Methodological guidelines for open access and self-archiving at Charles University

Methodological guidelines for users – Short version

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Important links

CU Repository of publication activities	https://publications.cuni.cz
CU Centre for the Support of Open Science	https://openscience.cuni.cz/OSCI-1.html
IS Věda	https://is.cuni.cz/veda
Contact information for open access coordinators	https://openscience.cuni.cz/OSCI-45.html

Important contacts

Centre for the Support of Open Science
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Open Access
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Mgr. Ondřej Kouklík	Open Access Guarantor
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Legal queries
Mgr. Anna Horecká	Lawyer specialized in copyright issues relating to open science
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Step 1: Reviewing the Output type and the options for storing and making the Output accessible in the repository

Check to make sure that the Output type can be stored and made accessible in the repository. The current list of types of Outputs accepted in the repository can be found here: https://publications.cuni.cz/page/typology.

Step 2: Reviewing the licensing agreement concluded with the publisher

Review the licensing agreement concluded with the publisher (if the Output has already been published or will be published in the future) and make sure that the Output can be stored and made accessible in the repository, in what version the Output can be accessed, whether or not there is a time embargo on publication, and under what licence the publisher has published the full text of the Output.

Step 3: Obtaining the consent of potential co-authors to storing and making Outputs accessible in the repository

If you are the author, arrange for the consent of any co-author of the Output to storing and making the full text of the result accessible in the repository or verify that the author has the consents. If interested, you can use the template form to obtain the consent (see https://openscience.cuni.cz/OSCIEN-121-version1-template_form_for_obtaining_consent.docx)), which has been prepared for you by the Centre for the Support of Open Science at Charles University.

Step 4: Logging in to the OBD IS Věda module and creating or editing an Output record

Log in to the OBD IS Věda module using your university log-in data. You can create a new record or edit an existing record.

Step 5: Completing all mandatory, relevant conditionally mandatory, and any optional descriptive metadata for Outputs, checking that Outputs are updated and correct

Complete all of the mandatory and relevant conditionally mandatory metadata for the result or, if they are already filled in, make sure they are updated and correct. At the URL address https://publications.cuni.cz/page/metadata, you can find current information on mandatory, conditionally mandatory, and optional data for the specific types of Outputs accepted in the repository.

Step 6: Uploading the full text of Outputs for storing and making them accessible in the repository and selecting the full text version

Upload the full text of the Output you would like to store and make accessible in the repository in the respective section of the Output record form in OBD With regard to the typology of the Output types accepted in the repository (see https://publications.cuni.cz/page/typology), the only accepted format for uploading full texts is PDF/A (hereinafter PDF). Only files of the following types may be transferred to the repository: manuscript (*draft*), preprint (*submitted version*), postprint (*accepted version*), publisher's version (*published version*), and updated version.

Step 7: Selecting accessibility mode and selecting a licence

Select the version of the uploaded full-text Output file and its accessibility in the repository. There are two options:

- Open Access
- Accessible for any logged-in user of IS Věda or the repository

Select the licensing terms concluded with the publisher. You must select one of the three options (no licence, a Creative Commons licence, other licence). For making the file accessible after a certain date, fill in the date in the Accessibility Date column. In this way, you can make the full text of the Output accessible in the mode *open access with an embargo*.

Step 8: Uploading other files relating to an Output

You have the option of uploading additional files in the respective part of the Output record form in OBD. You can upload files with content relating to the attached full text (attachments to your Output, etc.) or various administrative files (e.g. justifying the significance of the Output, the licensing agreement, etc.).

Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository

Confirm by checking the relevant fields in the Output record in OBD for an uploaded full text that:

- You do not infringe the rights of the publisher or other third parties by storing and making accessible the full text of the Output;
- You do not infringe the rights of potential co-authors by storing and publishing the full text in the repository.

Step 10: Uploading a record

Upload the Output record. If the uploaded Output is correct, both with respect to the correctness of the descriptive metadata and the attached files and other administrative information, the open access coordinator approves the record for storage and making it accessible in the repository. You will be informed about the storage in the repository by e-mail, which will also include a permanent link to the Output webpage.