diamond Open Access scientific publishing:

- AlmaDL Journals, for scientific journals;
- AlmaDL Books, for books and monographic series.

All content must be submitted to Alma Diamond staff for publication and must meet certain requirements, including a peer review requirement.

For more information, please visit Alma Diamond: Publishing Open Access Journals, Books and Series.

✉ If you wish to submit a proposal to publish a scientific journal, please contact journals@unibo.it

✉ If you wish to submit a proposal to publish a series or a book, please contact books@unibo.it

Moreover, the University has implemented **AMS Acta**, the institutional repository for archiving and disseminating unpublished research contributions, such as preprints, technical reports, conference presentations, working papers and other volumes in open access.

For more information, please visit Disseminating Other Unpublished research Contributions in Open Access.

✉ For information about depositing in AMS Acta, please contact almadl@unibo.it

GOLD
OPEN ACCESS

Gold Open Access

Gold Open Access is the open access publishing model under which contributions are made openly available on the publisher's website immediately.

Contributions published in Gold OA are freely available to readers in the version of record and are distributed under licences that allow for reuse, such as Creative Commons licences.

Gold OA requires publishing fees charged to the authors:

- Article Processing Charges (APCs) for articles in scientific journals;
- Book Processing Charges (BPCs) for monographs or book chapters.

Other common names for Gold OA publishing fees include 'Article Processing Fee', 'Open Access option', 'Open Choice' and 'Open Online'. Gold OA is free for readers.

pros

- dissemination of knowledge thanks to free and open access to research contributions, with the possibility for anyone to reuse them in accordance with the selected licence;
- compliance with the open access publishing requirements imposed by major funding bodies;
- possibility of covering publication fees within the project budget;
- possibility of publishing under transformative agreements, with simplified administrative procedures;
- possibility of publishing on favourable terms negotiated by the institution with the publisher.

cons

- low economic sustainability due to high publishing costs;
- economic barriers preventing access to OA publishing services depending on the institution's financial capacity, which result in unequal opportunities for researchers;
- association with predatory publishing;
- publication in hybrid journals is not eligible for reimbursement under certain calls for funding (e.g. EU's Horizon Europe and other calls funded by cOAlition S members).

Not everything you have free access to is Gold OA! The University network gives you access to publications reserved for institutional users. Remember that these publications are not Gold OA – the University has subscribed to them.

Publication on a blog is not Gold OA! Not all contributions available online are published in Gold OA. For example, publishing a contribution on a blog is not the same as publishing it online in a scientific journal or in a volume, especially for evaluation purposes.

It might look like Gold OA, but it's not! Some content can be accessed and read directly from the publisher's website. Remember that, as well as being accessible for free, Gold OA publications must be associated with a licence that allows for reuse. In the absence of an open licence and of a clear open access policy, we talk about **Bronze Open Access**.

Check the licence! Look for the open access policy on the publisher's website to learn about how its products are published; the policy also covers licences and how publications can be used. The same licence should be indicated in the publication file.

Scientific journals published in Gold OA can be:

full OA journals: all articles published in the journal are immediately available under the Gold OA model;

hybrid or Red OA journals: the articles published in the journal can be made available under both a traditional (subscription-based) and an open access (e.g. Open Choice) publishing model.

Publication in hybrid journals is associated with the phenomenon of *double dipping*.

This type of publication fee in hybrid journals is not refundable in Horizon Europe.

How do you identify and protect yourself from predatory publishing?

Predatory publishing is deceptive publishing – misleading in nature, it often exploits the reputation of renowned publishing venues by using similar names and, unbeknownst to them, steals the identity of established scholars and disciplinary domain experts to attract authors; it is opaque about the publishing flow and the peer-review process; publishing times are (too) short and discounts are offered through aggressive, engaging marketing practices.

Please note! The presence of an ISSN and of a DOI does not guarantee that a publication is scientifically trustworthy.

How do you protect yourself? A useful tool to check whether a publisher is reputable and trusted, Think, Check, Submit is a checklist of things to do before publishing in a journal for the first time. Furthermore, it is always advisable to check a whitelist like DOAJ for scientific journals and DOAB for publishers of books. See the fact sheet **How do I identify a trusted publisher?**

Please note! After you publish your work with a predatory publisher, it is no longer unpublished and may not be accepted by other publishers.

Transformative agreements cover, for articles published in the scientific journals included in them, both the cost of accessing e-journal collections and the cost of publishing open access, at no additional fee for the authors.

Since 2020, the University of Bologna has joined the national transformative agreements negotiated by CRUI.

For more information, please visit Open Access Publishing: Agreements with Publishers

Gold OA in a nutshell

File version	publisher's version
Where	publisher's website
When	upon publication (no embargo)
Fees	no charges for readers, the costs are covered by the authors
Licence	open licence that allows for reuse, usually Creative Commons
Copyright	usually retained by the authors
Access to content	immediate upon publication, free of barriers
Self-archiving	always permitted, authors can deposit their version of record in a repository without requiring permission and without embargo

Why is it not Diamond OA?

Because publishing fees are charged to the authors.

Why is it not Green OA?

Because each contribution is immediately available for readers on the publisher's website openly, free of charge and free of legal, economic and technological barriers. Self-archiving is always possible without requiring permission and without embargo.

Remember to deposit any contribution you publish in Gold OA with a publisher in the University institutional repository, to contribute to its preservation and foster dissemination.

Gold OA at Unibo

A **dedicated open access support service for scientific publications** is available from the University libraries.

You can ask for support about depositing your full text in IRIS, selecting a publishing venue, interpreting a publisher's policy, any favourable conditions for Gold and Green open access negotiated by the University, complying with the University's open access policies and the requirements of calls for research funding.

To get in touch with the University libraries' specialist staff, please visit the dedicated page Libraries' Open Access Support Service.

