

Open Access Toolkit

for Aotearoa New Zealand Researchers

Open Access Toolkit for Aotearoa New Zealand Researchers

Contents

Front matter	2
About this document	2
What is Open Access and why is it important?	2
About this toolkit	2
Disclaimer	3
Ngā mihi/Acknowledgments	3
Stage 1: Planning your research	5
Stage 1: Questions to consider & support resources	5
Stage 1: Tips & tricks	5
Stage 1: Checklist	6
Stage 2: Choosing a journal	7
Stage 2: Questions to consider & support resources	7
Stage 2: Tips & tricks	7
Stage 2: Checklist	8
Stage 3: Submitting your manuscript	9
Stage 3: Questions to consider & support resources	9
Stage 3: Tips & tricks	9
Stage 3: Checklist	10
Stage 4: On acceptance	11
Stage 4: Questions to consider & support resources	11
Stage 4: Tips & tricks	11
Stage 4: Checklist	12
Stage 5: After publication	13
Stage 5: Questions to consider & support resources	13
Stage 5: Tips & tricks	13
Stage 5: Checklist	14
Creative Commons licence information	14

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](https://creativecommons.org/licenses/by-sa/4.0/) licence.



Open Access Toolkit

for Aotearoa New Zealand Researchers

Front matter

About this document

This document is an alternate, accessible template for the University of Auckland's [Open Access Toolkit](#). It is formatted for ease of access for both human readers and machine readers.

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

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Open Access Toolkit

for Aotearoa New Zealand Researchers

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. Please note: In this accessible version of the toolkit, this section has been reformatted and titled *Questions to consider & support resources*.
- **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.

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.

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Open Access Toolkit

for Aotearoa New Zealand Researchers

About the authors

Project leads:

- Berit Anderson (Waipapa Taumata Rau | University of Auckland)
- Rachel Chidlow (Waipapa Taumata Rau | University of Auckland)

Project team:

- Ammon Apiata (Te Whare Wānanga o Waikato | University of Waikato)
- Deborah Fitchett (Te Whare Wānaka o Aoraki | Lincoln University)
- Donna Coventry (Te Wānanga Aronui o Tāmaki Makau Rau | Auckland University of Technology)
- Koichi Inoue (Te Herenga Waka | Victoria University of Wellington)
- Lisa Chisholm (Te Whare Wānanga o Otāgo | University of Otago)
- Lyndall Holstein (Te Kunenga ke Pūrehuroa | Massey University)
- Marissa Cassin (Te Whare Wānanga o Waikato | University of Waikato)
- Rachel Doherty (Te Whare Wānanga o Waitaha | University of Canterbury)

Project owners:

- Kim Tairi (Te Wānanga Aronui o Tāmaki Makau Rau | Auckland University of Technology)
- Michelle Blake (Te Whare Wānanga o Waikato | University of Waikato)

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](https://creativecommons.org/licenses/by-sa/4.0/) licence.



Stage 1: Planning your research

Stage 1: Questions to consider & support resources

Question 1: Does your institution require you to make your published outputs open?

- Resource 1: The University of Auckland's [Open Access Policy](#) requires you to make your published research open in our repository, [ResearchSpace](#).
- Resource 2: [Guide to Green Open Access](#)

Question 2: Does your funder require you to make your published outputs open?

- Resource 1: Go to your funder's website for in-depth policy details.
- Resource 2: [Sherpa Services](#) provides an overview of individual funders' Open Access requirements, or you can [ask the library for help](#).

Question 3: Have you discussed your Open Access plans and obligations with all Māori, Pasifika and other Indigenous groups involved in your research?

- Resource 1: Read the [Guidelines for Māori research ethics](#).
- Resource 2: Learn more at [He Korowai Mātauranga](#).

Question 4: Do you plan to use images or figures from other sources in your publication?

- If yes, you may need to ask for permission to use these items and clearly mark their reuse rights.
- Resource 1: [Creative Commons guide to marking third party copyright](#)

Stage 1: 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.

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Open Access Toolkit

for Aotearoa New Zealand Researchers

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.

Stage 1: Checklist

- I have read and understand the University of Auckland'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.

If you have any questions, please [contact the library](#).

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Stage 2: Choosing a journal

Stage 2: Questions to consider & support resources

Question 1: Are you submitting your manuscript to a trusted journal?

- Resource 1: [Think. Check. Submit.](#) has checklists to help you assess journal quality and trustworthiness.
- Resource 2: [Ask the library](#) for help or advice.

Question 2: What Open Access options does your chosen journal have?

- Resource 1: [Sherpa Services](#) provides an overview of individual journals' Open Access requirements.
- Resource 2: Check the journal's "For Authors" page for more in-depth information.

Question 3: Is your chosen journal covered by your institution's Open Access publishing agreements?

- Resource 1: [Open Access Publishing Agreements](#)
- Resource 2: [Ask the library](#) for help or advice.

Question 4: Are there other options for Open Access funding at your institution?

- Resource 1: [Open Access Support Fund](#)
- Resource 2: [Research Development Fund](#)

Stage 2: 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.

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Open Access Toolkit

for Aotearoa New Zealand Researchers

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 ResearchSpace (see the Green Open Access guide for more information).

Stage 2: 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 the University'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.

If you have any questions, please contact the library.

