

INESC TEC

Open Access Policy

Management Support (AG) | 2024

SUMMARY

The INESC TEC Open Access Policy underscores the institution's commitment to open science by requiring research outputs from INESC TEC activities, including publications and research data, to be openly accessible. Supported by the Institutional Repository and the RDM INESC TEC platforms, the aim is to preserve and disseminate scientific knowledge effectively. Adhering to global open access principles, the purpose is to enhance both the transparency and the impact of research findings across academia and society. Detailed guidelines are provided to assist authors complying with the policy. Regular policy reviews will ensure alignment with evolving standards, reinforcing INESC TEC's dedication to advancing scientific discovery.

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1. Motivation

The idea that research project results should be regarded as a public good is fundamental to the Open Access movement. This principle is embraced by science funding agencies to ensure that publicly funded research outcomes are made openly accessible.

The European Commission requires that beneficiaries ensure open access to peer-reviewed scientific publications by depositing an electronic copy in a repository at the latest at the time of publication¹. Additionally, Plan S², an initiative led by cOAlition S, aims to achieve full Open Access adoption through 10 principles, including immediate availability of publications in unrestricted open access repositories.

Moreover, the European Commission mandates data sharing to ensure scientific reproducibility and promote data reuse³. Research data must be deposited in appropriate repositories, with access being 'as open as possible, as closed as necessary.' This approach aligns with the FAIR principles (Findable, Accessible, Interoperable, Reusable)⁴, which advocate for data to be managed and disseminated in ways that maximise their usability and impact across scientific communities. Likewise, scientific journals and publishers are increasingly implementing data policies as prerequisites for manuscript acceptance. On the other hand, the CoARA Agreement on Reforming Scientific Assessment advocates for timely data sharing as a principle of scientific integrity⁵.

As a public utility institution, INESC TEC fully supports free and open access to scientific production, adhering to Open Access principles as defined by current European legislation.

¹ European Commission (2024) Model Grant Agreement for the Horizon Europe Programms. V1.2

² <https://www.coalition-s.org/>

³ European Commission (2024) Model Grant Agreement for the Horizon Europe Programms. V1.2

⁴ European Commission (2016) H2020 Programme. Guidelines on FAIR Data Management in Horizon 2020.

⁵ CoARA (2022) Agreement on Reforming Research Assessment

2. Aim

The INESC TEC Open Access Policy outlines procedures for researchers to ensure that scientific outputs—publications and research data—resulting from activities at INESC TEC are openly accessible.

This policy is aligned with the objectives and initiatives defined in the [Strategic Plan 2023/2030](#), specifically to increase the contribution and visibility of INESC TEC research, and to strengthen institutional commitment to compliance with ethical principles and scientific integrity. The policy also ensures compliance with open access requirements set by public funding agencies.

As an institution dedicated to producing and disseminating scientific knowledge, INESC TEC strives to:

- Promote open access to publications.
- Facilitate the preservation and transmission of scientific knowledge.
- Enhance access to and encourage the reuse of research data.
- Foster the development of skills and best practices in open science.

Implementing this policy involves providing resources to support researchers' activities. Section 3 details institutional platforms that facilitate the dissemination of scientific output, while Sections 4 and 5 outline general principles and offer guidelines for authors on publications and research data, respectively.

3. Open Access Platforms at INESC TEC

The [INESC TEC Institutional Repository](#) and the [Research Data Repository \(RDM\)](#) are key platforms supporting the implementation of INESC TEC's Open Access policy.

3.1. Institutional Repository

The INESC TEC Institutional Repository serves as the official source of information, aggregating scientific outputs from the institution's researchers. It includes indexed journal articles, conference papers, and other document types, categorised by publication type.

Researchers are required to deposit full texts of their publications in accordance with funding agencies' and publishers' policies, specifying the version to be made available, embargo periods, and citation requirements. The repository utilises *DSpace* document management software and is integrated into the RCAAP network, which indexes scientific content from Portuguese institutional repositories.

3.2. RDM INESC TEC

The RDM exemplifies INESC TEC's dedication to open access to research data, housing datasets produced or utilised by INESC TEC researchers and partners. Built on *CKAN* software, it facilitates dataset identification via DOIs from *DataCite Fabrica*, ensuring long-term preservation with daily backups. Metadata includes citation information to enhance data accessibility and reuse. The RDM INESC TEC plays a pivotal role in supporting the development and implementation of Data Management Plans (DMPs).

