

Policy on Open Access Publishing Processing Charges

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1. Purpose

This purpose of this policy is to facilitate open access publishing of research articles by members of the University of Pretoria, thereby making the University's research more accessible, and increasing the visibility and impact of the research, for the benefit of both researchers and the University.

2. Organisational scope

This is a University-wide policy that applies to all staff and students.

3. Policy statement

- 3.1 Open access publishing (OA publishing), in open access journals, has become a firm feature of the scholarly communication landscape in the digital age. The open access journals under discussion are peer-reviewed journals which are published online and are freely available immediately after publishing.

OA journals do not charge subscription fees but expect from authors (or their institutions) payment of a once-off Article Processing Charge (APC) before publication, in order for the article to be accessible to the end-user free of charge and indefinitely. It is generally accepted that open access publishing will become increasingly important as a mode of communication of research findings, and that authors should be encouraged and supported in using open access publishing.

- 3.2 This policy establishes the principles for support of open access publishing by researchers at the University of Pretoria, and the criteria for funding of APCs through an Open Access Fund.

The objectives of the policy are:

- to facilitate open access to the research and knowledge production of the University;
- to facilitate development and management of an Open Access Fund for Article Processing Charges to support open access publishing;
- to establish criteria for the administration of the Open Access Fund for Article Processing Charges.

3.3 The University will support Open Access publishing by researchers in accordance with the existing Open Access Policies (*see 5. Associated documents*).

3.4 Institutional support, through provision of funding for APCs, will be based on criteria aligned with the University's strategic goals, specifically with respect to enhancing the University's international reputation through recognition and impact of its research. This means that support will be provided for articles to be published in recognised, peer-reviewed, international OA journals of high quality.

**See Guidelines for Application to the University of Pretoria Open Access Fund for Article Processing Charges (APCs).*

3.5 The standards for selection of OA journals for which APCs should be supported are recognised to be discipline-specific. Therefore, the UPLS will provide to Faculties lists of eligible OA journals, together with relevant information on Impact Factors¹.

Based on this information, Deans of faculties will be requested to indicate to the Open Scholarship Office those OA journals which should be supported by the Open Access Fund.

3.6 An Open Access Fund for Article Processing Charges will be established in support of open access publishing.

3.6.1 This fund will provide partial support for APCs associated with articles to be published by UP researchers in accredited open access journals, based on a clear set of criteria as set out in the Guidelines (*Appendix A*).
(These criteria and the proportion of the APC provided per article may be reviewed and revised from time to time).

3.6.2 The Open Access Fund will be supported by a reserve set aside from the annual resource allocation provided to the University of Pretoria Library Services (UPLS). The amount allocated to the Open Access Fund will be determined by the Director of the UPLS, based on resources available, previous years requests and estimated future annual requirements, and approved by the Vice-Principal responsible for research.

3.6.3 Applications for APC support and the Open Access Fund will be administered by the Open Scholarship Office in the UPLS.

4. Definitions/Abbreviations

Accredited journals	Accredited journals are those which qualify for subsidisation by the Department of Higher Education and Training (DHET).
Article Processing Charge (APC)	An article processing charge (APC), also known as a publication fee, is a fee which is sometimes charged to authors in order to publish an article in an open access

¹ These will include OA journals on the Thomson Reuters/ISI Web of Science List and the ProQuest International Bibliography of Social Science (IBSS) list. Lists will be revised and updated annually.

	academic journal.
Open access (OA)	Open access (OA) is free, immediate, permanent, full-text, online access, for any user, web-wide, to digital scientific and scholarly material, primarily research articles published in peer-reviewed journals. OA means that any individual user, anywhere, who has access to the Internet, may link, read, download, store, print-off, use, and data-mine the digital content of that article. An OA article usually has limited copyright and licensing restrictions. Open access is consistent with both peer-review and copyright law. The legal basis for open access is the consent of the copyright owner.
Open access journals	Open access journals are scholarly journals that are available to the reader “without financial or other barrier other than access to the internet itself”. Some are subsidized, and some require payment on behalf of the author. Their business model is not based on subscriptions (see APC).

5. Associated documents

The University of Pretoria has in place two policies relevant to open access:

- ***Policy on University of Pretoria electronic theses and dissertations (S 4844-46/08):***
The University of Pretoria supports free access to research literature for all researchers worldwide and takes responsibility for the dissemination of its own research outputs. Because theses and dissertations are not formally published (grey literature) it is even more important that the University itself should provide access to them.
- ***Policy to provide open access to research papers authored by University of Pretoria researchers (S 4845/08):***
This policy provides directions for the archiving and dissemination of journal articles authored by UP researchers which have been or will be published in accredited journals recognized for government subsidy as well as conference papers which will be published.

Guidelines for the University of Pretoria Open Access Fund for Article Processing Charges (APCs)

6. Responsibility for implementation

The UP Department of Library Services (UPLS) will be responsible for University-wide communication of this policy through appropriate delegation of responsibility to Faculties and Support Services.

The Open Scholarship Office in the University of Pretoria Department of Library Services will be responsible for administration of the Open Access Fund.

7. Policy life cycle

The owner shall consider the policy for review every three years after approval, or earlier if required.

8. Document metadata

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