School of Data Science

Open Access Guidelines and Recommendations

February 2, 2021

Statement

One of the founding principles of the School of Data Science (SDS) is, as far as possible, to disseminate knowledge openly and freely to all, motivated by the desire to maximize the impact of our research and [the recognition of our team members](). We refer to the output of this effort as open knowledge. Open knowledge supports claims made and the ability to replicate those claims by others.

Scope

Open knowledge refers to scholarly and academic works we produce as a school using generally available University resources. This open access Guidelines and Recommendations document addresses publications, peer reviewed and otherwise, and other research products authored by SDS team members. It establishes goals for all SDS team members to pursue as they publish any aspect of their work and, with respect to scholarly and academic works, reaffirms the license retained by the University to use such works on a non-exclusive, royalty free basis for non-commercial purposes. This document does not modify or supplant existing University policy, including but not limited to [RES-001]() (Copyright Policy) or [RES-006]() (Patent Policy). Rather, the SDS Guidelines and Recommendations are meant to set expectations for all SDS team members as it relates to dissemination of their scholarly and academic works, and attribution of such works.

Considerations and Goals

- **Scholarly and Academic Works**: Examples include journal articles, books and papers.
- **Copyright** – Who has the right to copy and reuse the work, and to authorize others to do so; in effect, who owns the work. In accordance with Policy [RES-001](), the University cedes ownership of scholarly and academic works to the authors, provided such works were created using no more than generally available University resources. Any rights to cede by the University to the author are subject to retained rights of use by the University for non-commercial purposes.
- **Access** – Who may read the work, regardless of ownership. _Goal:_ To the extent possible, the author should make the work legally available to everybody (commercial and non-commercial) free of charge.

- **Reuse** - The ability for humans and computers to reuse the work. _Goal:_ To the extent possible, the author should present the work in a form interpretable by humans and computers for a broad variety of research purposes.
- **Disambiguation** - The ability for a human or computer to uniquely identify the individual author(s) of a work. _Goal:_ All SDS team members and SDS itself, must be uniquely identified in all published work.

Guidelines and Recommendations

All SDS team members will strive to meet the goals above. In accordance with the SDS promotion and tenure policy, faculty efforts to achieve these goals will be considered as part of promotion and tenure review.

Team members will establish a public ORCID ID and Google Scholar Profile containing their affiliation with SDS and UVA. Links to the ID and profile should be included in materials provided for promotion or tenure.

In accordance with University Policy RES-001, all team members understand that, with respect to scholarly and academic works to which the University has ceded ownership, the University retains the right to use their scholarly and academic works for non-commercial purposes. Each team member who retains copyright to their work does so subject to the University retaining a nonexclusive, irrevocable, royalty-free, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly articles, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same.

Team members will submit the final author's version[1] by the official date of publication, without any embargo period, in acceptable machine-readable format as specified by the Dean's office, to the Dean's Designee, who will make it available in an open access repository under a Free License. The Dean will waive this requirement for a particular article or delay access for a specified period of time upon express direction by a Team member.

Team members are encouraged to deposit a version of a manuscript in an external preprint server at the time of submission to a journal. Most publishers support this practice as outlined here.

To inform future refinements of this document, data generated from open access articles, archive deposits, waiver requests, etc. shall be collected and analyzed by SDS under the direction of the Dean and outcomes reported to the AAC.

This document will be reviewed periodically by the AAC at the discretion of the SDS Dean and, based on that review, may be amended from time to time.

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[1] The final author-created version that incorporates referee comments and is accepted for publication; also known as: Authors Accepted Manuscript (AAM), Authors accepted version, Final Author version, or Post-print

Other Research Products

Research products other than scholarly and academic works (e.g., protocols, software, and data) should, to the greatest degree possible, be made open knowledge, subject to any pre-existing licensing, technology, and/or confidentiality obligations. If the research products were created using external funding (i.e., sponsored awards), the Office for Sponsored Programs should be consulted prior to distribution of the research products to determine if such distribution is consistent with sponsor obligations. Assuming there are no restrictions on distribution of research products, supporting materials for team members' scholarly publications should be deposited in an Open Access repository by the time of publication of any respective research article or within three months after the termination of the project, whichever comes first. Assuming there are no sponsor obligations, the deposited work should be licensed as follows:

- aggregated and properly anonymized data produced as part of the project under an Open Definition-conformant license, preferably CC0 (attribution is optional) or CC-BY (requires attribution);
- media files under a Free License.

Any source code or computer software that may, in the reasonable judgment of the SDS team member, have commercial applications should be disclosed to the University of Virginia's Licensing & Ventures Group prior to distribution to determine whether commercial licensing might result in greater distribution of the source code. Any such determination will be made in consultation with the team member and SDS Dean. Source code that is not commercially licensed should be licensed under an Open Source Initiative-approved license such as the MIT, Berkeley, Apache, Eclipse, or GNU (GPL / LGPL) licenses.

Procedures

The Director of Research Development, or other designee as the Office of Research evolves, is available to provide support in following the Guidelines and Recommendations described herein.

For Peer-reviewed Manuscripts
Unless a waiver or delay has been granted, the final author's version in digital form should be provided to the Director of Research Development or deposited directly into Libra Open by the date of publication or before. Early submission is encouraged as is the submission of other products of the research such as software and data, subject to the conditions outlined in this document.

The author will notify the Director of Research Development of which open access repository will be used and which free license is to be applied to the work. Any conflicts that arise between the Director and the author as to appropriate home and license for the work will be resolved by the Senior Associate Dean for Research. The UVA library Libra repository and CC-BY license

will be the default (if permitted by the publisher), with CC-BY-NC also available per the University's reserved license under University Policy RES-001.

For Non-peer Reviewed Manuscripts
Authors are free to choose which preprint server they use in alignment with the norms of their respective work, e.g., BioRxiv for biologically oriented work, MedRxiv for medically oriented work, ArXiv for computationally oriented work, or the various Center for Open Science preprint servers. It is the author's responsibility to deposit the preprint and include details to be used as part of their annual evaluation.