This guide provides authors of scientific publications with guidance on the following:

- Open access requirements
- The correct use of the EMPIR logo / EU emblem
- How to acknowledge EMPIR funding
- How to provide the correct bibliographic metadata
- How to use the EURAMET Publications Link Repository

EURAMET believes that Joint Publications (between different countries) are important and should be an indicator that the programme is achieving its objective of integrating the scientific work across Europe. Scientific publications should be co-authored by more than one organisation (such as European NMIs / DIs, higher research organisations and industry from different countries).

Coordinators MUST ensure that all the partners are informed about the requirements explained in this guide. **For more information on the contractual obligations, please refer to the Grant Agreement.**

1 Publication information

1.1 *Open access to peer-reviewed scientific publications*

All EMPIR research projects are required to provide **free of charge on-line Open access to all scientific peer-reviewed publications (Article 29.2 of the Grant Agreement).** This requirement does not infer that partners must publish their results; it only sets out the requirements once publication has been agreed (see illustration below).
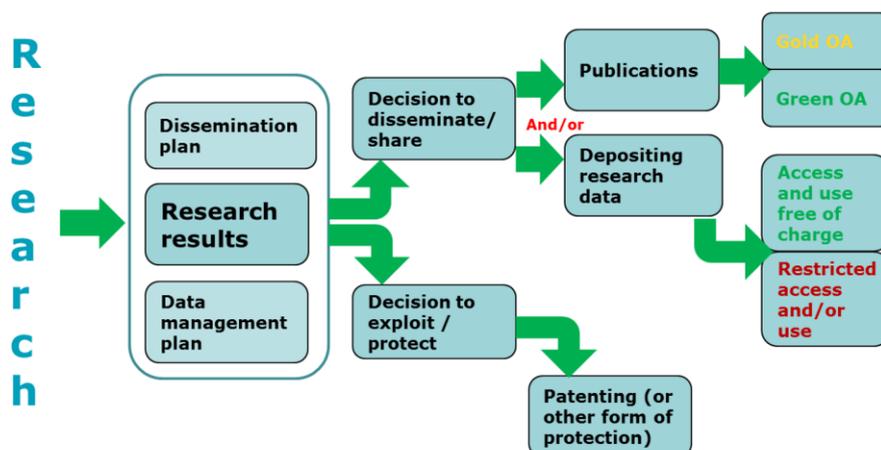
Source: Guidelines to the rules on open access to scientific publications and open access to research data in Horizon 2020.

Most journals offer either **green** (self-archiving) or **gold** (open access publishing) open access. Authors of research publications can use either approach:

Green open access means that either the publication (as a preference), or the final peer-reviewed manuscript, is deposited by the author in an online repository before, alongside or after its publication. However, some publishers require authors to delay open access to articles for an 'embargo period'. Repositories often allow the 'embargo period' to be specified. **The maximum 'embargo period' for EMPIR publications is six-months** (twelve months for publications in the social sciences and humanities)**.** To support compliance with embargo periods, a model amendment to the publishing agreements, which are usually signed between authors and publishers, is available from http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/oa-pilot/h2020-oa-guide-model-for-publishing-a_en.pdf. The use of this template is not mandatory and EURAMET takes no responsibility for its use.

Gold open access means that the publication is immediately made openly accessible by the publisher on their website. Publications must be made open access, and deposited in a repository, by the date of publication at the latest. Publishers usually charge Article Processing Charges (APCs) for open access publications as they will not receive payment from subscribing readers. The costs of APCs incurred once a project is completed cannot be refunded from that project's budget.

In addition, some 'hybrid' journals combine subscription access and open access to individual publications. Authors are encouraged to retain copyright and grant licenses, e.g. Creative Commons (CC) https://creativecommons.org/ or similar licenses, to publishers. Authors are also encouraged to provide additional rights, including the right to copy, distribute, search, link, crawl and mine, to increase the value of EMPIR research publications.