To facilitate negotiations with publishers, the University has drafted a Gold OA publishing agreement template.

Please contact openaccess@unibo.it or ask your librarian for information

When publishing Gold OA articles in scientific journals, check if the University has negotiated any favourable conditions at Open Access Publishing: Agreements with Publishers.

GREEN
OPEN ACCESS

Green Open Access

Green Open Access is the open access dissemination of a digital version of a traditional publication (subscription-based or print-based model) by depositing it in an institutional repository.

Green Open Access is also known as self-archiving.

When permitted by the publisher, self-archiving allows disseminating, in free and open access, a digital version of a published contribution, typically after a period of time during which access is restricted, known as 'embargo'.

As a rule, self-archiving involves the **postprint version** of a contribution, i.e. the manuscript that has been accepted for publication following peer review (also known as **Author's Accepted Manuscript or AAM**). Sometimes, when permitted by the publisher, the publisher's version may be used.

pros

- dissemination of knowledge thanks to free and open access to research contributions via repositories, with the possibility for anyone to reuse them in accordance with the associated licence;
- possibility of making research contributions already published under a traditional model (subscription-based or print-based model) available in open access, thus enhancing their visibility and impact;
- possibility of meeting the open access publishing requirements imposed by major funding bodies, even though the original publication was made available in restricted access;
- sustainability of Green Open Access, as no costs are charged to either authors or readers;
- guarantee of long-term preservation of the scientific production deposited.

cons

- lack of homogeneity between publishing policies and research funding policies, e.g. many publishers impose longer embargo periods than funding bodies allow;
- lack of clear and unambiguous self-archiving policies, as conditions are set by each publisher independently;
- no legally recognised right to self-archiving;
- complexities in the self-archiving procedure due to difficulties in finding the file version authorised by the publisher;
- lack of recognition, in certain disciplinary domains, of the scientific value of the file version prior to the version of record for self-archiving;
- correlation between depositing the research contribution in repository and effective dissemination in Green Open Access.

Always check the publisher's policies!

Always check the policies on the publisher's website and the section about self-archiving. Every publisher sets its own conditions for self-archiving, e.g. by specifying the file version to use, the embargo period and the licence. Some publishers only consent to partial self-archiving for volumes. Others apply different self-archiving conditions depending on the journal or repository.

You can check publishers' policies via the Open Policy Finder tool.

Remember that some publishers have no self-archiving policies in place for open access dissemination, but allow deposit for administrative purposes. Unfortunately, deposit in institutional repositories, including for administrative purposes only, is expressly prohibited by other publishers.

Always discuss self-archiving!

Before signing a publishing agreement, make sure to retain the right to self-archive a digital version of your publication in the institutional repository.

Remember that you should not be charged any additional publishing fees for self-archiving your research contribution in the institutional repository.

Check the embargo period!

Before signing a publishing agreement, make sure that the embargo period does not exceed the maximum duration provided for by the grant for research funding.

What do I do if a publisher has no self-archiving policy in place?

You can always discuss self-archiving with the publisher, depending on the type of contribution:

- for **articles in journals**, you can always discuss the self-archiving of individual articles, even though the journal has no self-archiving policy in place or its conditions are not in line with the call for funding;
- for **book chapters**, you can always discuss the self-archiving of individual chapters from a traditionally published book;
- for **books**, self-archiving is not widespread yet; many publishers do not allow self-archiving a full volume, but only a certain part or proportion of it. You can always discuss this!

Self-archiving is not only for Green OA!

Even when you publish in Diamond OA and in Gold OA, you always need to self-archive the publisher's version of your publication in the institutional repository. Remember that, by self-archiving a copy of your contribution in IRIS-IR, you ensure its preservation over time, also in the event that the publisher's platform ceases to exist.

Green OA in a nutshell

File version	Postprint or AAM (publisher's version only when permitted)
Where	institutional repository
When	after an embargo period (0 to 48 months)
Fees	no charges for authors and readers
Licence	depending on the publisher's policies
Copyright	usually retained by the publisher
Access to content	available in the repository without subscription or barriers, but typically after an embargo period. Immediately available under a traditional publishing model, subject to paying the price (cover price or subscription)
Self-archiving	the author must self-archive the postprint/AAM version in a repository, subject to authorisation and after the embargo period, if any

Why is it not Diamond OA or Gold OA?

- Because contributions are mainly distributed under traditional, online subscription-based or print-based models.
- Open dissemination, free of charge and free of legal, economic and technological barriers, is only achieved through self-archiving by the author in the institutional repository.
- Self-archiving must always be authorised by the publisher and is usually subject to embargo.

