



# Open Access Longform Publication Guide

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This is a guide that provides information on publishing longform outputs on an **Open Access (OA basis)**. It explains the general publishing processes as well as the support offerings from York St John University.

- **Funding** - Covering funding definitions, differences and options
- **Publishing Processes** – Contracts, compliance and timescales
- **Open Access Models** – Diamond Open Access Routes.

The guide also provides author steps at different stages of longform publishing, from the initial idea to depositing author accepted manuscripts in the institutional repository, [RaY](#).

## What are longform publications?

Longform publications include books, monographs, edited collections and some book chapters.

UK Research Innovation (UKRI) defines longform publications as an academic monograph which “communicates an original contribution to academic scholarship on one topic or theme and is designed for a primarily academic audience. It may be written by one or more authors.” ([UKRI, 2023](#)).

Longform publishing differs considerably to publishing journal articles. A major difference are timescales: longform writing and time to publication often takes several years, contrasting with the standardised and automated processes of journal articles.

## Open Access Longform Publications

The UKRI Open Access Policy applies to monographs published from 1st January 2024, with most UK institutions encouraging Open Access publication to all outputs where possible.

From **1st January 2029** there will be an OA requirement for longform publications for Research Excellent Framework (REF) exercises.



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## Key facts to Open Access Longform Publishing

### Costs

Longform publications often incur costs to be made Open Access\*.

- **Book Processing Charges (BPCs)** for Open Access books can be up to £10000 (subject to VAT) Depending on funder, additional money might be allocated for copyright clearance for third-party materials.
- **Chapter Processing Charges (CPCs)** for Open Access chapters often begin at around £1000 (subject to VAT)

\*This depends on the Open Access route to publication. **Green and Diamond Open Access publishing incurs no publishing cost to the author.**

### Open Licensing

OA longform outputs are subject to Creative Commons licences or open licencing equivalents. This allows global access and reuse with attribution to the copyright holder (with some open licences subject to specific terms).

### Aspects to be aware of with open licencing include:

- Authors retain copyright of the OA publication, yet in some cases publishers recommend a particular licence and may be granted an exclusive licence to publish or control permission requests.
- Longform publications are likely to include third-party material which may be subject to their own copyright terms.

For future information about open licencing and copyright contact [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk)



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## Longform publishing at York St John

### Institutional Position

Under the York St John Open Access policy, authors are encouraged to publish using the Green or Diamond routes to Open Access where possible. **See the section below for more information about the Diamond Open Access Model.**

- York St John University holds **no institutional funds** for Book Processing Charges.
- While the University does subscribe to several Read and Publish deals, these deals are for **journal articles only**.
- Some institutions are experimenting with Rights Retention for longform publications – York St John University's Rights Retention policy is only available to publications assigned an ISSN (journals and some conference proceedings). **It does not cover books or individual book chapters.**

### Institutional Support

**Research Office – Grants Team** can provide support to authors applying for grants, helping to enable, expand and manage research activity. ([researchgrants@yorks.ac.uk](mailto:researchgrants@yorks.ac.uk))

**Library – Scholarly Communications Team** offers guidance on publication-related matters, including publishing contracts, copyright clearance, depositing works in the institutional repository and Open Access models. ([ray@yorks.ac.uk](mailto:ray@yorks.ac.uk))

We encourage authors who are considering a longform publication to get in **touch with Library Scholarly Communication's Team** at [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk) in the first instance to discuss the longform publication process. Ideally this should be before writing or seeking publishers.



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## Funding Differences

Funding for research and funding for publication costs can be used together; however, they are separate types of support.

Having **research funding** does not guarantee funded publication costs, and having **funding to cover publication costs** does not mean that the research was funded.

**Authors should investigate and plan possible funding prior to conducting a project.**

### **Funded Research:**

- Provides authors with financial support to undertake the research
- This could be through grants, fellowships, additional project funding.
- It can also include funding from key funding bodies such as UKRI or Wellcome Trust.

Most funding bodies will only **fund publication costs** if the research has been funded by that body, and in some cases is subject to additional criteria or applications. For further information about funded research contact the Research Office.