In summary, open access to EMPIR scientific publications involves four steps:

1. Deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication, in a repository for scientific publications. These can be identified using the Registry of Open Access Repositories (ROAR), the Directory of Open Access Repositories (OpenDOAR), or via the Open Access Infrastructure for Research in Europe (OpenAIRE) Helpdesk. An example repository is Zenodo (https://zenodo.org/), where authors can deposit EMPIR research publications at no cost. Authors must not use any repositories with rules that could conflict with open access or with the policies of the publisher.

2. Provide **green** (self-archiving) or **gold** (open access publishing) open access to the publication.

3. Ensure open access, via the repository, to the bibliographic metadata that identify the publication (see Section 1.4 below).

4. For those projects that opt-in to data management, deposit the underlying research data, which is needed to validate the results presented in the deposited publication, in a data repository - unless specified otherwise in the project's data management plan (DMP) (further information on open access to research data is available in Article 29.3 of the Grant Agreement and in the EMPIR Reporting Guidelines Part – 9 Preparing data management plans). Step 4 should ideally be performed at the same time as step 1.

IMPORTANT: Compliance with open access requirements will be monitored as part of the project reporting process. Please note that non-open access peer-reviewed publications cannot be counted in the projects' or programme's statistics and cannot be accepted in project reports or as project outputs in mid-term reviews. Also note that it is compulsory to include clickable links (persistent identifiers e.g. DOIs) for these publications in your project's publishable summary and final publishable report. These lists of publications must match with the links that you submit to the EURAMET Publications Link Repository (see Section 2 below).

Further useful resources are available at the following links:

CrossRef: Registration Agency of the International DOI Foundation	https://www.crossref.org/
Sherpa-Romeo: publisher policies	http://www.sherpa.ac.uk/romeo/
Directory of Open Access Journals: 10039 Journals covered	http://doaj.org/
Directory of Open Access Books	http://www.doabooks.org/
Directory of Open Access Repositories	http://www.opendoar.org/, http://roar.eprints.org/
arXiv.org e-Print archive	https://arxiv.org/
Zenodo: open-access repository developed under the European OpenAIRE programme	https://zenodo.org/
Open Access Infrastructure for Research in Europe (OpenAIRE)	https://www.openaire.eu

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Information on open access in Horizon 2020 is available at the following links:

Guidelines to the rules on open access to scientific publications and open access to research data in Horizon 2020	http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf
H2020 Participant Portal – Open Access	https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/open-access_en.htm
H2020 Annotated Model Grant Agreement - for Article 29	https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf#page=242
European Commission Open Access Policy (Open Science)	https://ec.europa.eu/research/openscience/index.cfm?pg=openaccess
FAQs	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq;categories=;programme=null;actions=;keyword=oapubsH2020

1.2   Use of the EMPIR logo / EU emblem

Article 29.4 of the Grant Agreement describes the obligation and right to use the EMPIR logo / EU emblem. Unless EURAMET requests or agrees otherwise, or unless it is impossible, any dissemination of results (in any form, including electronic) must display the EMPIR logo / EU emblem. When displayed in association with other logos, the EMPIR logo / EU emblem should be given appropriate prominence.
You can download the EMPIR logo / EU emblem from the following link:
https://msu.euramet.org/downloads/documents/EMPIR_logo.jpg

1.3   Acknowledgement of EMPIR funding

Unless EURAMET requests or agrees otherwise, or unless it is impossible, all EMPIR research publications and any other disseminated material, even when combined with other data, must include the reference to EMPIR funding that is set out in Article 29.4 of the Grant Agreement (see below). If other data is included in the publications and disseminated material, additional text can be added to the statement to explain that only part of the work was funded by EMPIR.

"This project ([*add your EMPIR project reference here*]**) has received funding from the EMPIR programme co-financed by the Participating States and from the European Union's Horizon 2020 research and innovation programme."**

Where possible, include the above reference to EMPIR funding in the same language as the EMPIR publication.

