

# Research Publications Repository (Federation ResearchOnline) Procedure

<b>Policy code:</b>	OG1525
<b>Policy owner:</b>	Director, University Library
<b>Approval authority:</b>	Executive Dean, Institute of Health and Wellbeing
<b>Approval date:</b>	15 January 2024
<b>Next review date:</b>	04 December 2025

## Table of Contents

Purpose .....	1
Scope .....	1
Legislative Context .....	1
Definitions .....	2
Actions .....	2
Responsibility .....	3
Implementation .....	3

## Purpose

The purpose of the Federation University Australia Research Publications Repository (Federation ResearchOnline) is to provide open access versions, where possible, of the research outputs of the University, including those of Higher Degree by Research HDR students, scholars and other staff.

Federation ResearchOnline will facilitate increased use, impact and awareness of Federation University Australia research through the provision of open and FAIR access to the University's research outputs; and assist Federation University Australia researchers to meet the open access requirements of funding bodies (e.g. Australian Research Council and National Health and Medical Research Council).

This procedure defines the scope of the content and operation of Federation ResearchOnline.

## Scope

This procedure applies to all research outputs (other than research data and other non-traditional research outputs) generated while the author has a formal association with the University, unless the author has entered into an incompatible licensing or publication agreement.

## Legislative Context

Nil

## Definitions

Term	Definition
Institutional repository	An online archive to collect and preserve the intellectual output of an institution.
Open access (OA)	Open access aims to disseminate knowledge and materials broadly and freely across the Internet and in doing so remove most of the traditional access restrictions to these materials, such as cost and geographic barriers.
Submitted version	The version that has been submitted to a journal for peer review.
Accepted version	The author-created version that incorporates referee comments and is the accepted for publication version.
Published version	The version that is copy-edited and formatted as it appears in the journal.
Research	A scholarly activity that involves the invention and generation of ideas, images, performances, artefacts (including design) where these lead to a new or substantially improved materials, devices, products or processes. In the sense of scholarship, research can mean the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines (adapted from <i>The Australian Code for the Responsible Conduct of Research</i> )

## Actions

Scholarly research publications, or metadata related to them, of University researchers regardless of discipline will be located in the Federation University Australia Research Publications Repository (Federation ResearchOnline).

### Metadata records

Metadata for publications of University researchers which are available via commercial outlets is harvested for inclusion in Federation ResearchOnline on a regular basis. Sources for metadata include, but are not limited to, Scopus and Web of Science.

### Full text publications

1. The following full text research publications may be included:
  - a. refereed and un-refereed research articles in any of the following categories:
    - submitted versions of research articles or conference papers;
    - accepted versions of research articles or conference papers;
    - published versions of research articles or conference papers;
  - b. Theses - PhD or Masters by Research;
  - c. Scholarly research, or records of scholarly research outputs, in the form of videos, slides of art works etc.
2. The following material will not be included:
  - a. Material intended for commercialisation or individual royalty payment or revenue for the author or Federation University Australia
  - b. Material containing confidential information.

3. Items may only be deposited where at least one author has a formal association with the University. This includes, but is not limited to, academic staff, postgraduate students, researchers, and research or teaching affiliates.
4. Deposit of items in the repository is by non-exclusive agreement and the author is free to publish any version of the work elsewhere.
5. For a full text article to be accepted into the repository, one of the following conditions must apply:
  - the author must hold the copyright; or
  - permission has been obtained from the publisher; or
  - the publisher as copyright holder allows Accepted Versions to be held in an institutional repository.
6. Items can be deposited at any time but will not be made publicly visible until any publisher or depositor embargo period or other restriction has expired.
7. If the repository receives proof of copyright violation, the relevant item will be removed immediately.
8. Items deposited in the repository are expected to be retained indefinitely. However, URLs will continue to point to 'tombstone' citations in the event that an item is removed from public view.
9. All metadata describing materials held in, or linked to, the repository is available under a CC0 licence. Anyone may access the metadata free of charge, including both not for profit and commercial reuse.
10. All full text items may be accessed free of charge. Use and re-use is subject to the license under which the publication was deposited, and which is available with each individual publication.
11. Material for deposit should be emailed to [researchonline@federation.edu.au](mailto:researchonline@federation.edu.au). Any copyright or licence matters will be clarified by the Repositories and Access Librarian or nominee prior to uploading of files.
12. In the event of closure of Federation ResearchOnline, best efforts will be made to transfer the database to another appropriate repository.

## Responsibility

- Executive Dean, Institute of Health and Wellbeing (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Director, University Library (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

## Implementation

The [Research Publications Repository \(Federation ResearchOnline\) Procedure](#) will be implemented throughout the University via:

1. An Announcement Notice under 'FedNews' on the Federation University website and through the University Policy - 'Recently Approved Documents' and 'Policy Search' webpages to alert the University-wide community of the approved Policy, and/or
2. Information Sessions and/or
3. Training Sessions and/or
4. Documentation distribution, eg. posters, brochures.