Integrated into the RCAAP network, the *re3data.org* repository directory, and *FAIRsharing.org* resources, datasets published in the RDM INESC TEC are indexed in OpenAIRE, the European infrastructure to support Open Science. Both data publication in the RDM and assistance with DMP development are provided by the Management Support Service (AG).

4. Publications Policy

1. Compliance with Funding Agencies mandates

- Publications containing publicly funded results must comply with the policies established by funding bodies.

2. Deposit in the INESC TEC Institutional Repository

- All publications generated within INESC TEC activities must be made available in the INESC TEC Institutional Repository.
- Deposit the publications full text in PDF format, adhering to publishers' policies. For guidance on publisher policies, consult the [Sherpa/Romeo](#) portal.

3. Management and Preservation

- INESC TEC is committed to managing and preserving deposited content, ensuring permanent access to publications.

4. Authors Guidelines

- Deposit PDFs (i.e., preprint) in the institutional repository, preferably by the time the manuscript is published, regardless of the access type.
- Authors or Centre secretariats may upload the full text via the IRIS platform, ensuring proper attribution to the author's Centre.
- If an embargo period applies, select this option in IRIS under [*Own Publications*] in the [*Embargoed Document*] field. The document will remain in closed access with only the metadata available until the embargo period ends.

- For support, contact the Management Support Service directly at ag@inesctec.pt or ticket.dados.publicações@inesctec.pt
- Refer to Annex 1 of this policy – *Deposit of the publication PDF in IRIS* – for detailed deposit procedures.

5. Research Data Policy

1. Compliance with Funding Agencies mandates

- The publication of research data must follow the policies implemented by the funding entities.

2. Compliance with publishers' data availability policies

- If applicable, research data must be made available according to the data policies defined by publishers or journals.

3. Availability

- Following the underlying principle of “*as open as possible, as closed as necessary*”, research data should be openly available in the RDM INESC TEC as a general rule*.
- A persistent identifier (DOI) will be provided for each published dataset.
- INESC TEC will ensure permanent access to the published datasets, as well as the management and preservation of the research data.
- INESC TEC encourages the publication of research data in external data repositories.
- Published datasets are included in INESC TEC's global activity indicators, with attribution to authors and Centres.

***Exceptions:** INESC TEC acknowledges the challenges of openly sharing research data, particularly in protecting personal and sensitive information. The RDM INESC TEC enables the deposit of datasets in private mode, while the corresponding metadata and related files with no restrictions can be part of an openly available record specifying the conditions of access to the datasets.

5. Authors Guidelines

- The Management Support Service mediates the process of data publication in the RDM INESC TEC. Requests should be directed to ag@inesctec.pt or ticket.dados.publicações@inesctec.pt.
- Datasets for publication must include all necessary data files, metadata, and documentation to promote FAIR data.

- Authors are required to complete a metadata template as part of the data publication workflow.
- Published datasets are covered under Creative Commons Attribution Share-Alike (cc-by-sa) licence by default, specifying that users who reuse the data must share it under the same licence, identifying the changes made, and providing credit to the original authors. Other licences may be applied if requested by the researchers.
- The Management Support team will generate a DOI through the DataCite Fabrica service at the time of publication.
- For research data containing information on human participants or sensitive data, authors must consult the Data Protection Officer (DPO) (dpo@inesctec.pt) to determine appropriate availability conditions.

6. Publication in External Data Repositories

- INESC TEC encourages researchers to publish research data in external repositories to enhance visibility and accessibility, provided that the data does not contain personal or sensitive information. This practice supports broader dissemination of research findings while ensuring compliance with data protection regulations and ethical considerations.
- A dedicated [INESC TEC community](#) is available in the Zenodo repository.
- The Management Support Service assist researchers in publishing data in external data repositories.
- Researchers publishing data externally must inform the Management Support Service to ensure inclusion in INESC TEC's global activity indicators.

6. Policy Adoption

This policy applies to scientific publications and research data produced within the scope of work carried out at INESC TEC.

