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1. OPEN ACCESS

What is Open Access?

It means making scientific research results available online without limitations. Open Access can be applied to all types of peer-reviewed and non-peer-reviewed scientific publications, including scientific articles, conference documents, theses, book chapters and monographs.

Publishing in open access means that the author complies with both the editorial policies of the journal in which he published, and the requirements of science funders and the affiliated institution regarding open access.

What are Green, Gold, and Diamond Open Access?

Open Access can be achieved through three complementary routes:

- **Green Open Access:** availability of scientific production in Open Access, institutional or thematic repositories.
- **Gold Open Access:** publication of scientific results in Open Access journals or hybrid journals (these are journals that charge publication fees, known as Article Processing Charges - APC, for making them available in open access).
- **Via Diamante:** Publication in Open Access in Open Access journals; No publication fees (APCs) are charged; Immediate Open Access.

How do I know if it is possible to make my publication available in open access?

You should always pay attention to the contract signed with the publisher, and whether it allows the publication to be made available in open access.

You can also consult the [Sherpa-Romeo](#) website, an international database of self-archiving policies of publishers and scientific journals, which allows you to view the copyright policies of each publication.

The availability of publications depends on the version (Pre-print, Post-print or Final Version) and also on the site where the document will be made available (author's personal website, institutional website, repository, etc.) but editorial policy is always taken into account of the magazine to which the publication was submitted.

What are the differences between pre-print, post-print, and final version?

Pre-Print or Author's Original Version (Submitted manuscript) – is the version that the author submitted for publication, but which has not yet been evaluated or peer-reviewed.

Post-Print or Author's Final Version (Accepted author manuscript) – is the version that contains all changes resulting from scientific validation processes, including those resulting from peer-review processes and/or those required by the editor, with only the text revision and typographic composition required by the publisher, that is, a version that will not undergo any changes in terms of the content of the work.

Final published version or **Publisher's Version** – is the final version that was published by the publisher.

IMPORTANT: for the purposes of complying with FCT's open access policies, for example, one of the following versions must be deposited: *post-print* or *publisher's version*.

What is the embargo period?

It is the period of time that passes between the date of formal publication and the date on which the publication can be made available on open access.

Some publishers or magazines allow, after a variable period of time from the date of publication, free access to the content they publish, by anyone, without any payment for this purpose.

What are APC (Article Processing Charges)?

These are fees charged to the author, creator or institution in order to cover the costs of an article, instead of burdening the potential reader of the article. The fee can be applied to all types of publications, open access or commercial.

Most scientific journals offer the option of open access publishing through the payment of fees or publication costs. These are magazines accessible through subscription (journals with restricted access) but with the option of making the articles available in open access upon payment of these costs. These costs may be eligible for reimbursement depending on the science funder's policies.

Can article processing charges (APC) of publications resulting from R&D projects funded by FCT be eligible for financing?

They can, as long as the following requirements are met: guarantee of immediate access to the full content of the final version of the publication; authorization for immediate deposit in a repository other than that of the publisher or magazine; availability under a [Creative Commons CC-BY License](#) or equivalent of the full content of the publication and provided that the processing costs of the publication do not exceed the values established by FCT.

What is an Institutional Repository?

Institutional repositories (IRs) are information systems that store, preserve, and disseminate the intellectual production of an institution.

They are different from databases, magazines, digital libraries and thematic repositories, precisely because they only include scientific production created in an institution (by its members).

2. COMPLIANCE WITH FUNDERS' OPEN ACCESS POLICIES

What is FCT's Open Access Policy?

The [Open Access policy](#) for scientific publications resulting from research funded by FCT determines that publications of scientific results, which are subject to peer review or another form of scientific review, must be deposited in one of the RCAAP's open access repositories as soon as possible, preferably at the time of publication acceptance. An embargo period is permitted, after which all content of publications must be freely available. The policy applies, in general, to articles in scientific journals, conference proceedings, posters, books and book chapters, monographs and Master's and Doctoral theses. FCT funding encompasses R&D projects, grants and scientific employment contracts.

How to comply with FCT's Open Access Policy

To comply with the provisions of the Policy, all scientific publications resulting from research financed, in whole or in part, by FCT, must comply with the following requirements:

1. be deposited in a repository that is part of the *Repositórios Científicos de Acesso Aberto de Portugal* ([RCAAP](#)) network (in the case of ICS, the Repository of the University of Lisbon, which is part of this network);
2. the content of the publication must be made available in Open Access:
 - by making the full content of the document available, via publication deposited in the repository, with an embargo period permitted (see next question);
 - through direct publication in Open Access in a scientific journal (or other means) that allows it (provided that the publication is authorized to be deposited in one of the repositories that are part of the RCAAP network).

What embargo periods are allowed under the FCT Open Access Policy?

The Policy allows for publications in the fields of social sciences, humanities or arts, an embargo period lasting a maximum of 12 months and, for publications in other fields of knowledge, an embargo period lasting a maximum of 6 months.

In the case of books and book chapters, the embargo period can last up to 18 months, in accordance with the provisions of Decree-Law no. 216/2000 of September 2nd (Fixed Book Price Law). This deadline may be revised depending on legislative changes.

