

# Open Access Toolkit

*for Aotearoa New Zealand Researchers*



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## What is Open Access and why is it important?

Publishing Open Access means making research available online for anyone in the world to read for free. This benefits the public who fund universities. Open Access also benefits researchers by helping to increase the reach and impact of their work.

Many funders now require journal articles (and often the data they're based on) to be published Open Access. For example, Aotearoa New Zealand's Ministry of Business, Innovation & Employment released its [Kaupapahere Rangahau Tuwhera | Open Research Policy](#) in January 2023. Following a recent report on [Open Access in Aotearoa New Zealand](#), the Vice-Chancellors of all New Zealand universities collectively committed to [support and increase Open Access across our universities](#).

## About this toolkit

This toolkit is written for researchers in Aotearoa New Zealand's university sector. However, we hope all researchers will find it useful. The Creative Commons license used ([CC BY-SA](#)) enables the toolkit to be freely shared and adapted for your context. Happy open publishing!

The toolkit is designed to guide researchers through the process of making their journal articles Open Access. It is split into five stages of publishing:

1. Planning your research
2. Choosing a journal
3. Submitting your manuscript
4. On acceptance
5. After publication



Each stage consists of three sections:

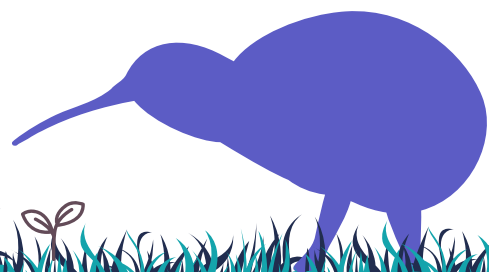
- **Infographic:** guides you through the main questions you need to consider at this stage and links to supporting resources that can help your decision making.
- **Tips & Tricks:** offers golden nuggets of helpful advice mined from the brains of the ten research librarians who collectively authored this toolkit.
- **Checklist:** provides a straightforward list of things to do or know before proceeding to the next stage. The items on the checklist relate directly to the content and guidance in the other two sections on that page. If you need more information about a checklist item, you can find supporting content on the same page.

## Disclaimer

The advice and options presented in this toolkit are not the only correct way to make your work open; there are many legitimate paths to Open Access. We are also aware that this toolkit is focused solely on journal articles, and that there are many different types of research publications and outputs that have not been addressed here.

For further advice or guidance about choosing the best way forward for you and your research, your library is happy to help.

**Questions?**  
**Contact your library.**



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## Ngā mihi/Acknowledgments

We would like to thank and acknowledge the [Council of Aotearoa New Zealand University Libraries \(CONZUL\)](#), a committee of [Universities New Zealand](#), for commissioning and funding this project.

Ngā mihi nui to [Open Access Australasia](#) for hosting the toolkit.

We are also grateful to all our researchers and library colleagues who gave up their valuable time to review the content and give us honest feedback throughout the project.

The tūi colour scheme used in this toolkit was inspired by Geoffrey Thomson's [Manu: NZ Bird Colour Palettes](#) project.



