

Code	QA237
Title	Research Publishing
Policy Owner	University Librarian
Date	8 December 2025
Approved By	Academic Council (with prior approval by Library Strategy Committee and Research and Innovation Committee and following changes requested at Academic Council 14/10/2025)

1.0 Purpose

The purpose of this policy is to advance research publication excellence, impact, visibility, and equity. University of Galway recognises that research publications are a vital institutional asset. This policy aims both to drive **research publishing excellence**, in line with the University's strategic priority of Distinctive Research Impact, and to ensure **open publishing**, so that the University's research is visible, reusable, preserved, and has the widest impact.

The policy implements the University's strategic commitment to distinctive research impact by pairing the ambition of **publishing in domain leading outlets** with responsible **open dissemination of outputs**. It supports high-quality peer review, rigorous editorial standards, equitable access to knowledge, and robust research assessment. The policy sets out routes to open publishing and the use of repositories and licences. It upholds authors' freedom to publish in the most appropriate channels, emphasises their right to the copyright of their own work, and respects institutional intellectual property rights, as per the [Intellectual Property Policy \(QA507\)](#).

2.0 Description

This policy promotes **excellence and impact in research publishing** and the **open dissemination of research outputs**. It does this by setting expectations for selecting domain-leading publication outlets, encouraging submissions to these outlets, and supporting selective publication choices that improve impact and reputation. At the same, it ensures that accepted outputs, regardless of publishing outlet, are made openly available through appropriate routes.

The policy aligns with the University's strategy and with national and international directions in research publishing. The University provides routes and support to ensure compliance without undermining the quality or status of the publication. This policy ensures that research publications created as part of publicly funded work are openly and freely accessible. It aligns with the [University's strategy](#), [UNESCO Recommendations on Open Science](#), [Plan S](#), [EU's Open Science Policy](#), [Horizon Europe's Open Science requirements](#), and funder mandates. It is informed by the work of the [NORF-funded SCOIR project](#) for Irish research performing organisations.

University of Galway endorses the [National Action Plan for Open Research](#) and commits to achieving 100% open availability of research publications by 2030. The [National Action Plan for Open Research](#) is funded and supported by the Irish government and the Higher Education Authority. Researchers are encouraged to actively engage in open research initiatives and adopt open practices, thereby promoting a culture of open research.

3.0 Application and scope

- a. This policy **applies to all staff and students at the University of Galway**.
- b. It covers **research publications** such as journal articles, conference papers, books, book chapters, monographs (see exceptions in Section 4), and reports. While recognising artistic, creative or literary works as important research outputs, these works are excluded from this policy. Authors of such works are encouraged however to consider Open Publishing options where relevant.
- c. Authors are encouraged to target **domain-leading publication outlets** to maximise the visibility, impact and reputation of University of Galway research. This supports the University's strategic goal of excellence in research publishing. A curated list of domain-leading research publication outlets is overseen by a working group of the Research and Innovation Committee.
- d. Authors **must** make their **research publications openly available immediately on acceptance** via one of the following routes: Green Open Access, Diamond Open Access, or Gold Open Access, unless an approved exception applies (3.i). For a definition of Open Publishing terms, see the [Glossary](#) below.
- e. The Author Accepted Manuscript (AAM) or Version of Record (VoR) **must** be deposited on acceptance for publication in the [University of Galway Research Repository](#) (Institutional Open Repository) without an embargo, unless an approved exception applies under 3.i.
- f. To enable immediate open publishing, University of Galway requires authors to **assert their copyright** in all their research outputs. This can be achieved by authors either applying a **rights-retention statement** at submission or exercising caution during the publication submission process to ensure that they **do not sign away their rights** to the copyright of their own work. This allows the Author Accepted Manuscript to be made openly available under a permissive license immediately upon acceptance.
- g. Each member of staff **must** grant University of Galway a **non-exclusive, irrevocable, worldwide licence** to make a version of their research publications publicly available under an open licence, such as a Creative Commons licence. This maximises access and collaboration by allowing free reuse and adaptation **with attribution**.

