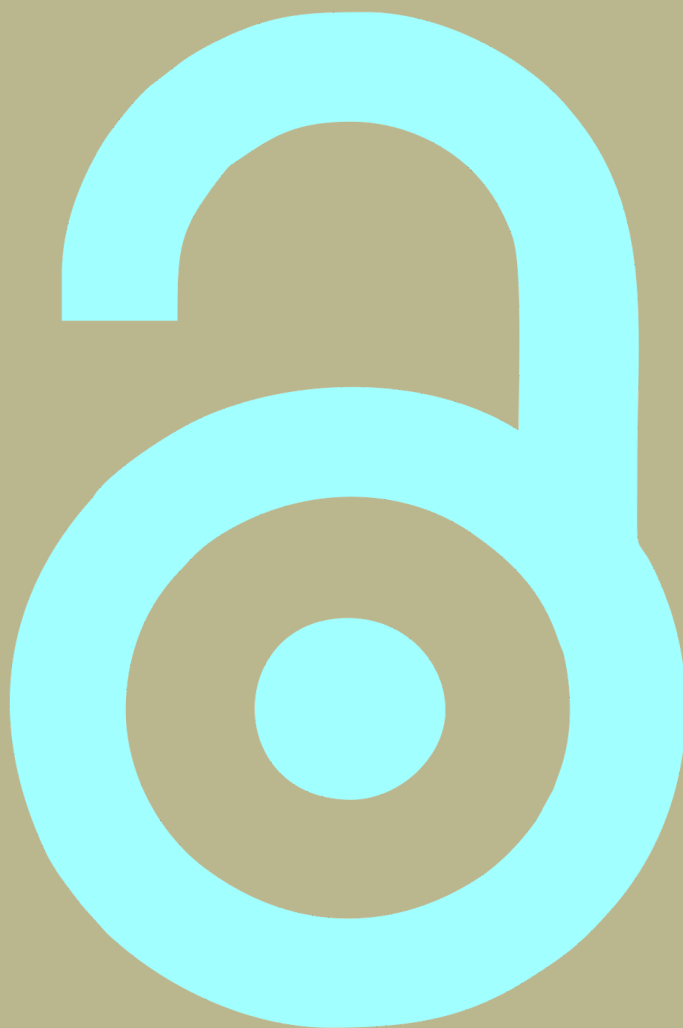


Instituto Politécnico de Viseu Scientific Repository: new policy on Open Access to Scientific Publications





PREAMBLE

The Scientific Repository of the Instituto Politécnico de Viseu (IPV) was created in late 2010 to promote knowledge and increase the impact of research produced in the institution, and, in turn, enhance its visibility and contribute to the creation of new knowledge.

In 2012, the European Commission published its Recommendation on Open Access to scientific information (C(2012) 4890 final) and the Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020. By doing so, it determines that all beneficiaries should ensure open access (free online access for anyone) to all peer-reviewed publications, that will henceforward be available in their repositories.

Following the European Commission's policies, the FCT Open Access Policy and the Guidelines for Open Access Policies for institutions conducting scientific research, and the PASTEUR40A project, the Instituto Politécnico de Viseu decided to adopt a policy of mandatory deposit of all publications produced by teachers and researchers and their collaborators, who will, henceforth, be responsible for self-archiving their works and projects. The IPV repository will, from then on, stand as its official record of scientific production, and has committed itself to update the open access policy on scientific publications of the "IPV Scientific Repository" ([Política de acesso aberto de publicações científicas do Repositório Científico do IPV, de 16 de maio de 2019](#)). (Open access policy of scientific publications of the Scientific Repository of the IPV).

Article 1

Scope and Objectives

1. The open access policy adopted by the Instituto Politécnico de Viseu (IPV) was implemented as a way to disseminate and allow free access to the scientific documents produced by the academic community, thereby promoting the integration, exchange and visibility of scientific information, and ensuring the preservation of the IPV's intellectual and scientific memory.
2. The effective and wide dissemination of research outcomes constitutes a major part of the role of the IPV as an organisation conducting high standard applied research.
3. With this policy, the IPV wishes to comply with the Open Access policies suggested by the FCT and by the European Commission, and with the requirements provided by Horizon Europe programme and others that, in the meantime, may emerge.
4. The deposit of publications in the IPV Scientific Repository guarantees curatorship, long-term preservation, wider dissemination, and easier access to scientific production for internal and external assessment purposes.

Article 2

Non-exclusive deposit principle

1. The deposit of documents in the IPV Scientific Repository is made on a non-exclusive basis. This way, the authors will keep all their copyrights.

Article 3

Deposit policy

1. The IPV requires that all the publications produced by its teachers, researchers and collaborators must be deposited in the IPV Scientific Repository.
2. Publications should be deposited in the IPV Scientific Repository by means of self-archiving.
3. The Scientific Repository is the official record of the IPV's scientific production.