By adopting this policy, INESC TEC reaffirms its commitment to promoting open and accessible science, contributing to the advancement of scientific and technological knowledge for the benefit of society.

This policy will be periodically reviewed and updated to ensure its effectiveness and alignment with best practices in open access.

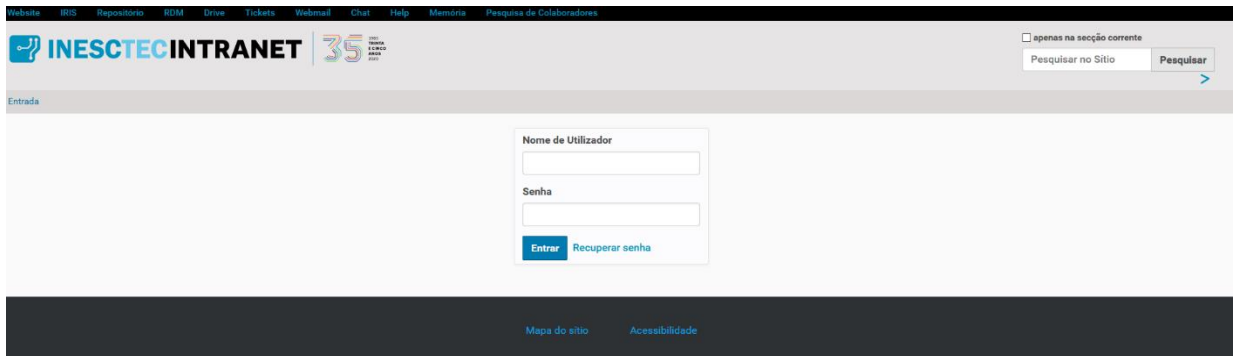
For questions or support, please contact the Management Support Service at ag@inesctec.pt or ticket.dados.publicacoes@inesctec.pt).

Annex 1 – Deposit of the publication PDF in IRIS

This annex describes the necessary steps for depositing publications in the institutional repository. If you have any questions about any of the steps described, please contact: ag@inesctec.pt

1. Authentication on the IRIS platform (via INESC TEC intranet)

Access the IRIS platform - <https://iris.inesctec.pt>



The screenshot shows the INESC TEC intranet login page. At the top, there is a navigation menu with links: WebSite, IRIS, Repositorio, RDM, Drive, Tickets, Webmail, Chat, Help, Membros, and Pesquisa de Colaboradores. Below the navigation menu is the INESC TEC logo and a search bar with the text 'Pesquisar no Site' and a 'Pesquisar' button. The main content area is titled 'Entrada' and contains a login form with the following elements:

- Nome de Utilizador (User Name) input field
- Senha (Password) input field
- Entrar (Login) button
- Recuperar senha (Forgot Password) button

At the bottom of the page, there are links for 'Mapa do site' and 'Acessibilidade'.

Figure 1 – Authentication on the [intranet](#).

2. Verification of publication on IRIS

To verify which publication are associate with you, go to [Publications] – [Mine] section.


INESCTEC

Home / Minhas Publicações

⚠ Sincronização diária com o Authenticus, última data de modificação em 2023-05-01 11:52:51

ID	Título	Nome da Publicação	Autores	Estrutura
P-00Y-5KK	Getting in touch with metadata: a DDI subset for FAIR metadata production in clinical psychology	IASSIST Quarterly	Castro, JA; Rodrigues, J; Mena Matos, P; M D Sales, C; Ribeiro, C;	AG
P-00X-EQ7	Fostering the Adoption of DMP in Small Research Projects through a Collaborative Approach	Int. J. Digit. Curation	Maciel, A; Castro, JA; Ribeiro, C; Almada, M; Midão, L;	AG

Figure 2 – Verification of one’s own publications

Check the ID associated with the publication to be deposited. If the publication has the following , it is already available in the institutional repository.

ID	Título	Nome da Publicação
P-00A-2H4	Creating lightweight ontologies for dataset description Practical applications in a cross-domain research data management workflow	2014 IEEE/ACM JOINT CONFERENCE ON DIGITAL LIBRARIES (JCDL)

Figure 3 – Publication ID

Tipo de Publicação	Ano	Fonte	DOI	INESC TEC?	Classificação	Documento
<input type="text" value="Tipo de Publicação"/>	<input type="text" value="Ano"/>			<input type="checkbox"/>		
Artigos em Revistas Internacionais com Revisores	2021					

Figure 4 – Icon showing that a publication is already deposited

Note: If any publication is missing in IRIS, check if it has already been validated in the [Authenticus](#) service.