- h. Publications **should** include a statement detailing how others can access underlying data, original software, or materials.
- i. **Exceptions** to this policy **may** apply where legal constraints (e.g. national security, GDPR), ethical concerns, impact concerns, or overriding public interest justify postponement of open availability. Any potential postponement must be applied for at the time of submission and be approved by the appropriate sub-committee of the Research and Innovation Committee and should last only as long as strictly necessary (See Section 4 for sample exceptions).
- j. **Publication quality and due diligence.** The University does not support publication in outlets with deceptive or poor practices. Authors **must** complete due diligence when considering where to publish using recognised checks. Authors should prefer publishers and outlets that have proven up-to-date discipline leadership or adhere to recognised editorial and research integrity standards. Outputs in questionable outlets may be ineligible for internal support and excellence-focused initiatives.
- k. For outputs arising from University employment or student research, the **primary affiliation** on the publications and in persistent identifiers such as ORCID **must** be University of Galway.

4.0 Exceptions for Postponement

At the time of submission, authors can request a review of their publication to determine if an open publishing exception can be applied as an open publishing postponement. The possible grounds that **may** justify postponing the public release of a research output are listed below. If one (or more) of these grounds applies and is supported by convincing evidence, a postponement request **may** be valid.

- Legal Constraints
 - o National security considerations
 - o Human Rights considerations
 - o GDPR (General Data Protection Regulation) compliance
 - o Where the content of the output is a protected trade secret or patent.
- Overriding Public Interest Reasons
 - o the exceptional nature of a significant and sizeable research output, such as a monograph or textbook or other similar long-form work, or a very large website, database or other similar electronic resource.
 - o the clear existence of a serious risk to national security, human rights or public order, to the life or health of an individual, or to the environment,
 - o the academic freedom of higher education providers and of academic staff in those providers
 - o the cogent ethical obligations, or the compelling academic interests, of the author

- o the necessity for the author to take into account the cogent ethical obligations, or the compelling academic interests, of a co-author
- o the responsibility of the author to consider the weighty concerns of a funder
- o the achievement of the necessary aims of a specific research project which has not been substantially completed
- o the paramount need to supplement, or to make further use of research results
- o the protection of commercially sensitive information
- o the applicability of relevant national or European Union policies.

Publisher Restrictions: Authors should be aware that the publisher's **final version** of a publication cannot be shared openly unless explicitly permitted. However, the author retains full rights to the **Author Accepted Manuscript** and is free to make that version openly available. Therefore, the Author Accepted Manuscript can and should be published via the institutional CRIS and the University of Galway Research Repository immediately on acceptance. Publisher restrictions are not, therefore, a valid justification for an exception to this policy.

5.0 Support services

The following support services enable high-quality publication and open dissemination of research outputs and publications:

- A curated list of [domain-leading publication outlets](#) is maintained by a working group of the Research and Innovation Committee. Staff are welcome to suggest additions to ensure each discipline is well-represented.
- Requests for exceptions to the requirement for immediate open publishing are considered and overseen by an Embargoes sub-committee of the Research and Innovation Committee.
- [University of Galway Research Repository](#) managed by the Library enables Green Open Access publishing. The University of Galway Research Repository aligns with the National Action Plan for Open Research and international best practices, ensuring standardised metadata for indexing in global discovery systems such as OpenAIRE. This maximises the discoverability, access and impact of University research outputs.
- [OpenPress at University of Galway](#) provides a platform for open publishing of long-form texts, including research monographs. The platform enables immediate open publishing and supports multi-lingual publications.
- [Current Research Information System](#) (CRIS) an online research information management platform owned by the Research Office. A CRIS is the system that provides a researcher's profile, their list of publications, and also manages information about their research grants.

- [Read-and-publish agreements](#) with commercial publishers, which allow immediate open-access publishing on the publisher's website are enabled by the Library supported by the Irish Research e-Library ([IReL](#)).
- Open publishing in [Diamond platforms is enabled via Library and IRel agreements and contracts](#).
- A [Publication Support Scheme](#) provides targeted financial support for publication charges where justified by impact and quality and not covered by national Irish Research eLibrary (IReL) or University library agreements with publishers. This is managed by the Office of the Vice-President for Research and Innovation in collaboration with Planning & Institutional Research Office and the University Library.
- The Library provides [guidance and support](#) for copyright, rights retention, publishing and in particular open publishing of research outputs.

6.0 Related Documentation

- [Open Publishing of Research Publications Procedure](#)
- [ORCID affiliation guide](#)
- [University of Galway Research Data Management Policy \(QA509\)](#)
- [University of Galway Intellectual Property Policy \(QA507\)](#)
- [Research Integrity Policy \(QA514\)](#).