Article 4

Deposit of scientific publications

1. The IPV requires that its authors must deposit in the IPV Scientific Repository an electronic copy of the full text of their scientific publications (the author's final version or the editor's version, where allowed).
2. Scientific publications should be deposited as soon as possible, preferably immediately on acceptance for publication or immediately after formal publication.
3. Master's dissertations produced at the IPV should be mandatorily deposited, under the terms set forth by article 50 (3), of Decree-Law no. 74/2006, of March 24th, as amended by Decree-Law no. 115/2013, of August 7th.
4. The full text of publications (journal articles, conference papers, books and book chapters) deposited in the Scientific Repository of the IPV should become available in open access as soon as possible, preferably from the moment of the deposit.
 - a. Embargo periods to open access are allowed in the case of funded publications. The maximum duration of these embargo periods should be as defined by the funding bodies (FCT, European Commission, or other), which is currently 12 months for publications related to the areas of Social Sciences, Humanities and Arts and 6 months for publications focusing on the remaining scientific areas;
 - b. At the end of the embargo period, the full content of those publications will be available in open access.
5. The metadata describing the publications (title, authors, citation, abstract and keywords) will always be open access.
6. Confidential or patentable scientific or technical productions shall be deposited in restricted access, so as to ensure the safeguarding of the conditions inherent to their nature.
7. Only scientific publications whose content is published in print and/or online may be deposited.

Article 5

Support and monitoring of the open access policy

In order to promote and monitor compliance with this policy, the IPV, through the administrators of the Scientific Repository of the IPV, shall do its best to:

1. Facilitate the implementation of its open access policy through the development of events, awareness raising actions and training focusing on open access issues.
2. Monitor compliance with this policy by comparing the contents of the repository with the information collected in indexing services (WoS, Scopus) and/or through usage data (activity reports).
3. Provide permanent links and promote interoperability with other databases.

Article 6

Recommended actions

1. In accordance with the Berlin Declaration, it is recommended that scientific articles should be published in open access journals.
2. The IPV also recommends all its members to maintain copyright on their works or, if not possible, to guarantee the right to keep a copy in the Scientific Repository of the IPV.
3. The IPV Scientific Repository shall constitute the primary source of information about the IPV's teaching staff and researchers' scientific production during the conduction of their performance evaluation process.
4. All the lists of scientific publications, whether they be individual, departmental or Organic Unit publications, included in activity reports, tender procedures or evaluation processes, must include, in the references to publications with date on or after January 2020, a link to the version of the publication deposited in the Scientific Repository.





Article 7

Affiliation with the IPV

Taking into account the increase in scientific production and the national and international recognition of research produced at the IPV, there is a need to standardize institutional affiliation requirements related to the open access policy:

1. To ensure that all scientific production is accounted for, authors must observe the correct institutional affiliation requirements, both for national and international journals, events, or others.
2. Those are the affiliation standards required:
 - a. Reference to the affiliation to Instituto Politécnico de Viseu is mandatory;
 - b. The designation “Instituto Politécnico de Viseu” must be used and not its translation or abbreviation, since translation into English may imply loss of identity;
 - c. To ensure the connection between the scientific publications and the IPV Research Centres, the respective acronym should be stated (Example: CISED);
 - d. To make sure that the institution is duly recognized, its name shall appear in full and in Portuguese (Example: Escola Superior de Saúde de Viseu);
 - e. The authors should use the information about their affiliation between commas. They must never use hyphenation, semicolon, or the fraction bar (in search engines and databases they are considered single words);
 - f. The authors must use the e-mail of the Instituto Politécnico de Viseu;
 - g. Whenever the author has to use several institutional affiliations, these must be separated by paragraph and the first must be that of the Instituto Politécnico de Viseu.

The institutional address to appear in the heading of scientific publications should have the following format:

R&D Unit located at the IPV to which the author belongs, the school to which it belongs, Instituto Politécnico de Viseu, Campus Politécnico, 3504-510 Viseu, Portugal.

Example: CISED, Escola Superior de Saúde de Viseu, Instituto Politécnico de Viseu, Campus Politécnico, 3504-510 Viseu, Portugal.

Article 8

Revocation

From the date of signing of the present policy, the [Política de acesso aberto de publicações científicas do Repositório Científico do IPV, de 16 de maio de 2019](#) (Open Access Policy for Scientific Publications of the IPV Scientific Repository of 16 May 2019) is repealed.

Article 9

Final provisions

The provisions contained in the present document shall enter into force on the day following its approval.

Viseu, February 18th, 2022.

The President of the Instituto Politécnico de Viseu