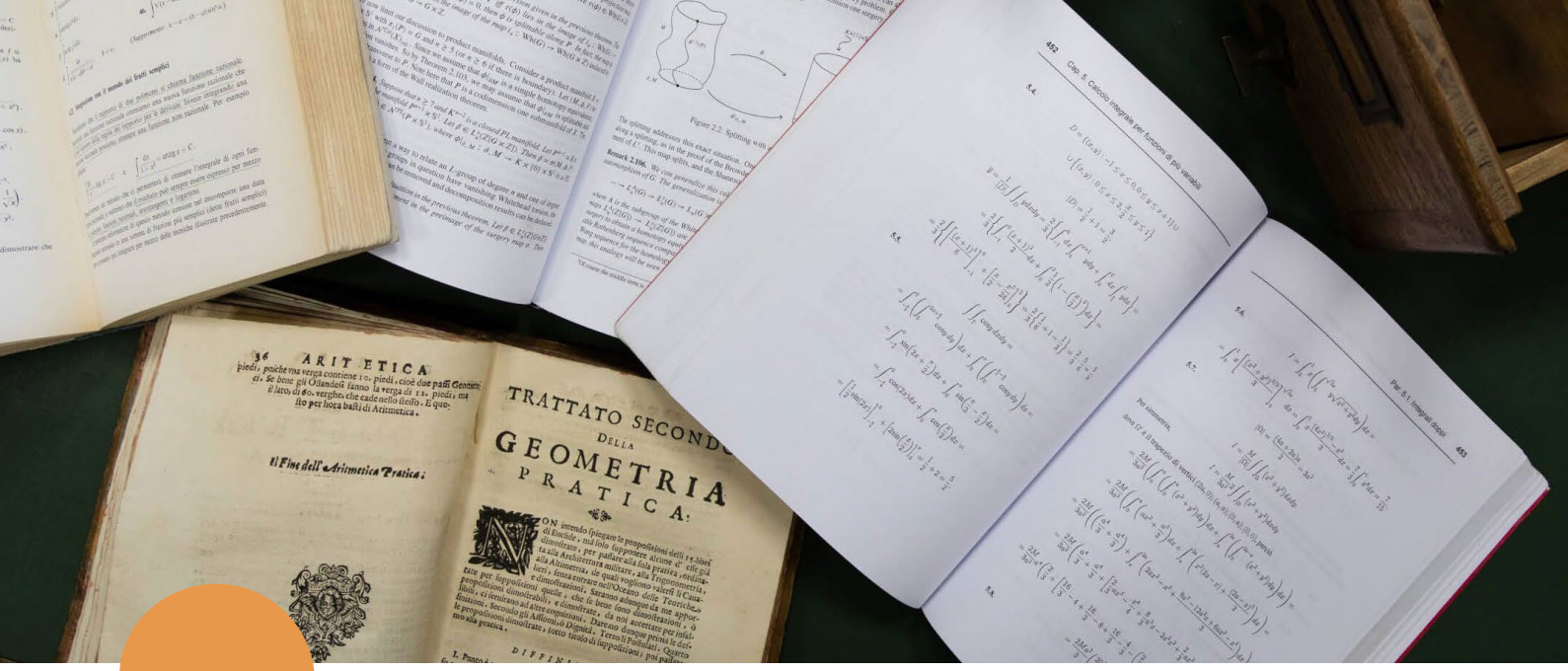
Remember to deposit any contribution you publish traditionally with a publisher in the University institutional repository, when self-archiving is possible. This is the only way to achieve Green Open Access, enhancing visibility and ensuring preservation of your publications!

Green OA at Unibo

To achieve Green OA for your publication, the University has implemented:

- IRIS-IR, the institutional repository in which all published outputs of research must be self-archived;
- a distributed support service from its libraries, available at Libraries' Open Access Support Service;
- a Green OA publishing agreement template, especially for books and series;
- an ad hoc self-archiving clause for negotiating with publishers;
- various ad hoc self-archiving clauses for articles published with major national and international publishers, available at Open Access Publishing: Agreements with Publishers.

FACT SHEETS



Open access, beneficial for research and society

Open access aims to transform how scientific research is communicated, by making it more accessible, inclusive and impactful for society. Not only does this communication model favour researchers and research institutes; it also promotes the democratisation of knowledge worldwide, benefitting society as a whole. The advantages of open access publishing over traditional models have been highlighted in a number of studies and include:

- **greater visibility:**

the average visibility of OA articles is 2.8 times higher than that of subscription articles (Springer Nature 2022, https://group.springernature.com/gp/group/media/press-releases/oa-content-up-40-percent- across-springer-nature-tjs/23107468);

- **faster dissemination:**

OA articles reach the audience in 30% less time than traditional models (DIAMAS project, https://diamasproject.eu/);

- **higher citation impact:**

on average, OA articles receive 18% more citations than those available for a fee (PLOS 2020, https://doi.org/10.7717/peerj.4375);

- **greater capacity to attract research funding:**

universities that adopt OA publishing strategies for their researchers improve their academic reputation and capacity to attract research funding. 685 institutional publishers in Europe use OA to strengthen their position in the scientific community (DIAMAS 2023, https://doi.org/10.5281/zenodo.10551710);

- **removal of economic barriers preventing access to knowledge:**

open access is key to foster the dissemination of knowledge, especially for universities in developing countries, which would otherwise have limited access to academic resources due to high subscription costs. OA contributes to social justice, bridging the knowledge gap between wealthy and poor regions of the world and promoting a more informed and fair society (Report UNESCO 2021, https://unesdoc.unesco.org/ark:/48223/pf0000380520);

- **exploitation of knowledge and impact on society:**

open access allows both researchers and professionals, as well as political decision makers and the general population, to use this content, expanding opportunities for collaboration and exploitation of knowledge. For example, OA research on vaccines or climate change has accelerated innovation and global action.

Open access and funded research

Open access is promoted within a number of declarations of principles of international organisations that recognise its benefits in terms of greater dissemination and sharing of knowledge, with positive economic and social impacts. For some time now, the funding programmes of the European Commission and of international and national agencies have included **open access as a requirement for eligibility**.

Under the Horizon 2020 funding programme, the European Commission has introduced the obligation to make research results and the related publications available open access.

However, according to the 'as open as possible, as closed as necessary' principle, the results of scientific research may be kept closed. Under certain circumstances, it is possible not to make research outputs available open access (**opt out**), e.g. in order to protect intellectual and/or commercial rights, sensitive data, security or confidentiality. The reasons for this choice must be extensively illustrated in the Data Management Plan (DMP) for the project, the document in which beneficiaries are required to plan the nature and the management methods for the results expected from their research.