## About the authors

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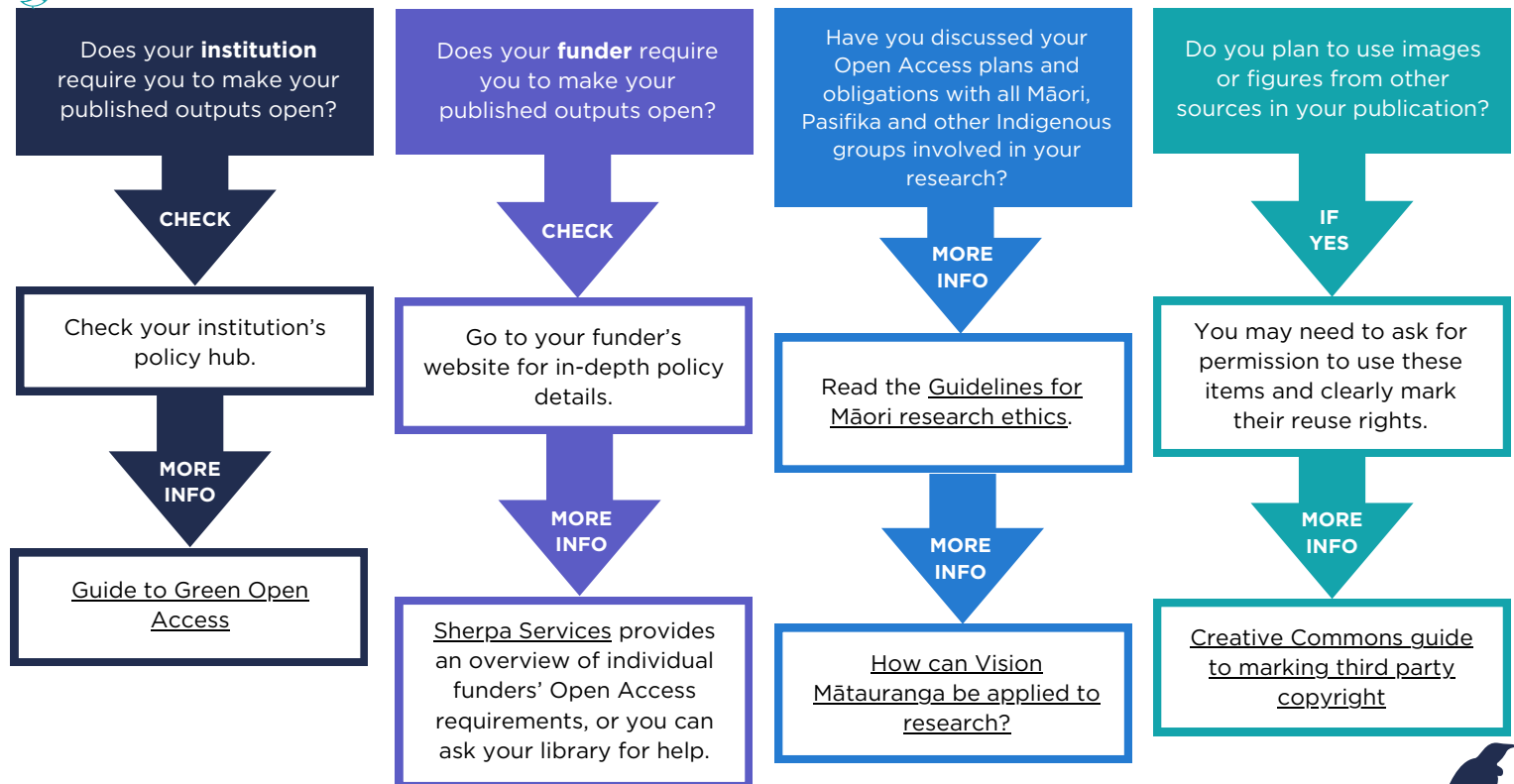
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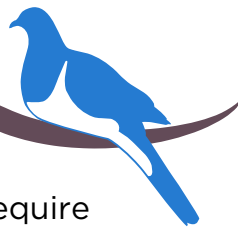


# Stage 1:

## Planning your research



## Tips & Tricks



**Tip 1:** Some funders require you to preregister your research plan before you begin collecting data.

**Tip 2:** Use browser extensions such as Unpaywall or Core Discovery to find open versions of papers while you are doing background research.

**Tip 3:** Use reference management software to keep track of citations, copyright information and permissions for any third party images and figures you plan to use.

**Tip 4:** Many journals charge for Open Access. Some funders let you include this Article Processing Charge (APC) as part of your grant.