For doctoral theses, the embargo period can last a maximum of 36 months, counting from the date of obtaining the doctoral degree.

How to comply with Open Access requirements within Horizon 2020 projects

As indicated in the [Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020](#), beneficiaries of this funding must guarantee open, free and online access to peer-reviewed scientific publications.

To do this, they must deposit the publications resulting from the project in an Open Access repository (as is the case of the Repository of the University of Lisbon), with immediate or deferred free access, and the embargo periods defined by FCT can be complied with, when applicable, without prejudice to being able to be published at the same time in an Open Access journal or a hybrid journal.

Publication fees are eligible for reimbursement over the course of the project.

Publications must always have the financing code, in accordance with the specifications stipulated by H2020.

3. PUBLICATION PROCESS

How can I choose a journal or publisher?

To assist the selection process, the author can use tools such as [Think Check Submit](#), to check criteria regarding the quality of the publisher or journal in question.

You can also consult the indexing databases to find out which journals are top in your field, based on bibliometric indicators.

How can I choose an open access journal?

You can check the directories of open access publications and publishers:

[DOAJ \(Directory of Open Access Journals\)](#)

[DOAB \(Directory of Open Access Books\)](#)

What are “Predatory” journals?

“Predatory” journals generally have the following characteristics: aggressive method of attracting authors/publications; weak and false information; lack of transparency; non-compliance with (good) editorial rules and conduct. Although all of these characteristics are generally applicable, not all magazines use all or any of the aforementioned practices. The author must previously check the characteristics and information provided.

There are resources for identifying predatory magazines or publishers like [Think Check Submit](#), and the more recent one, [Compass to Publish](#).

And also the lists: [Beall’s list](#) and [Stop Predatory Journals](#)

To learn more about this topic, we recommend reading the following articles:

[There is no black and white definition of predatory publishing](#)

[Predatory journals: no definition, no defence](#)

What is an Open Peer Review?

As there is no universally accepted definition of this type of scientific arbitration, it is possible to say that Open Peer Review, unlike Blind Peer Review (more common), implies the opening of the identities of authors and evaluators, and also of the comments, identified throughout the scientific arbitration process.

What are transformative arrangements?

The transformative agreements result from the strategy defined by [cOAlition S](#), in order to encourage publishers with a subscription publishing model to transition to the open access publishing model.

In this sense, contracts are negotiated between institutions (libraries, regional or national consortia) and publishers that transform the first publishing model into the second, with publishers being remunerated at a fair price for the services provided.

ICS-ULisboa researchers can take advantage of the contracts made between FCT/FCCN (through B-On and also the contracts made by the ICS Library (in consortium with the Faculty of Arts), in this case with the publisher Cambridge.

Each publisher has its own process for validating the authors who are entitled to these agreements, but the essential thing is to correctly affiliate the publications.

4. CREATIVE COMMONS LICENSES

What are Creative Commons licenses and how can they be used?

Creative Commons licenses are licenses that are used worldwide, in a standardized, free and simple way, with the aim of relaxing the terms of copyright, moving from all rights reserved to some rights reserved.

Attribution to the original author of the work must always be carried out, but he or she can define under what terms he or she intends to share, reuse and commercially use the work. In addition to moral rights, they do not apply to other intellectual property rights, such as trademarks and patents and personality rights.

How can I choose the most adequate license?

On the Creative Commons website, there is a tool ([Chooser](#)) that provides help with the choosing process.

5. PERSISTENT IDENTIFIERS

What are persistente identifiers?

A persistent identifier (PID) is an element that allows you to unambiguously identify a given digital resource/entity.

Persistent identifiers are included in the metadata description (of authors or publications, for example) and can be used to reference that same entity/resource in different information systems.

What is a DOI?

A DOI (Digital Object Identifier) is a numerical identifier that permanently identifies a digital element. Corresponds to the ISBN or ISSN of the printed works.

DOI identifiers allow the unequivocal identification of a publication and its correct and clear referencing for the appropriate purposes (bibliographic references, CVs, personal pages, etc...). And the descriptor elements associated with each DOI, through the platforms that attribute them (such as [CrossRef](#) and [Datacite](#)) such as title, authors and abstracts, are shared and made available, facilitating the development of research services, indicators and metrics.

What are persistente author identifiers?

Persistent author identifiers are unique and permanent digital codes, exclusive to researchers and authors of academic and scientific works.

These identifiers are assigned by different organizations, they ensure that publications are accredited with the correct authorship, regardless of how the name is presented, whether it may change throughout the career or whether there are researchers with similar names.

These identifiers are also essential for the validation, management and interoperability of data between the various scientific information management systems of R&D institutions, funding agencies and publishers.

What is ORCID?

[ORCID](#) (Open Research and Contributor ID) is a unique and persistent digital identifier that distinguishes one researcher from another, solving problems of ambiguity by replacing name variations with a single numeric code composed of something similar to "0000-0002-0123-208X".

At the moment, it is the most widespread unique digital identifier and requested by publishers, scientific journals and funding agencies.