In all other cases, Open Access is the only way to disseminate research results and their publications

Horizon Europe, the EU's framework agreement for research and innovation for the years 2021-2027, for scientific publications provides:

> *The beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results. In particular, they must ensure that:*
>
> *- at the latest at the time of publication, a machine-readable electronic copy of the published version or the final peer-reviewed manuscript accepted for publication, is deposited in a trusted repository for scientific publications;*
>
> *- immediate open access is provided to the deposited publication via the repository, under the latest available version of the Creative Commons Attribution International Public Licence (CC BY) or a licence with equivalent rights; for monographs and other long-text formats, the licence may exclude commercial uses and derivative works (e.g. CC BY-NC, CC BY-ND);*
>
> *- information is given via the repository about any research output or any other tools and instruments needed to validate the conclusions of the scientific publication* [...].
>
> (European Commission. General Model Grant Agreement, 01 November 2024, p. 104 *ff*.)

In Italy, a number of research funding bodies, including the Ministry of University and Research and other private organisations, have implemented an open-access mandate for publications.

Please refer to the relevant call for funding and applicable reporting rules to find out what obligations you have and what publishing methods are required.

Remember that each funding programme has different open access requirements.

Open access and Italian law

In Italy, open access to scientific research outputs is governed by Article 4, paragraphs 2 and 2-bis of Decree-Law no. 91 of 08 August 2013, converted with amendments by **Law no. 112 of 07 October 2013**, which reads as follows:

> *The public entities responsible for providing or managing scientific research funding shall take action independently to promote open access to the results of any research that is publicly funded in a percentage equal to or in excess of 50 per cent, when such results are documented in **articles published in scientific periodicals with at least two issues per year**. The aforementioned articles must include a project data sheet listing all the individuals involved in their creation. Open access shall be implemented:*
>
> *a) **upon publication by the publisher**, when the article is published for the first time, so that it is accessible free of charge from the place and moment selected on a case-by-case basis;*
>
> *b) **upon re-publication, not for profit, in institutional or disciplinary electronic archives**, in the same manner, within eighteen months after the article is published for the first time, for publications in the disciplinary domains of science, technology and medicine, or within twenty-four months, for publications in the disciplinary domains of humanities and social sciences.*

The **embargo** under Italian law is:

- **18 months** for STEM domains
- **24 months** for SSH domains

Open access is mandatory at the University of Bologna!

Since 2021, the University of Bologna requires all types of scientific publications funded by the institution to be published open access.

On a national level, open access publishing is required under major public calls for research funding, including the PRIN 2022 and PRIN 2022 PNRR funding programmes.

Even though the above-mentioned law only refers to articles in scientific journals, the reporting guidelines specify that beneficiaries undertake to "**facilitate the exploitation of research results** and ensure the protection of intellectual property by **providing the public with open access to research results** and data (e.g. publications of original results of scientific research, raw data and metadata, sources, digital graphical representations and images, and scientific multimedia materials) **as early as possible** and **as openly as possible**, according to the principles of 'Open Science' and 'FAIR Data'".

Different types of repositories

A research repository is a digital archive for preserving, sharing and accessing scientific research results.

It is an infrastructure that provides a detailed description of a contribution, ensures its preservation and findability over time and, when possible, allows for online dissemination and sharing, by specifying permitted uses. Contributions are described by detailed metadata to enhance visibility and indexing.

Repositories can be classified in various categories according to document type, disciplinary domain and management model.

Classifications include:

- **Data repositories** for data collected or processed during research;
- **Publication repositories** for scientific articles, books, book chapters, dissertations and other academic publications;
- **Catch-all repositories** for all types of research contributions;
- **Disciplinary repositories** specifically devoted to a certain disciplinary domain;
- **Institutional repositories** for research contributions produced by the staff of a certain university or research institute;
- **Public repositories** managed by public bodies, universities or research institutes;
- **Commercial repositories** managed by private companies, which may offer additional services and may be accessible on a subscription basis or for a fee.

Examples include:

- arXiv, which hosts non-peer-reviewed (preprint) versions of articles in certain disciplinary domains, such as physics, mathematics, computer science, etc. (preprint publication repository);
- Zenodo, which hosts all types of contributions, in any disciplinary domain, and is sponsored by the European Commission (public catch-all repository);
- AMS Acta, which preserves and shares unpublished, digital content of research, research data and software produced by teachers and researchers of the University of Bologna (institutional repository);
- Mendeley Data, which hosts research data and is owned by publisher Elsevier (multidisciplinary, commercial data repository);
- GenBank®, which hosts genetic sequences and is managed by the National Institute of Health of the United States (public disciplinary repository).

The choice of a repository depends on a researcher's needs and on the policies of their home institution. As open science is surging, repositories play a key role in promoting the dissemination of scientific results while ensuring the integrity and sustainability of research in the long term.

Please note!

Academic social networking websites (e.g. ResearchGate) and cloud storage services (e.g. Google Drive) are not repositories.

How do I identify a trusted repository?

Checklist **The main features of a trusted repository below:**

- **Access and transparency**: It provides clear and open access to content by complying with open access standards and promoting scientific transparency;
- **Metadata quality**: It includes detailed and accurate metadata, in machine-readable (XML) format, accessible at all times, to facilitate content discovery, indexing and retrieval according to standard schemas (e.g. DataCite, Dublin Core);
- **Compliance with standards**: It complies with international standards and guidelines for archiving and managing data and publications;
- **Findability**: It assigns persistent identifiers to contributions (e.g. DOI, Handle, URI) and authors (ORCID), so that each research contribution deposited can be identified unambiguously in the long term;
- **Interoperability**: It is compatible with interoperability systems and standards (e.g. OAI-PMH) to facilitate data exchange and aggregation (e.g. OpenAIRE Explore);
- **Security and preservation**: It adopts solid policies for data and document security and preservation in the long term;
- **Quality certifications**: It is certified as a trusted repository by a recognised organisation, such as CoreTrustSeal;
- **Versioning**: It allows keeping track of versions of data and publications and ensures access to revision history;
- **Clear licensing policies**: It clearly specifies the terms of use and the terms of licensing for archived materials, encouraging the adoption of standard licences (e.g. Creative Commons);
- **Indexing and visibility**: It ensures that content is indexed by major academic search engines (e.g. Google Scholar, OpenAIRE) to enhance visibility and impact;
- **User support**: It provides support to researchers and helps them upload, manage and access materials;
- **Sustainability**: It has sufficient resources and infrastructures to maintain operations in the long term.