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Stage 3: Submitting your manuscript

Stage 3: Questions to consider & support resources

Question 1: What do you need to do to use the Open Access publishing agreements?

- Resource 1: The corresponding author must be from the University of Auckland in order to use the agreements.
- Resource 2: Most publishing agreements require you to use your staff email address. Check the terms of your agreement.

Question 2: Does the journal have research data publishing requirements?

- Resource 1: Check the journal's website for details on their research data policy.
- Resource 2: Guide to publishing research data and Guide to Māori Data Sovereignty

Question 3: Which Creative Commons licence is the best fit for your publication?

- Resource 1: Creative Commons licence chooser
- Resource 2: Contact the University of Auckland's copyright officer for help and advice.

Question 4: Does your funder require you to retain your author rights?

- Resource 1: Check your funder website for details of their rights retention requirements.
- Resource 2: Contact the University of Auckland's copyright officer for help and advice.

Stage 3: 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 to 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.

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Open Access Toolkit

for Aotearoa New Zealand Researchers

Tip 4: If the journal you want to publish in isn't covered by our Open Access agreements, ask your co-authors to check if it is covered by theirs. Different institutions have different agreements.

Stage 3: Checklist

- I have used my UOA staff 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.

If you have any questions, please [contact the library](#).

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Stage 4: On acceptance

Stage 4: Questions to consider & support resources

Question 1: Get a copy of your accepted manuscript. If you are the corresponding author, send a copy to your co-authors.

- Resource 1: [How to find your accepted manuscript \(by publisher\)](#)
- Resource 2: [Guide to article versions](#)

Question 2: Can you make your accepted manuscript open in your institutional repository now, or does it need an embargo?

- Resource 1: [Sherpa Services](#) provides an overview of individual journals' Open Access policies.
- Resource 2: [Guide to depositing research into ResearchSpace](#)

Question 3: If you negotiated with the publisher to retain author rights, have you notified the library?

- Resource 1: The library checks journal embargo policies before making accepted manuscripts open in the repository.
- Resource 2: [Notify the library](#) that they can make your work open because you retained your author rights.

Question 4: Can you legally share your accepted manuscript anywhere else?

- Resource 1: [Sherpa Services](#) provides an overview of individual journals' Open Access policies.
- Resource 2: Contact the University's [copyright officer](#) if you are unsure.

Stage 4: 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.

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



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, including [MBIE](#), do not permit embargoes of more than 12 months.

Stage 4: Checklist

- I (and my co-authors) have a copy of the accepted manuscript.
- I have deposited the accepted manuscript in ResearchSpace.
- 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.

If you have any questions, please [contact the library](#).



Stage 5: After publication

Stage 5: Questions to consider & support resources

Question 1: Have you added all versions of your publication to your institution's research management system?

- Resource 1: [Guide to Discovery Profiles and Te Waka Huia Rangahau | Research Outputs](#)
- Resource 2: Contact the [Research Outputs support team](#) for help and advice.

Question 2: Have you added your publication to your ORCID and social profiles?

- Resource 1: [ORCID for researchers](#)
- Resource 2: [Guide to researcher profiles and IDs](#)

Question 3: Have you included the DOI and/or repository URLs for your article in your final funder report?

- Resource 1: Check your funder website for reporting requirements.
- Resource 2: [Guide to DOIs for research](#)

Question 4: Have you communicated with all of your research partners, participants and other interested/affected parties about where they can access your published research?

- Resource 1: [Guide to communicating your research](#)
- Resource 2: Contact the University's [Research Impact team](#) for help and advice.

Stage 5: Tips & tricks

Tip 1: When you add your publication to [Te Waka Huia Rangahau | Research Outputs](#), 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.

Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.



Open Access Toolkit

for Aotearoa New Zealand Researchers

Tip 3: The [research impact and engagement guide](#) has excellent tips and resources to help you generate impact from your research.

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

Stage 5: Checklist

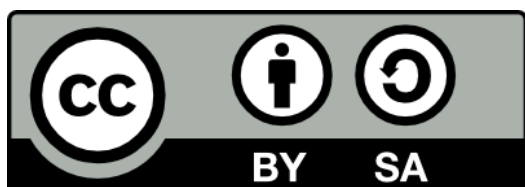
- I have added the published version and accepted manuscript of my article to [Te Waka Huia Rangahau | Research Outputs](#).
- I have fulfilled all my funder's reporting requirements.
- I have added my publication (with DOI) to my other researcher and social media profiles (if relevant).
- I have notified my research partners, participants and other interested or affected parties where and how they can access my final research.

If you have any questions, please [contact the library](#).

Creative Commons licence information

This document is modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA Universities New Zealand 2024. This version, and the original, are available for free reuse and modification under a CC BY-SA licence. All spin-off works must also have a CC BY-SA licence applied. Please attribute Universities New Zealand if you adapt this work.

Read more about the licence at: [CC BY-SA 4.0 Deed | Attribution-ShareAlike 4.0 International | Creative Commons](#)



Modified from the *Open Access Toolkit for Aotearoa New Zealand Researchers* CC BY-SA CONZUL/Universities New Zealand 2024. This version is CC BY-SA Waipapa Taumata Rau | University of Auckland 2024. This version, and the original, are available for free modification and reuse under a [CC BY-SA](#) licence.