7.0 Responsibilities

Name	Responsibility
University Librarian	Policy Owner
Library Senior Management Team	Propose amendments
Library Strategy Committee and Research and Innovation Committee	Ratification of amendments
Academic Council	Approval of Amendments
Authors	Comply with QA237 Research Publishing Policy
Library	Manage the University of Galway Research Repository. Provide training and guidance on open publishing and author rights. Contribute to the domain-leading publication outlet list.
Research Office	Manage the CRIS system. Contribute to the domain-leading publication outlet list.
Office of the Vice-President for Research and Innovation	Contribute to the domain-leading publication outlets list.
Planning & Institutional Research Office	Contribute to the domain-leading publication outlet list.
Research Integrity Officer	Contribute to the domain-leading publication outlet list.
Embargoes SubCommittee of the Research and Innovation Committee	Postponement requests as short-term exceptions to open publishing.

Appendix: Glossary

Author Accepted Manuscript (AAM)

The version of the manuscript that has been accepted for publication, which includes changes made after peer review, but does not include typesetting or formatting by the publisher. For scholarly articles in journals, this is the text after changes in response to peer review but before the publisher's typesetting and formatting has been applied. May otherwise be known as the 'author manuscript', 'final author version' or 'post-print'. For chapters, this is the version of the manuscript that has been agreed for publication.

Copyright

A rights regime that grants exclusive rights to creators of original works, including literary, artistic, musical, and other creative expressions, allowing them to control how their works are used and distributed.

Creative Commons (CC) licences

A framework of open licensing that grants rights under certain conditions and requirements, depending on the elements of each licence.

Diamond Open Access

The publisher provides immediate Open Access to the final published version on the publisher's website, but there is no fee for publishing. Diamond Open Access publications are often funded by organisations, institutions, or other initiatives.

Gold Open Access

Gold Open Access means the version of record of a publication is made freely available on the journal or publisher's website. Most Open Access journals do not charge for publication but some Open Access journals require authors to pay an Article Processing Charge or similar fee. The article is usually made available under a Creative Commons licence which facilitates reuse.

Green Open Access

Green Open Access is also known as 'self-archiving'. Authors deposit the Author Accepted Manuscript of their article in an institutional or subject Open Repository in parallel with conventional publication. Publishers sometimes require an embargo period before the file can be made accessible to the public.

Institutional Open Repository

An institutional Open Repository collects, preserves and disseminates the research outputs of an institution.

Open Access

Open Access makes research outputs freely accessible online without subscription barriers. It ensures that research information is available at no cost to users and is reusable, allowing for

broader dissemination and more efficient research. By removing paywalls, Open Access increases the visibility of publicly funded research, enabling researchers, practitioners, policymakers, and the public—especially those in regions with limited access to subscription-based journals—to benefit from the latest research. This practice fosters collaboration, accelerates innovation, and contributes to the advancement of research by making research more readily accessible for further exploration and application. Open Access also ensures that publicly funded research is easily accessible, enabling taxpayers to get full value for the public money invested in research while maximising the reach of the work of researchers, staff, and students. It aligns with current government policies aimed at enhancing open research, including the goal of achieving 100% Open Access by 2030. Open Access workflows operate outside the scope of existing copyright legislation. They ensure the version of the research publication published is not the version published by commercial publishers unless they have provided a licence to the author for such publication, which does not infringe publishers' copyrights.

Primary Affiliation

The organisation listed first by the author on a publication and in persistent identifiers such as ORCID. For University of Galway publications, this must be "University of Galway".

Publish- Review- Curate

The publish-review-curate model integrates Open Repositories, preprint servers, and diamond Open Access to enhance scholarly communication. Publishing involves making research accessible through preprints in Open Repositories (Green route to Open Access) and final versions via Diamond Open Access. This can be on different or the same open infrastructure. Reviewing ensures research quality through transparent, expert peer evaluations. Curating focuses on organising and preserving scholarly content, ensuring its long-term accessibility and usability. This approach supports a sustainable and equitable Open Access environment.

Read-and-Publish Agreement

This is an agreement between the university and a publisher, where the University pays an annual fee that covers both the cost of subscription to the publisher's journals ('read') and the cost of publishing Gold Open Access in these journals ('publish'). This means that publishing Open Access in journals covered by such an agreement does not incur extra cost to the author because these costs have already been paid by the University of Galway Library. Read-and-publish agreements are negotiated by IReL on behalf of a consortium of Irish HEIs.

Rights retention statement

An author statement reserving sufficient rights to allow immediate repository availability of the Author Accepted Manuscript with a permissive licence.

Version of Record (VoR)

The 'final published version', usually a PDF that has undergone typesetting and has the publisher's branding.