Institutional repositories for preservation and dissemination in open access

The University of Bologna has made various institutional repositories available to its academic community to facilitate long-term preservation and dissemination of content from institutional research, teaching and third mission activities. In particular:

IRIS
INSTITUTIONAL INFORMATION RESEARCH SYSTEM

is the institutional repository of scientific research outputs subject to evaluation

https://cris.unibo.it/

AMSActa

is the institutional repository of research data and other unpublished material, including preprints, volumes, software and grey literature

https://amsacta.unibo.it/

AMSHistorica

is the institutional repository for digital cultural heritage

https://historica.unibo.it/

AMSDottorato

is the institutional repository for PhD dissertations

https://amsdottorato.unibo.it/

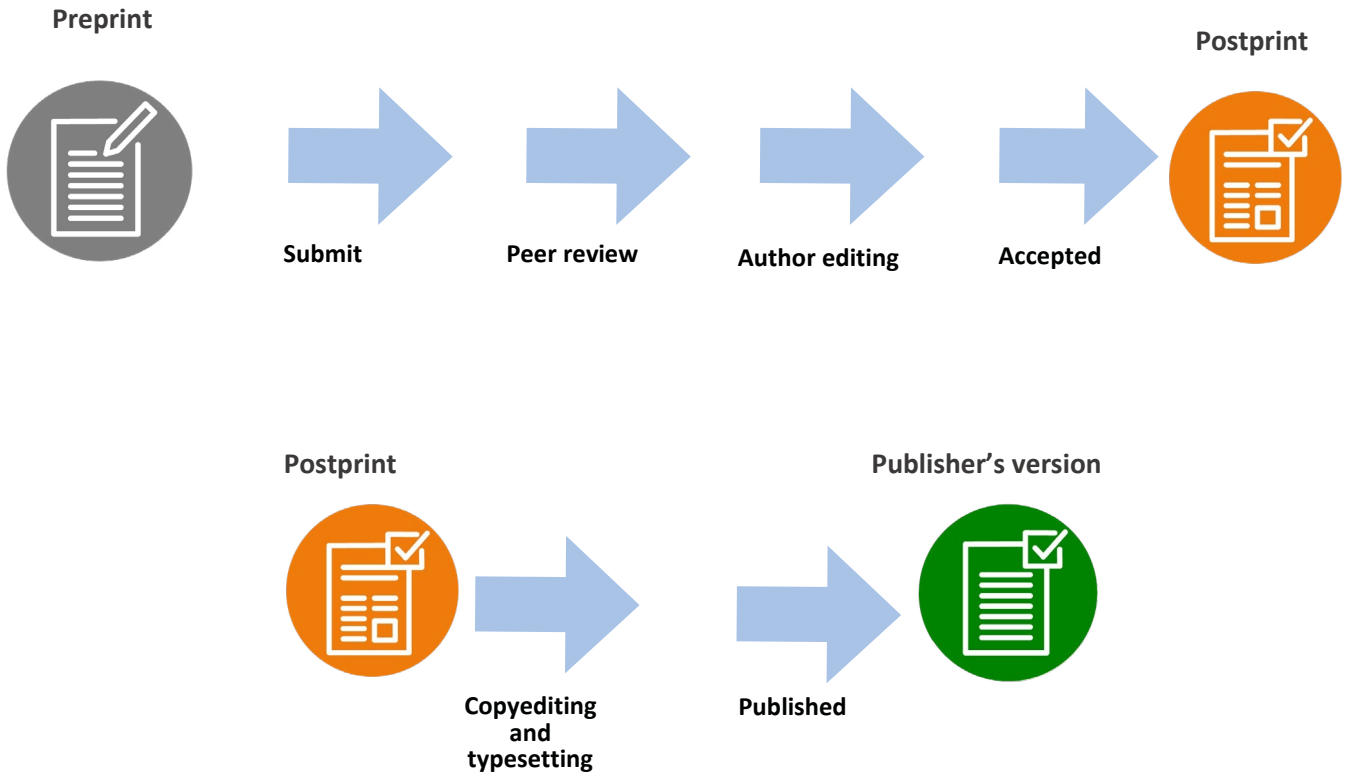
AMSLaurea

is the institutional repository for first cycle and second cycle theses

https://amslaurea.unibo.it/

File versions

The publishing process of a scientific research contribution is comprised of three main steps that correspond to the three file versions of a publication:



Preprint	• also known as '**submitted version**' • the original draft of the research result is submitted for publication and is peer-reviewed • may be published in a repository
Postprint	• also known as '**accepted manuscript**', '**Author's Accepted Manuscript (AAM)**' • the manuscript version accepted for publication after peer review, but not proofread or set in the publisher's layout yet • may be published in a repository, depending on the publisher's policy, typically after an embargo period
Publisher's version	• also known as '**Version of Record (VoR)**', '**publisher's PDF**', '**published PDF**' • the version set in the publisher's layout after proofreading, copyediting and typesetting • may be published in a repository, depending on the publisher's policy (this is always the case when published in Gold OA or Diamond OA)

Creative Commons licences

Creative Commons (CC) licences are licensing agreements under which the rights holder grants permission to use a work to an indefinite number of people.

CC licences are clear, simple and free licences that comply with the Italian and international legislation on copyright, can be used by anyone to define permitted uses for their work in a standard way, and represent metadata of the digital publication. For these reasons, they are the most popular licences for open access dissemination.

The 6 CC licences available are based on the 'some rights reserved' principle and on 4 basic clauses that rights holders can select and combine, thus establishing the ways in which end users will be able to use their work.