## Checklist

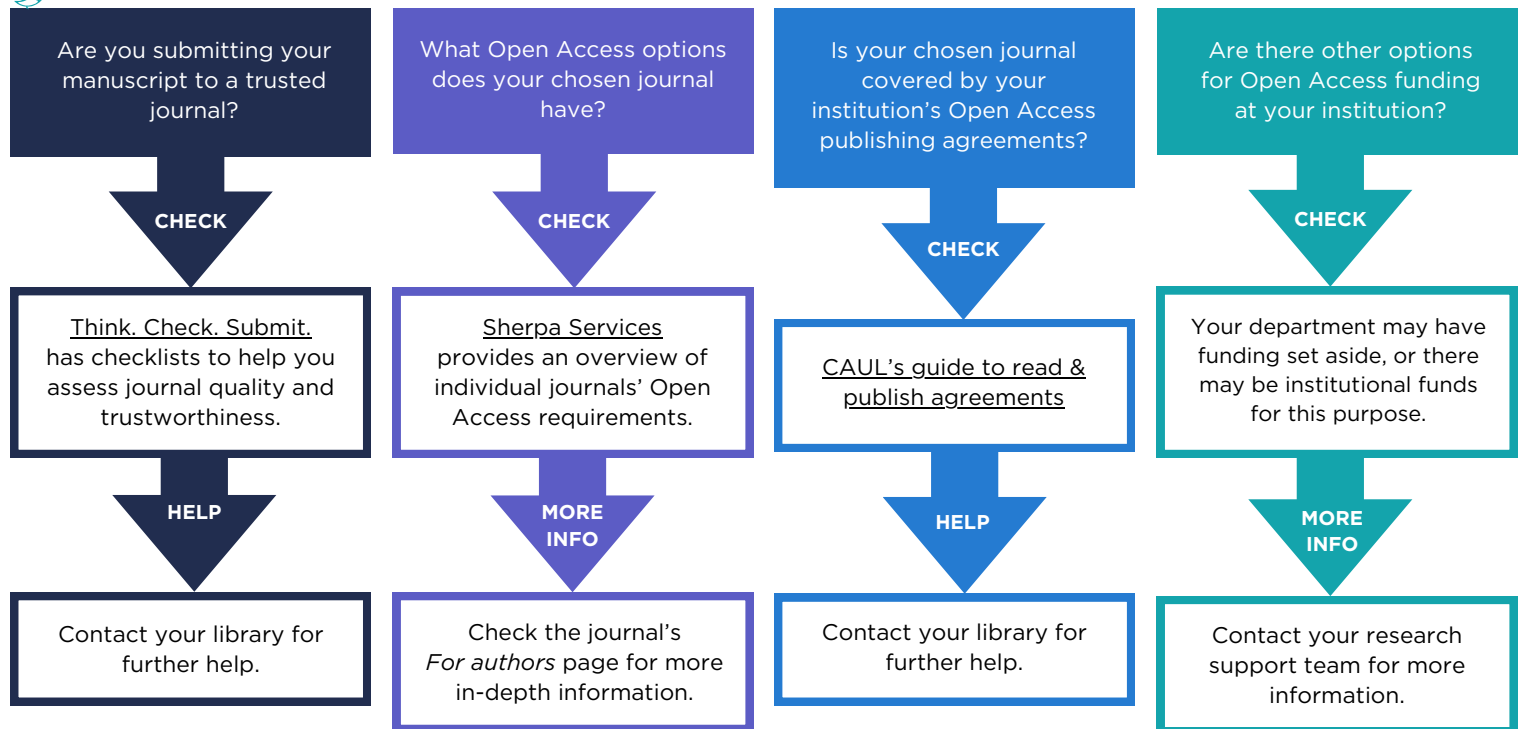


- I have read and understand my institution's Open Access Policy.
- I have read and understand my funder's Open Access Policy.
- I have discussed my plans for Open Access with my Māori, Pasifika and Indigenous partners.
- I have preregistered my research plan (if required).
- I have a plan for how to pay for Open Access fees (if I need to).

Go to Stage 2 of the Open Access Toolkit.

Questions?  
Contact your library.

