

Open Access at UCLan

To ensure your research meets University and funder Open Access policies (including the UKRI/Research England), all research outputs must be deposited on CLoK as soon as possible after acceptance for publication (within 3 months).

What you need to do:

- Create a record of your work on CLoK (<http://clock.uclan.ac.uk/>) ▪ As a minimum you must include these five pieces of information:
 - The authors' names, at least one must be a UCLan student or staff ○ The title of the work
 - A date - the date of acceptance of a published work; for unpublished or nontexts works, the date of creation or public availability
 - The digital object identifier (DOI), a publisher or journal URL or any page that gives more information about the work if the above are not available
 - Deposit your Author Accepted Manuscript (AAM)
- In line with the EU Web Accessibility Directive- Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, all content deposited into CLoK and UCLanData should be in an accessible format. When creating a CLoK record we require you to upload the Author Accepted Manuscript (AAM), or the version of your output in the relevant format type if not a pdf, and these should be provided to us in an accessible format. Training on making documents accessible can be found [here](#) and more general information can be found [here](#). **We need to have a copy of the AAM for purposes of preservation and to ensure your work is REF compliant.**

The more information you add, the more discoverable your research will be.

What the Open Access Team will do:

- Review the record for University and funder compliance
- Add copyright licence and full-text embargo in line with your publisher's requirements
- Approve/ release the CLoK record (you will be sent an email to notify you when this has happened)

Arts, Culture, & Heritage

Citizenship, Society, & Justice

Lifelong Health and Wellbeing

People, Place, & Environment

Sustainability, Business, & Enterprise

Transformative Sciences & Technology

Arts, culture, & Heritage

Further information and support:

Follow the links for further information or contact your Open Access Support and Advocacy Officer (openaccess@uclan.ac.uk).

Scholarly Communications Unit | Research Services



UCLanData

Accessibility updated 26/08/20