Each basic clause has a graphic symbol that makes it easier to recognise:

BY – Attribution (always included)

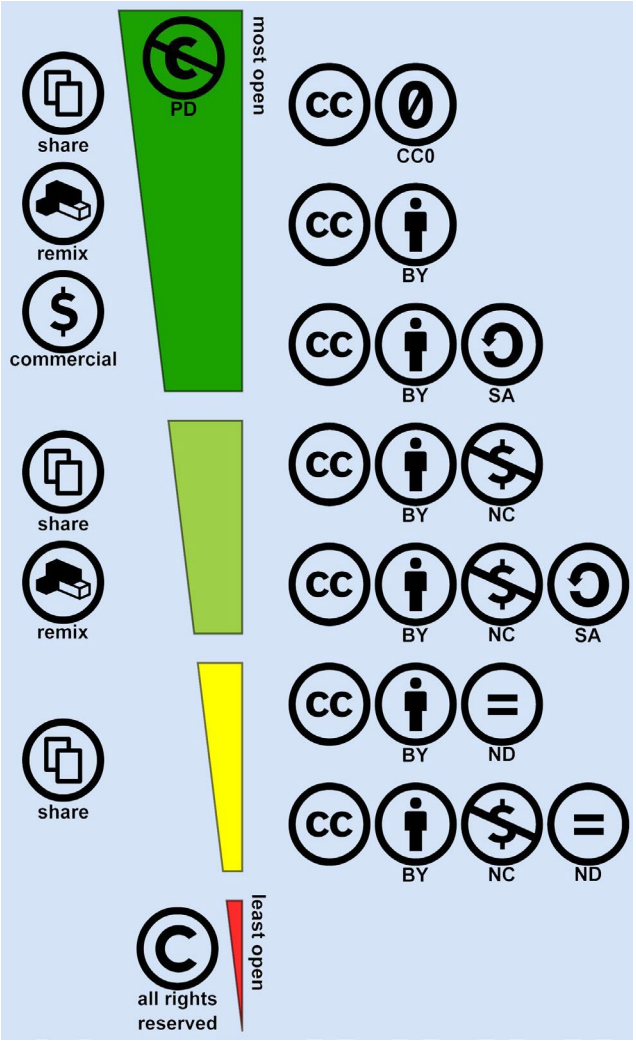
NC – Non-commercial

SA – ShareAlike

ND – No derivative works

In addition to the 6 CC licences, the CC0 licence allows putting a work into the public domain.

For more information about Creative Commons licences, please visit https://creativecommons.org/



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source: https://commons.wikimedia.org/wiki/File:Creative_commons_license_spectrum.svg

How do I identify a reputable scientific publication?

Checklist **Make sure that the following information is present on the publisher's website and/or in the publisher's version**:

- ☐ Publisher's details, including company name, physical address, contact details
- ☐ Publishing policies
- ☐ Author guidelines
- ☐ Code of ethics and for managing mistakes and negligence
- ☐ Transparent peer-review procedures
- ☐ Scientific committee and editorial board
- ☐ Authors' names and affiliation
- ☐ Corresponding author's email address
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- ☐ Unique persistent identifiers such as DOI, ISBN, ISSN
- ☐ Bibliographic references with DOIs
- ☐ Clear indication, in the acknowledgements or notes, of any funding or partnership involved
- ☐ Open, non-proprietary, international standard formats, such as .pdf, .html, .epub
- ☐ Website can be accessed and used from mobile devices

Remember that the information on the publisher's website must match that in the published PDF version of the publication, and vice versa. Report any inconsistencies to the publisher as soon as possible!

How do I identify a trusted publisher?

Try to answer these questions:

- Have you read anything from this publisher before? Does anyone in your disciplinary domain know it?
- Can you contact the publisher? Are its contact details and registered office consistent and readily available online?
- Do you recognise any names on the scientific committee? Are they well-known members of the academic community? Do they mention their collaboration with the journal on their personal and institutional websites?
- Is the peer-review process clearly explained in all of its steps? Or does the publisher offer a general peer review within an excessively short period of time?
- Does the publisher declare that it is indexed in scientific databases such as WoS and Scopus? Always check that the bibliometric indicators declared are actually present.
- Are publishing fees clearly stated on the publisher's website? Are they similar to those charged by other well-known publishers?
- Is there something wrong with the website or graphics? Do they remind you of those of other, very well-known publishers? Have you noticed any grammar mistakes in the texts?

By answering these and other questions gathered by the Think, Check, Submit tool, you can check whether a publisher is reputable and trusted.

Another valuable verification method relies on **whitelists**, which proactively and clearly set quality standards, review the criteria of the various selection processes in which publishers are involved and are constantly updated. Whitelists include DOAJ for scientific journals and DOAB for chapters and books.

As regards scientific journals in particular, see the Principles of Transparency and Best Practice in Scholarly Publishing laid down and endorsed by major organisations in the field: the Committee on Publication Ethics (COPE), the Directory of Open Access Journals (DOAJ), the Open Access Scholarly Publishers Association (OASPA) and the World Association of Medical Editors (WAME).

The use of whitelists should always be preferred over that of blacklists.

Indeed, in pursuing their goal of thoroughly and definitively mapping an ever-changing environment, **blacklists** run the risk of rapid obsolescence because of how difficult it is to rapidly update information.

Moreover, blacklists may be created by individuals, may be unreliable because they lack transparency in the criteria they use to define a 'predatory' publisher, and may give rise to conflicts of interest.

Open access publications and FAIR data

The relationship between open access publications and FAIR research data management is key in promoting free, transparent and reusable access to scientific knowledge and the data supporting it.

While open access facilitates scientific knowledge dissemination by offering unrestricted access to published resources, research data management according to the FAIR principles promotes the sharing of well-documented and organised data, increases transparency, improves reproducibility of research and fosters scientific collaboration, reducing errors and ambiguity that can arise when replicating experiments.