# Stage 2: Choosing a journal



## Tips & Tricks

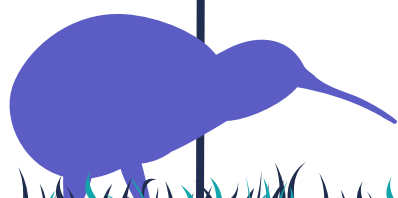
- 
- Tip 1:** Ignore publishers that aggressively solicit your research.
  - Tip 2:** Use Open Access filters in library databases such as Scopus, Dimensions or Web of Science to find reputable journals.
  - Tip 3:** Use the Directory of Open Access Journals to find journals without Open Access fees.
  - Tip 4:** If the best journal for your research does not have an Open Access option, you may still be able to make your work open by depositing a copy of your accepted manuscript in your institutional repository.

## Checklist

- 
- I have checked the legitimacy of the journal I have chosen.
  - I know what Open Access options my chosen journal offers and which one(s) I plan to use.
  - I have checked my institution's Open Access publishing agreements to see if I can publish in my chosen journal for free.
  - If I can't use the Open Access publishing agreements, I have explored other funding options.

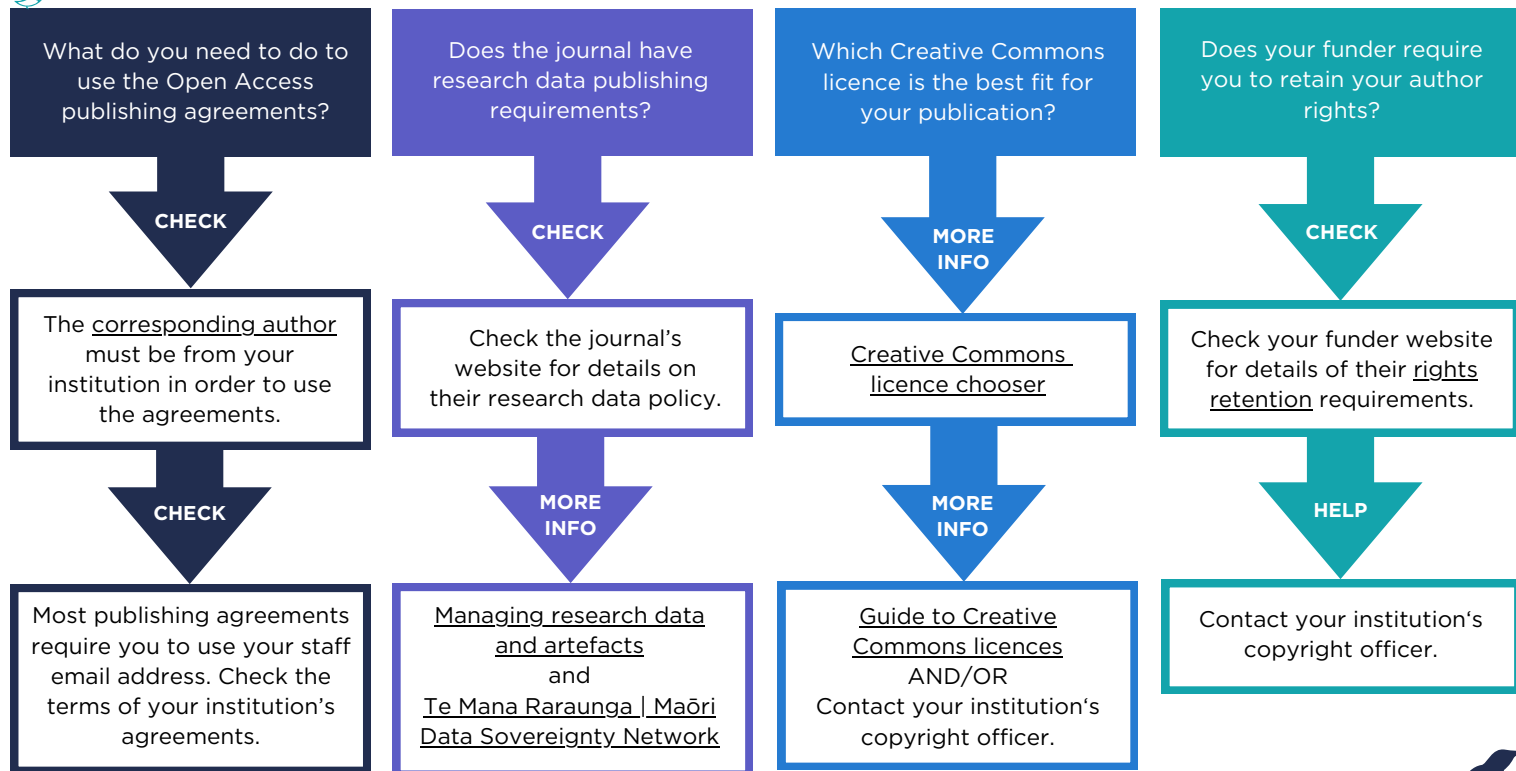
Go to Stage 3 of the Open Access Toolkit.