1.4   Bibliographic metadata to be used in repositories for scientific publications

We would like to remind you that in addition to having a DOI, the repository fields associated with the DOI must contain the terms "EMPIR", "European Union (EU)" and "Horizon 2020" - the name of the action, acronym and grant number; - the publication date, and length of embargo period if applicable. **(Article 29.2 of the Grant Agreement)**

The bibliographic and funding metadata must be in a standard format and must include all of the following:

- the terms " EMPIR" "European Union (EU)" and "Horizon 2020"
- the name of the action, acronym and grant number;
- the publication date, and length of embargo period if applicable, and a persistent identifier
- Funder name: European Metrology Programme for Innovation and Research (EMPIR)
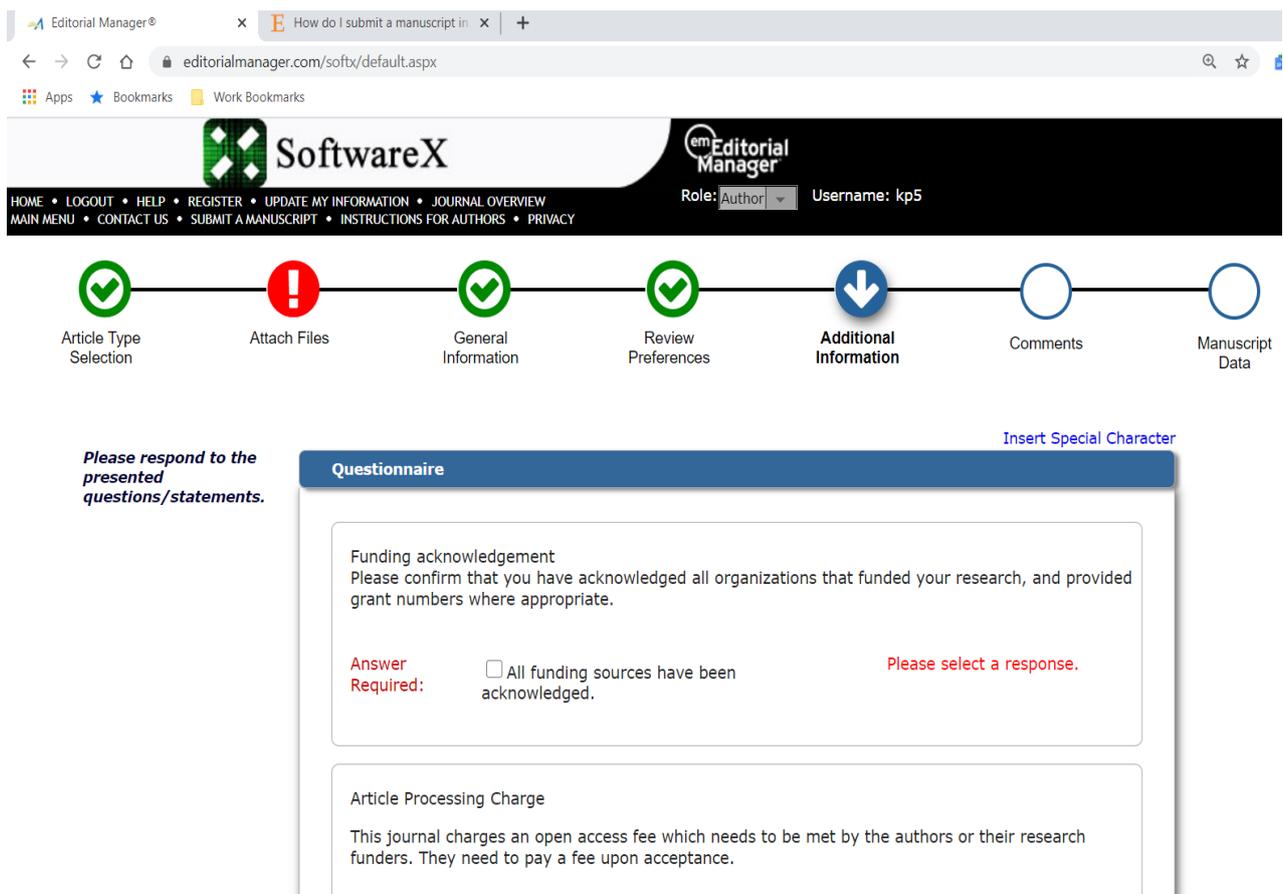- Funder ID: 10.13039/100014132