Making research data available according to the FAIR principles is crucial to allow for **reproducibility of the results** contained in scientific publications, which is one of the pillars of the scientific method.

Not only does FAIR data management facilitate collaboration among researchers; it also **increases the overall value of research** – interoperable and reusable data makes it possible to combine information from different studies, fostering innovation and accelerating scientific progress.

For this reason, universities and research institutes, funding bodies and a growing number of publishers support FAIR research data management in scientific publications.

See the following policies of the University of Bologna on the dedicated page:

- University Policy on open access to research publications and data
- University Policy on research data management

See also the University Guidelines for research data management for a focus on the issues to be addressed during research and throughout the data lifecycle, the implementation of the FAIR principles, and practical tips on workflows and procedures.

The institutional repository for research data is AMS Acta.

Publishing supplementary files on the publisher's website does not make data management FAIR:

- all research data underlying a publication must be **deposited** in a disciplinary or institutional repository, along with the necessary **documentation** and, where possible, in an **open** and **reusable** format. The data must be deposited at the latest upon completion of the drafts, so as to be able to add the exact bibliographic citation to the publication to which the data refers (together with its persistent identifier);
- the metadata that describes research data within disciplinary or institutional repositories allows for the inclusion of the persistent identifier or the URL of the scientific publication associated with it, ensuring the cross-linking of all information relevant to research.

For more information about research data management, please contact aric.datasteward@unibo.it

Useful links

Open access at the University https://www.unibo.it/en/university/who-we-are/open-access-and-open-science University Library System https://sba.unibo.it/en/almadl

OpenAIRE https://www.openaire.eu/how-to-comply-with-horizon-europe-mandate-for-publications

Diamas https://diamasproject.eu

PlanS https://www.coalition-s.org

Creative Commons https://creativecommons.org

DOAB https://www.doabooks.org

DOAJ https://doaj.org

DOI Resolver https://dx.doi.org

Open Policy Finder https://openpolicyfinder.jisc.ac.uk

Think. Check. Submit. https://thinkchecksubmit.org

Playlist – Open Access and Open Science

https://sba.unibo.it/it/almadl/open-access-e-open-science/videorassegna

Contact details

Open access to publications is closely linked to many other activities throughout the project lifecycle. At the University of Bologna, you can ask specialist staff for support about:

- how to publish open access, and publishing agreements: openaccess@unibo.it
- research data management: aric.datasteward@unibo.it
- privacy: privacy@unibo.it
- commercial exploitation of research results: kto@unibo.it
- University repositories (AMS Acta and AMS Historica): almadl@unibo.it; historica@unibo.it
- publication of Diamond Open Access journals: journals@unibo.it
- publication of Diamond Open Access books and series: books@unibo.it

From its libraries, the University provides an open access support service to teachers and researchers.

Please find the contact details of the library providing support to your Department at

https://sba.unibo.it/en/almadl/almadl-for-open-access/libraries-open-access-support-service

GLOSSARY

- **ANVUR** (Italian National Agency for the Evaluation of Universities and Research Institutes): The Italian Agency that deals with evaluating the activity of universities and research institutes supervised by the MUR – Ministry of University and Research, by establishing criteria and indicators to evaluate the quality of publicly funded research.
- **APC** (Article Processing Charge): A fee charged to make an article published in a scientific journal available in open access. It covers all costs involved in the management of the publishing process, from administrative to technological aspects, to ensure that a contribution can be accessed (quality control, editing, publishing, digital archiving). APCs depend on the publishing model (hybrid APCs are typically higher than full OA APCs).
- **Copyright transfer agreement**: An agreement whereby the original rights holder transfers one or several rights in their work to a third party, on a permanent basis.
- **Corresponding author**: The author who is responsible for the entire publishing process of an article. He/she makes sure that the authors' list is complete and that all authors have been informed about the publishing conditions. As a matter of fact, he/she is the point of contact for the publication and liaises with the journal, especially when further information is requested after publishing. He/she should be contacted when looking for a postprint version.
- **Creative Commons**: Standard licences designed to facilitate quick and easy sharing of a work, setting down the conditions under which anyone may legally and freely reuse it in accordance with the terms established by its author (https://creativecommons.org).

- **Data Management Plan** (DMP): A document describing how research data is produced, processed, managed, archived and shared during all phases of a project (from the initial phase and beyond the end of research project) and identifying the steps to be taken by researchers for a FAIR data management aimed at exploiting and preserving such data over time. The DMP is a mandatory requirement under the Horizon Europe programmes.
- **Delayed open access**: An author's-pay-open access publishing model on the publisher's website which entails an embargo period. Unlike under the Gold OA model, the contribution is not immediately available in open access; rather, it is made available after an embargo period during which a fee or a subscription is required for reading (i.e. access is delayed).
- **DOAB** (Directory of Open Access Books): An index of peer-reviewed, open access books that meet certain quality requirements established by the association that manages the project (https://www.doabooks.org/).
- **DOAJ** (Directory of Open Access Journals): An index of peer-reviewed, open access scientific journals that meet certain quality requirements established by the association that manages the project (https://doaj.org/).
- **DOI** (Digital Object Identifier): A persistent identifier used in scientific literature, which allows a digital publication to be identified unambiguously in the long term and to be found online by means of DOI resolver services that reroute users to the digital resource. See for example: https://dx.doi.org/.
- **Double dipping**: The practice of duplicating the cost of open access publishing in hybrid journals, resulting in universities having to pay both subscription fees for the journals and APCs for each article they publish.
- **Embargo**: A period during which access to a scientific publication deposited in a disciplinary or institutional repository is restricted prior to open access dissemination. The embargo is calculated from the publishing date and may last from six months to two years.
- **FAIR Data**: Guiding principles defined and recognised at an international level to facilitate discovery and indexing of research data and to ensure it is preserved and accessible, interoperable and reusable and ideally machine-readable. FAIR is an acronym that stands for the principles that research data needs to meet – data must be Findable, Accessible, Interoperable and Reusable.
- **Full OA journal**: A scientific journal that publishes in immediate open access under the Gold OA model. APCs are usually charged, but no costs apply to access content. Full OA journals that do not charge APCs are usually related to research organisations, societies and institutes, and publish in immediate open access under the Diamond OA model.