3. Upload the publication as a .pdf file

In [Publications] go to [Upload] to deposit the document in the institutional repository. The document should be named according to the publication ID, e.g., P-00A-2H4 as shown in Figure 4. It is possible to add more than one document at the same time.

Note: If you have any doubts about which version of the document to deposit, consult the open access policy of the journal or publisher on the Sherpa/Romeo portal (see Figures 8 and 9). For conference proceedings, consult the policy of the conference or the publisher.

Upload Publicações

Home / Upload Publicações

Upload

Os documentos (PDF) a carregar devem ter como nome o ID da Publicação.
 Exemplo: P-009-VT5.pdf
 Apenas os autores (Minhas Publicações) ou o secretariado do centro podem inserir documentos.

DRAG AND DROP

No file chosen

Documentos a Carregar

Número de documentos: 0

Nome	Tamanho	Progresso	Estado	Ações
<input type="button" value="Upload todos"/> <input type="button" value="Limpar todos"/>				

Figure 5 – Publication upload

Once the document, properly named, has been uploaded, the green progress indicator confirms that the document has been successfully deposited in the institutional repository, associated with the author's centre.

Documentos a Carregar

Número de documentos: 1

Nome	Tamanho	Progresso	Estado	Ações
P-00A-2H4.pdf	0.471 MB	<div style="width: 100%; height: 10px; background-color: green;"></div>		<input checked="" type="checkbox"/> Carregar?

[Upload todos](#) [Limpar todos](#)

Figure 6 – Deposited publication

Creating lightweight ontologies for dataset description practical applications in a cross-domain research data management workflow

No Thumbnail Available

Files
P-00A-2H4.pdf (482.61 KB)

Date
2014

Authors
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Cristina Ribeiro

Abstract
The description of data is a central task in research data management. Describing datasets requires deep knowledge of both the data and the data creation process to ensure adequate capture of their meaning and context. Metadata schemas are usually followed in resource description to enforce comprehensiveness and interoperability, but they can be hard to understand and adopt by researchers. We propose to address data description using ontologies, which can evolve easily, express semantics at different granularity levels and be directly used in system development. Considering that existing ontologies are often hard to use in a crossdomain research data management environment, we present an approach for creating lightweight ontologies to describe research data. We illustrate our process with two ontologies, and then use them as configuration parameters for Dendro, a software platform for research data management currently being developed at the University of Porto.

URI
<http://dx.doi.org/10.1109/jcdl.2014.6970185>
<https://repositorio.inesctec.pt/handle/123456789/13691>

Collections
HumanISE - Indexed Articles in Conferences

[Full item page](#)

Figure 7 – Publication in the institutional repository

*Verification of the Open Access policy of the publisher or journal on the Sherpa/Romeo portal

Access the Sherpa/Romeo portal and enter the journal name, ISSN, or publisher name to view the adopted Open Access policy.

In the following example, illustrated by the Scientific Reports journal, the publisher enables the deposit of the published version, with no embargo, as long as the source is acknowledged (Figure 8).

Enter a journal title or issn, or a publisher name below:

Journal Title or ISSN	<input type="text" value="Scientific Reports"/>	<input type="button" value="Search"/>
Publisher Name	<input type="text"/>	<input type="button" value="Search"/>

Figure 8 – Search for journal Open Access policy

Publisher Policy

Open Access pathways permitted by this journal's policy are listed below by article version. Click on a pathway for a more detailed view.
















Published Version	   None  CC BY  PMC 	
	 Any Website, Journal Website	-
 Prerequisites	If a Research Article	
 OA Publishing	This pathway includes Open Access publishing	
 Embargo	No Embargo	
 Licence	CC BY 4.0	
 Copyright Owner	Authors	
 Publisher Deposit	PubMed Central Europe PMC	
 Location	Any Website Journal Website	
 Conditions	Publisher source must be acknowledged with citation Must link to published article with DOI	

Figure 9 – Example of the Open Access policy of the Scientific Reports journal