Questions?  
Contact your library.







# Stage 3:

## Submitting your manuscript



## Tips & Tricks

- 
-  **Tip 1:** Most Open Access publishing agreements are triggered automatically if you submit using the correct institutional email address.
  -  **Tip 2:** Some Open Access agreements are capped. If you are planning to publish under a capped agreement, you may want aim for earlier in the year rather than later.
  -  **Tip 3:** Additional fees (colour page charges, etc.) are not covered by most of the Open Access agreements.
  -  **Tip 4:** If the journal you want to publish in isn't covered by your institution's agreements, ask your co-authors to check if it is covered by theirs. Different institutions have different agreements.

## Checklist

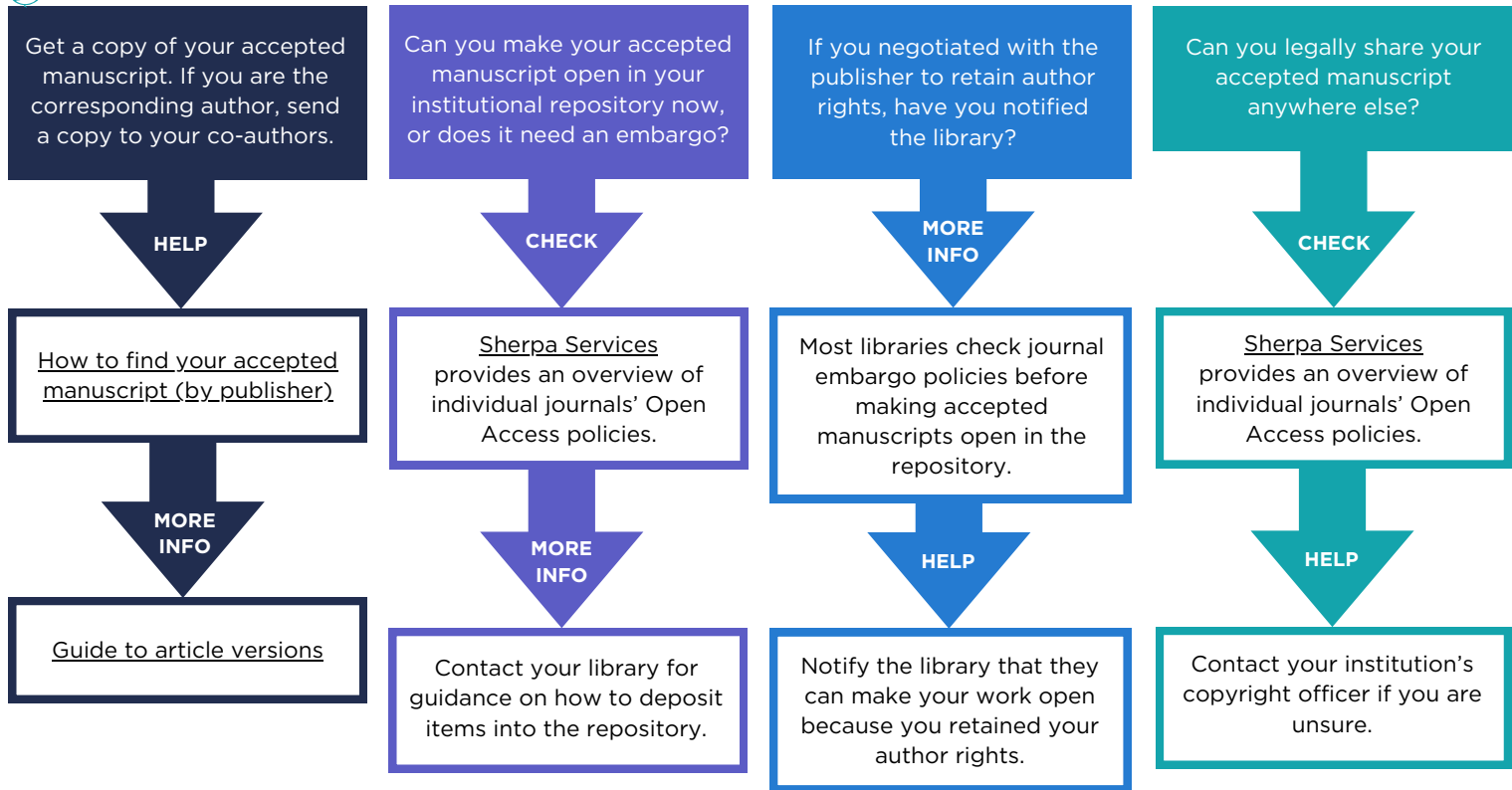
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- I have used the correct institutional email address to trigger the Open Access publishing agreements.
  - I have identified any additional fees (colour page charges, etc.) I may need to pay for my article.
  - I have checked my journal's data publishing policy and published my research data accordingly.
  - I have chosen a Creative Commons licence that I feel comfortable with (if required).
  - I have retained my author rights (if required by my funder).