For ease of tracking, beneficiaries should also include the digital object identifier for 'European Metrology Programme for Innovation and Research' (http://dx.doi.org/ 10.13039/100014132) in the funding acknowledgement field in their metadata. The purpose of the bibliographic metadata requirement is to make it easier to find publications and ensure that EMPIR funding is acknowledged. Information on EMPIR funding must therefore be included as part of bibliographic metadata so that Horizon 2020 can be properly monitored, statistics produced via https://search.crossref.org/funding, and the programme's impact assessed.

1.4.1   Funding metadata

The submission processes vary from journal to journal: authors will need to review the metadata criteria and open access policies for each journal when submitting a manuscript for publication. For more information on the metadata elements you need or should consider, please refer to CrossRef's Recommended journal metadata (https://www.crossref.org/get-started/content-registration/journal-metadata/). Further information can also be found on the OpenAire website (https://www.openaire.eu/2018-09-20-16-23-04?highlight=WyJtZXRhZGF0YSJd).

The example (Screenshots 1 and 2) provided below are for a manuscript submission made to the Elsevier journal using the journal's guidance https://www.elsevier.com/journals/softwarex/2352-7110/guide-for-authors

Screenshot 1: The submitter must confirm all funding sources have been acknowledged. To meet this requirement, please ensure the acknowledgement section of the manuscript contains the standard text mentioned in Section 1.3 above. The standard EMPIR acknowledgment text can also be found here https://msu.euramet.org/downloads/#publicity