### **Funded Publication Costs:**

- Provides authors with costs to publish and disseminate research
- This could be through funding bodies, crowdfunding, BPCs or internal OA funds (**note: these do not apply to York St John**).
- It can also include Diamond Open Access Models, where research free to publish and to read.



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## Publication processes

Publication timelines for longform outputs can take several years. It can also differ with different publishers and funders.

- Authors are encouraged to map project plans and familiarise themselves with likely publication timelines before beginning a longform work.
- Potential funders and publishers should be identified and investigated in early stages and prior to setting any internal deadlines. This ensures that author expectations are realistic and align with connected policies, research ambitions and additional future projects.

## Publishing Contracts & Compliance

Publishing contracts must align with any funder policies, as well as institutional policies, including the York St John Open Access Policy.

- Not all publishers may be familiar with Open Access publishing, meaning that contracts need to be checked and confirmed carefully to ensure OA compliance.
- Both Open Access and Non-Open Access longform publishing contracts could have copyright clauses in them, either transferring all copyright to the publisher or granting an exclusive licence.

**Contracts can be negotiated prior to signing.**



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## **Diamond Open Access Model**

The York St John Open Access policy encourages using the Green or Diamond Open Access routes where possible. For longform publications there are a wealth of options and support available through diamond open access models.

- The Diamond Open Access model has no author fees and is free to access with no additional barriers.
- Diamond Open Access Models are usually led by scholarly based communities rather than commercial led publishers (although some commercial publishers do have diamond options)

## **The Diamond Model works through alternative funding mechanisms such as:**

- Institutional or independent academic presses
- Funding from research councils or charitable foundations
- Consortium funds and infrastructure
- Subsidy models – where other publishing activities then supports publication of OA longform books.

## **Benefits of Diamond Open Access:**

- No financial barriers, demonstrating equity and global accessibility
- Academic freedom: diamond models are usually led by scholarly based communities rather than commercial led publishers or models.
- Open Licensing: Diamond OA encourages CC BY or equivalents to enable reuse for teaching and research purposes, as well as complying with key funding bodies.

An example of a longform book published through the Diamond OA model can be found on RaY: [Minors, Helen Julia et al \(eds.\) \(2024\) Teaching Music Performance in Higher Education: Exploring the Potential of Artistic Research. Open Book Publishers](#)



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## Author Workflow for Longform Publications

### Before Planning and Writing

- If you have an idea or plan to write a longform book, get in touch with Scholarly Communications Team at [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk) in the first instance for more information about the process and options.
- Familiarise yourself with the York St John Open Access Policy and publishing webpages
- Identify potential publishers and funders and gather information of their policies and criteria.
- Contact the Research Grants team in the Research Office at [researchgrants@yorks.ac.uk](mailto:researchgrants@yorks.ac.uk) for information about seeking funding and grant applications.

### Before Submitting

- Cross check all policies to ensure compliance. This includes the York St John Open Access Policy, publisher policies and any funder policy (if applicable)
- Confirm with publisher about any costs or copyright information.

### Post-Submission

- Authors may be presented with a pre-contract which outlines information about editorial review and timescales. Authors should familiarise themselves with this or contact the Scholarly Communications team at [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk) for further support.

### On Acceptance

- You will be presented with a publishing contract, read all terms before signing. For support with publishing reviews, contact the Scholarly Communications team at [RaY@yorks.ac.uk](mailto:RaY@yorks.ac.uk)
- Deposit the AAM (or specific chapter, subject to terms) on the repository immediately on acceptance. All queries about this should be sent to [ray@yorks.ac.uk](mailto:ray@yorks.ac.uk) who can advise on versions to deposit.



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## Recommended Resources and Support

- **OAPEN Books Toolkit:** Provides authors and institutions with information about OA publishing and funding models <https://www.oabooks-toolkit.org/>
- **Think.Check.Submit:** Provides authors a checklist to assess suitability of potential publishers <https://thinkchecksubmit.org/books-and-chapters/>
- **Open Policy Finder:** A database with details about publisher policies depending on selected Open Access routes <https://openpolicyfinder.jisc.ac.uk/oa-books>
- **Creative Commons:** A non-profit organisation focusing on Open Licencing and Open Access to everyone <https://creativecommons.org/>