ORCID also has a curriculum management system that can be synchronized with Ciência ID (CIÊNCIAVITAE), Scopus, Web of Science, CrossRef, DataCite, among others, which allows you to automate the import and/or export of records, keeping all systems updated.

6. OPEN ACCESS AT ICS

Should I deposit all my scientific production in the Library?

Yes. Authors that affiliate the Instituto de Ciências Sociais must send an email to producao.cientifica@ics.ulisboa.pt, or do the auto-deposit on the Repository, of all of their publications.

What is the ULisboa Repository?

The [ULisboa Repository](#) is the institucional repositior of the University of Lisbon, which integrates the [RCAAP](#) network, where the scientific production of ULisboa is deposited..

How can I auto-deposit my publications on the ULisboa Repository?

To deposit your publications, simply contact producao.cientifica@ics.ulisboa.pt and we will help you with the process!

Is it possible to place a publication in the Repository with restricted access to those who request a copy?

Yes, in these cases the author's email is associated and the author is contacted (by email) whenever a user wishes to consult the document and the system will automatically send the publication, if the author authorizes it.

How can I meet funders' requirements at ICS?

In the case of publications resulting from projects, depositing in the Repository guarantees compliance with the requirements, and allows association with the project, sending this information to funding agencies.

7. AFFILIATION

How can I correctly affiliate my publications?

Dispatch no. 235/2016, establishes in *Diário da Republica*, the [affiliatio norms](#) for authors of the University of Lisbon. In the case of ICS, the correct forms of affiliation are:

Universidade de Lisboa, Instituto de Ciências Sociais, Av. Professor Aníbal de Bettencourt 9, 1600-189 Lisboa, Portugal

Instituto de Ciências Sociais, Universidade de Lisboa, Av. Professor Aníbal de Bettencourt 9, 1600-189 Lisboa, Portugal

Why is it important to correctly affiliate?

A correct affiliation guarantees that the publication in question concerns research carried out at the ICS and, therefore, is capable of being integrated into its scientific production. It also allows the ICS author to have all their publications/products accounted for.

Incorrect and/or incomplete affiliation (only University of Lisbon, for example) may prevent the publication from being registered as belonging to the Institute, penalizing the author and the institution.

8. FROM OPEN ACCESS TO OPEN SCIENCE

What is Plan S?

[Plan S](#) is promoted by Science Europe and aims to ensure that all publications resulting from publicly funded research are published in open access journals or platforms, or made available through open access repositories without embargo.

Did FCT subscribe to Plan S?

Yes, [FCT](#) will work to ensure the implementation of Plan S from 1 January 1 2022.

In the context of FCT's activity, the open access provided for by Plan S can be achieved in three ways: Publication in open access journals or platforms; Immediate availability in open access repositories and Open access publishing under [transformative agreements](#).

How to comply with Plan S?

To comply with Plan S, researchers must publish in a journal of their choice, including subscription journals, but retain the right to use the author's accepted version, known as the Author Accepted Manuscript (AAM), including sharing on academic networks, as long as it is licensed with a CC BY license (requires only acknowledgment of authorship)

This version must be deposited in a repository (Institutional Repository of the University of Lisbon).

The [Journal Checker Tool](#), developed by [cOAlition S](#), allows an author to enter the name of a funder, an institution and the journal to which they intend to submit an article, and check whether this combination complies with Plan S guidelines.

What is OpenAIRE?

OpenAIRE (Open Access Infrastructure for Research in Europe) is a European project that supports Open Science.

Integrating a network of experts in Open Science, OpenAIRE is a technical infrastructure that collects research results, coming, for example, from Institutional Repositories, facilitating the process of monitoring them.

Through OpenAire, project research results are included in the respective Participant Portal.

As a pan-European research information platform, it provides services to researchers, research support teams, funders and content providers.

What is the European Open Science Cloud (EOSC)?

The [European Open Science Cloud \(EOSC\)](#) is an integrated platform, which aims to promote access and reuse of multiple resources and services, resulting from publicly funded research, through a single access point.

What is OPERAS?

[OPERAS](#) (Open Scholarly Communication in the European Research Area for Social Sciences and Humanities) is a European research infrastructure for the development of open scientific communication in the Social Sciences and Humanities.

What is DORA (*Declaração de São Francisco sobre a Avaliação da Investigação*)?

The [DORA](#) declaration recognizes the need to improve instruments for evaluating research results and scientific careers, and promotes the responsible use of metrics (such as the Impact Factor) as a decisive and unique factor in evaluation, and advocates the recognition of another type of results in addition to peer-reviewed articles.

Has the European Research Council (ERC) formally endorsed DORA?

Yes, in the [presentation](#) of the Work Programme for 2022, the ERC announced the formal subscription of the DORA declaration, arguing that the implementation of DORA principles in career assessment procedures is the key to an equitable transition to Open Science.

Bibliographic Resources

Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa (2021). *Ciência Aberta*. Available at: <https://www.fcsh.unl.pt/investigacao/ciencia-aberta> Accessed on 08-10-2021.

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