Screenshot 2: EMPIR is included in the CrossRef Funder's registry. As such, most journals will have the Funder ID for the programme in their records. The submitter will only need to search for 'EMPIR' or 'European Metrology Programme for Innovation and Research' in the *Find a Funder* field circled in red below. The *Award Number* should be the grant number which is also known as the project number (e.g. 17IND01 MIMAS).
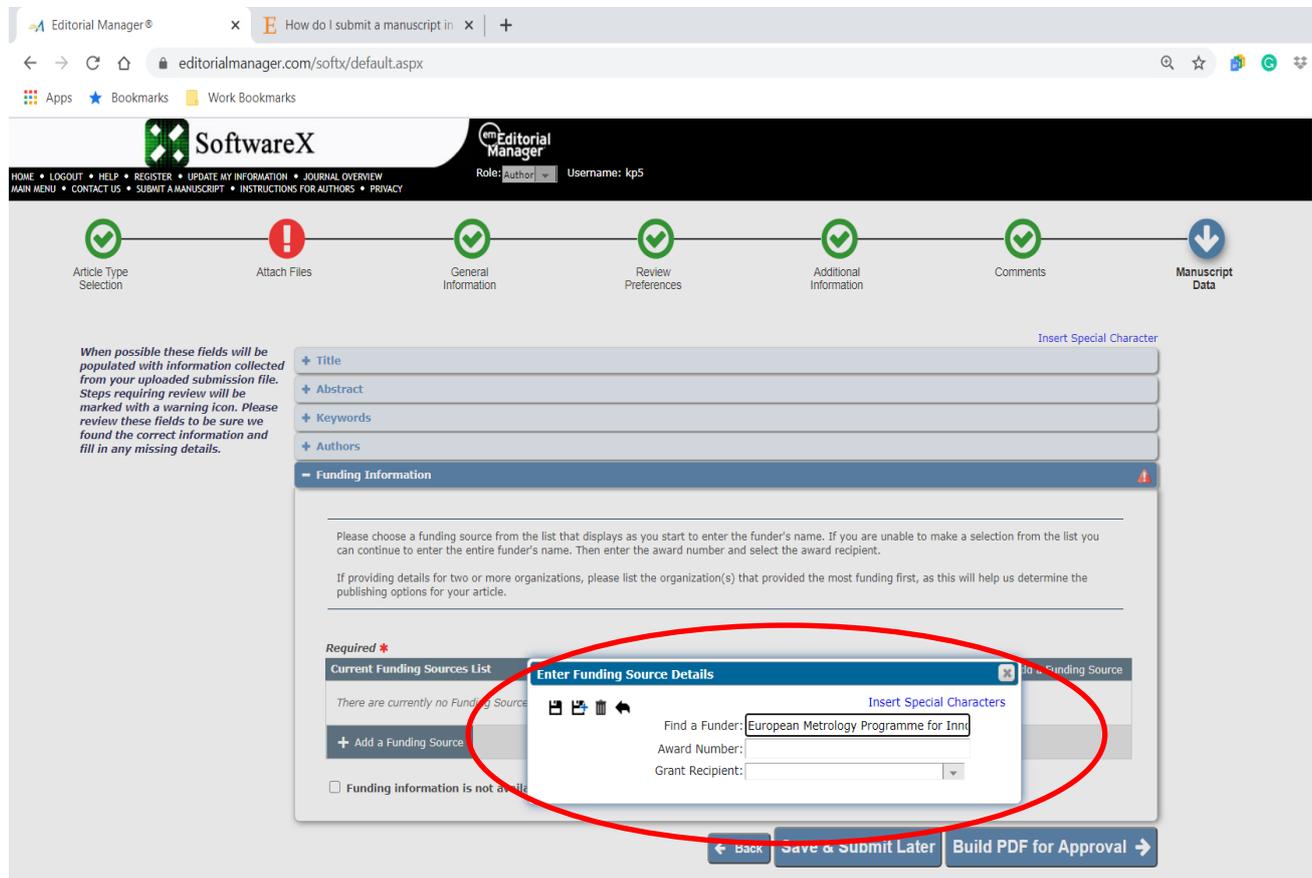
1.5 Open access fees

Open access fees for publications, which are an output of the project, are an eligible cost if the publication is submitted to the EURAMET Publications Link Repository, and if all other eligibility criteria, as per Article 6 of the Grant Agreement, are met. Fees incurred after the project end date are not eligible. In this situation the Internal Funded Partners are expected to pay the fees to make their publications open access as part of their obligations to EURAMET.

Non open-access publications are not eligible, hence the time taken to write such papers should not be included within the project's labour costs. It is therefore strongly recommended to plan the route to open access publication as soon as possible after the project starts.

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2 The Publications Link Repository

The Publications Link Repository is an online service providing links to scientific papers published within the European Metrology Research Programme (EMRP), the European Metrology Programme for Innovation and Research (EMPIR) and projects funded by iMERA-Plus. The aim is to optimise the impact of publicly-funded scientific research through open access to research outputs. The EURAMET Publications Link Repository https://www.euramet.org/repository/ enables a user to make a search of these publications.

2.1 Authors' obligations

Authors' obligations regarding publication in repositories under the previous funding programme EMRP, and the current funding programme EMPIR, are not the same. The obligations are specified in the EMRP and EMPIR Grant Agreements. A summary is provided below.

2.1.1 EMRP

Publications arising from EMRP projects must be included in the EURAMET Publications Link Repository. It is the aim of the Commission and EURAMET that as many publications as possible are open access to ensure wide access to the outputs of the EMRP programme. If the publication has an embargo period, the date when the document will be public must be stated in the comments text box of the submission form.

2.1.2 EMPIR

Scientific publications (i.e. peer-reviewed publications) arising from EMPIR projects are required to be open access and made available from a repository via a persistent identifier (see section 29.2 of the EMPIR Grant Agreement). This persistent identifier must be submitted to the EURAMET Publications Link Repository.