- **Hybrid journal**: A scientific journal that combines a traditional publishing model with the possibility of publishing open access. This publishing model requires both a subscription to access traditional content and the payment of APCs for individual articles published open access, which gives rise to double dipping.

- **ISBN** (Standard Book Number): A persistent identifier that allows a book to be identified unambiguously in the long term. Different ISBNs are assigned to the print and digital versions of a book; likewise, different formats of an e-book (e.g. .pdf, .html, .epub) must be identified by different ISBNs.

- **ISSN** (International Standard Serial Number): A persistent identifier for serials, such as magazines, journals, newspapers, annuals, monographic series and all other types of serial publications.

- **Licensing agreement**: An agreement whereby the original rights holder grants a third party a limited right to exploit their work, while retaining ownership.

- **Metadata**: Structured information (e.g. bibliographic, administrative, technical and provenance information) that describes research data and allows it to be identified and indexed by search engines and aggregators; facilitates its arrangement, management and intelligibility; certifies provenance and authorship, and defines conditions for access and reuse. Metadata is usually structured according to standard schemas, which are often domain-specific, consolidated at an international level and implemented by long-term archiving and access infrastructures (repositories).

- **OAI-PMH** (Open Archives Initiative Protocol for Metadata Harvesting): A protocol for harvesting and disseminating metadata. It uses XML for data exchange and ensures interoperability.

- **Online first**: A type of immediate online publishing, in which articles are published online before they appear in an issue of a journal. They are assigned a DOI, which makes them fully citable.

- **Open access**: Immediate online access, free of charge and free of legal, economic, technological barriers, to scientific research results that can be reused without requiring further permission, provided this is done ethically and responsibly.

- **ORCID** (Open Researcher and Contributor ID): A unique and persistent identifier for authors of academic and scientific publications. It can be obtained free of charge (https://orcid.org/) and allows, on the one hand, to connect to up-to-date data of publications, research projects and acknowledgements and, on the other, to univocally identify each researcher.

- **Peer review**: A process that ensures the scientific quality of publications through the evaluation of work by recognised experts (referees) within the relevant academic field. The most common types are:
  - **single-blind peer review**: a peer-review method in which the referee is anonymous, but knows the author's identity;
  - **double-blind peer review**: reviewers receive a manuscript from which all references through which the author could be identified have been removed. In this way, the author's identity is unknown to the referees, and vice versa.
- **Persistent identifiers or PIDs**: Identifiers that allow a resource to be identified univocally and permanently, because they are uniquely assigned to it and because they are unambiguous, long-lasting and stable over time (e.g. ISSN, ISBN, DOI, ORCID).
- **Plan S**: An initiative launched in 2018 by cOAlition S, a consortium of European research funding bodies coordinated by Science Europe and endorsed by the European Commission, to promote open access for all funded research results (https://www.coalition-s.org/).
- **Platinum OA**: a designation by which the Diamond Open Access publication model is sometimes referred to
- **Postprint**: A version of a scientific publication that has been accepted for publication following peer review, but has not been proofread or set in the publisher's layout yet. It is also known as 'Author's Accepted Manuscript (AAM)', 'accepted manuscript', 'accepted version'.
- **Predatory publishers**: Fake publishers that trick academic authors into publishing with them in Gold Open Access at discounted prices. Their graphics often imitate those of legitimate publishers and international databases. It is important to make sure that the publishing venue you intend to send your research work to is reputable and trusted.
- **Preprint**: A version of a scientific publication that has been submitted for publication but has not been peer-reviewed yet. It is also known as 'submitted version'.
- **Preprint repository**: A type of repository for preprints, especially common in the STEM domain (e.g. arXiv for physics and BioRxiv for biology).
- **Publisher's version**: The version of a scientific publication that is officially published following peer review. It has been proofread and set in the publisher's layout. It is also known as 'Version of Record (VoR)', 'publisher's PDF', 'published PDF'.

- **Publishing agreement**: An agreement whereby, pursuant to the Italian Copyright Law, "the author grants a publisher the right to publish the author's intellectual work on behalf of and at the expense of the publisher itself". Under a publishing agreement, the publisher assumes the entrepreneurial risk of publishing the work. If, on the other hand, the author contributes financially to the implementation and distribution of the work, the agreement cannot be regarded as a publishing agreement, but might qualify as a procurement contract instead.
- **Rights Retention Strategy** (RRS): A strategy developed by Plan S that enables authors of scientific publications to retain sufficient rights in their contributions to deposit the postprint version in a repository and make it available open access, without embargo, under a CC BY licence.
- **Self-archiving**: Deposit, by an author, of a digital version of a traditional scientific publication (subscription-based or print-based model) in an institutional or disciplinary repository, in order to allow its dissemination in open access, typically after a period of time during which access is restricted ('embargo').
- **Traditional journal**: A journal that uses a traditional publishing model, under which a subscription is required to access content.
- **Transformative agreements**: Agreements aimed at accelerating the transition to open access and ensuring that the traditional 'subscription business model' (pay for access) is abandoned in favour of a new 'OA business model' (pay to publish). Transformative agreements allow universities to cover both the fees for accessing the journals they subscribe to and virtually all article processing charges (APCs), at no additional cost to the authors that work within the universities themselves. Many transformative agreements in Italy are signed by CRUI (Conference of Italian University Rectors) at a national level on behalf of a number of universities and research institutes, including the University of Bologna.

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