

RIGHTS RETENTION POLICY

Introduction and Purpose

1. This document sets out the terms of the institutional Rights Retention Policy and should be read in conjunction with the University of Suffolk [INTELLECTUAL PROPERTY POLICY \(COMMERCIAL EXPLOITATION\)](#) & [INTELLECTUAL PROPERTY POLICY \(RESEARCH AND SCHOLARLY OUTPUTS AND LEARNING\)](#)

3. Authors opting-in grant the institution a non-exclusive licence to make their papers immediately open access on acceptance, via deposit into the institutional research repository (OARS), under a Creative Commons attribution (CC BY) licence.
4. Authors of the institution who opt-in are able to retain rights of ownership, and dissemination over their work by applying a Rights Retention Statement (RRS) to works they submit for publication, the RRS includes set wording and a CC BY licence. The RRS informs the publisher of the author's intentions regarding ownership and must be added to the acknowledgements section of the manuscript as well as the publisher cover letter or note when submitting the work. The RRS should read as follows:

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6. In cases where an output is authored by multiple individuals the established practice would mean that the corresponding author speaks for all authors when engaging with publishers. Where an individual of the institution is the corresponding author, has opted-in to the RRP, and intends to apply an RRS upon submission, it would be their responsibility to communicate this intention to all co-authors before proceeding.
7. Following formal acceptance (for publication) of an output which includes an RRS the author is required to immediately deposit the output into OARS, or to provide details of this to the

SO.

Role of the institution

1. The institution is committed to the principles of open research including those practices whereby dissemination is unrestricted, as well as