The Commission's definition of open access includes:

1. Immediate open access on publication (all final peer-reviewed scientific publications or machine-readable copies of the published version) or

2. Access no more than 6 months after publication.

It is the authors' responsibility to ensure these obligations are met. If a project-partner breaches the contractual obligations under the Grant Agreement, it may lead to a reduction of the grant or other measures.

Open access to scientific publications can be negotiated with publishers on a case-by case basis, either by negotiating an acceptable embargo period or by payment of a fee. In EMPIR, open access publication fees are eligible costs which may be included in the financial reporting (see Section 1.5 for a full explanation).

2.2 Types of publications which will be included in the Publications Link Repository

The following peer-reviewed publication types are included in the EURAMET Publications Link Repository

- Article
- Proceedings
- Technical report
- Thesis
- Book
- Contribution to book
- Good Practice Guide
- Datasets

All publications sent to the EURAMET Publications Link Repository **must have a DOI or alternative persistent identifier** (e.g. Archival Resource Keys (ARKs), Digital Object Identifiers (DOIs), Persistent Uniform Resource Locators (PURLs), Uniform Resource Names (URNs), Extensible Resource Identifiers (XRIs).) If the document type is a book or a contribution to a book and a DOI is unavailable, please supply the ISBN number, otherwise the publication details will not be uploaded onto the EURAMET

Publications Link Repository, and the publication reference should just be included in the corresponding Output and Impact report.

At present, EURAMET does not issue persistent identifiers for its own publications, so EURAMET Good Practice Guides cannot be submitted. This is likely to change in the future.

2.3 How to submit publications to the Publications Link Repository

Authors can submit the persistent identifier of the publication directly to the EURAMET Publications Link Repository. The current version no longer stores PDF files of the publications, instead it links the persistent identifier to the project that funded the publication. Each submission will be reviewed by the repository administrator to ensure all the relevant information is provided before being uploaded.

The submission form can be found at: http://msu.euramet.org/cgi-bin/be-submit.pl. A document type must be selected from a drop-down list and then a persistent identifier must be provided. It is also mandatory to confirm that the publication has been peer-reviewed.

When a DOI is provided, some of the fields may be auto-populated from information available in CrossRef. Please ensure that the information is correct and complete the fields where the information is missing.

Depending on the type of publication, the following information may be required:

- Title of the Publication
- Authors (including their institutional affiliation(s))
- Keywords
- Journal title / source
- Volume number
- Issue number
- Page numbers / article number
- Publisher's name
- Date of Publication
- ISSN
- Web URL / open access journal
- Language of the Publication
- Name of call / Funding Programme
- Project Title
- Your submitter details: Name, E-mail address and Comments. If full access to the publication is restricted, please confirm within the comments text box the duration of the embargo period (see section 2).

Additional guidance and information on each of these items is provided next to each field in the submission form.

If more than one EMPIR project has contributed towards a specific publication, then please provide the additional project numbers and short names in the comments section and ensure the acknowledgement of the research paper includes references to all contributing projects. At present, it is not possible to select more than one project for a submission, this is likely to change in the future.

Once you have provided all the information detailed above, click on the 'Submit Publication' button. You will receive an acknowledgement e-mail sent to the address you provided, containing the publication title, the project associated to the publication and a submission reference number.

Please note **there is no option provided to save your entry and return to it at a later time**. All entries for a publication must be completed and submitted at the same time. Unsubmitted entries (i.e. where you have not clicked on the 'Submit Publication' button) are not saved automatically. If you need to make changes or have any queries relating to a submitted entry, you should e-mail the EURAMET Repository administrator at: empir.msu@euramet.org. You should include the title of the publication, the submission ID, the project reference and the requested changes in your e-mail.

Publication links that have been submitted and accepted can be viewed here:

https://www.euramet.org/repository/research-publications-repository-link/