**Go to Stage 4 of the Open Access Toolkit.**

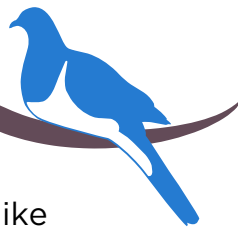
**Questions?  
Contact your library.**

# Stage 4:

## On acceptance



## Tips & Tricks



**Tip 1:** For-profit sites like ResearchGate and Academia.edu are not repositories. They are not compliant with institutional or funder Open Research policies.

**Tip 2:** Some funders require you to retain copyright for Open Access purposes, which can add weight to your publisher negotiations.

**Tip 3:** Most university libraries will check the journal's embargo policy for you when you deposit your accepted manuscript into the institutional repository.

**Tip 4:** Many funders' Open Research policies do not permit embargoes of more than 12 months.

## Checklist

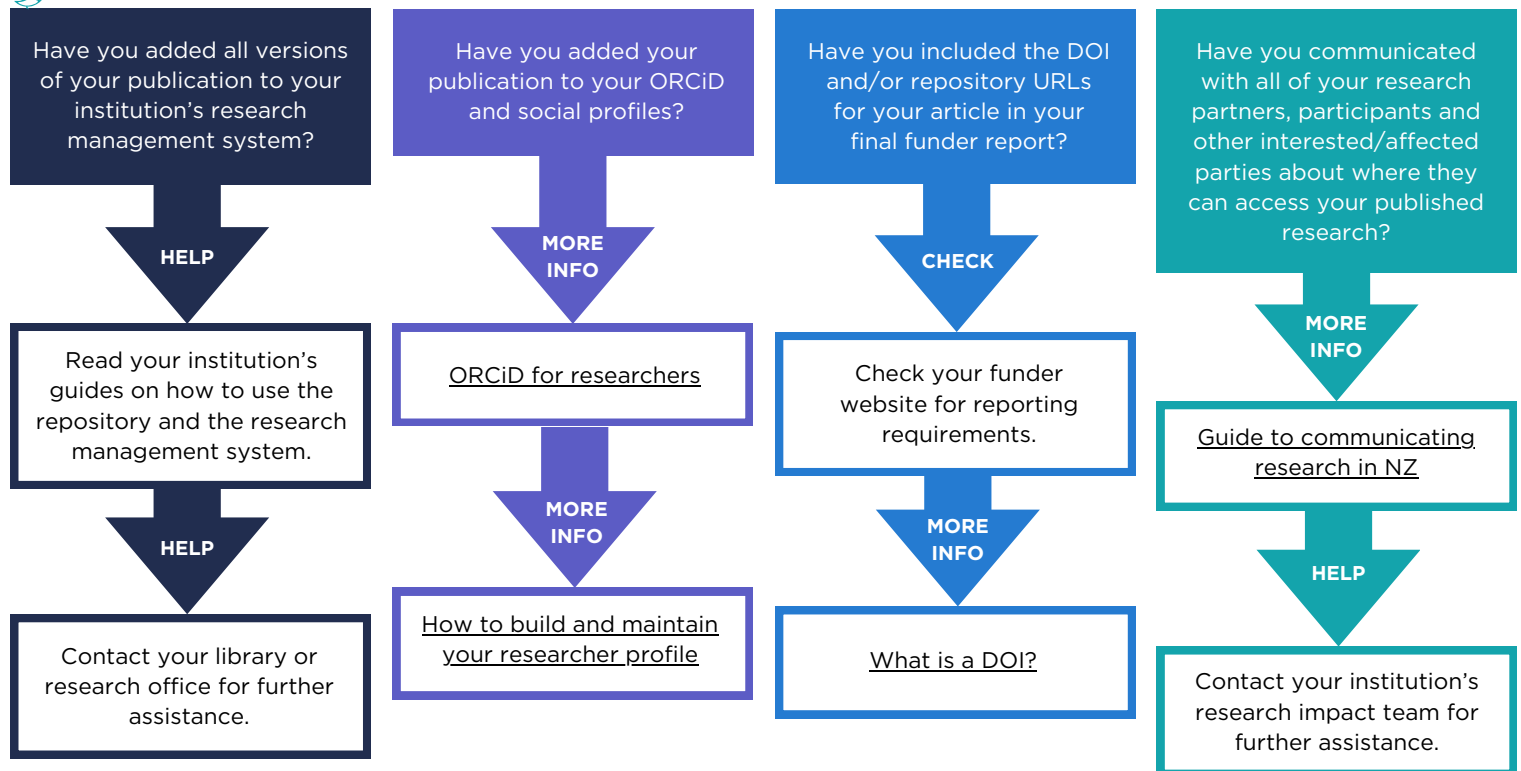


- I (and my co-authors) have a copy of the accepted manuscript.
- I have deposited the accepted manuscript in my institutional (or other appropriate) repository.
- I know whether or not my accepted manuscript must be embargoed.
- I have kept records of any contract negotiations I have had with the journal publisher and notified the library if I retained my author rights.
- I understand where I can legally share my accepted manuscript.

**Go to Stage 5 of the Open Access Toolkit.**

**Questions?  
Contact your library.**

# Stage 5: After publication



## Tips & Tricks



**Tip 1:** When you add your publication to your institution's research management system, it may also automatically update in other systems (e.g. internal promotion portfolios, ORCID).



**Tip 2:** Think about the platforms that your audience is most likely to use and promote your research there.



**Tip 3:** Your institution likely has a variety of communication channels to help you promote your research.



**Tip 4:** Use the DOI whenever you promote your research online. This helps to collect usage metrics for your article.

## Checklist



- I have added the published version and accepted manuscript of my article to my institution's research management system.
- I have fulfilled all my funder's reporting requirements.
- I have added my publication (with DOI) to my other researcher and social media profiles (if relevant).
- I have notified my research partners, participants and other interested or affected parties where and how they can access my final research.

**Questions?  
Contact your library.**

