Summary – What you need to know

- This page describes Berkeley Lab’s tools and process for tracking its publications activity and complying with our open-access requirements.
- If you are a Lab researcher, you need to comply with the DOE’s open access policy.
- This policy requires that you 1) claim your work, 2) upload an open-access version of your work for public consumption and 3) specify what DOE Office funded your work.
- Our Pubs Management Tool facilitates this process. Get trained here or log in to https://oapolicy.universityofcalifornia.edu to get started.

Log in to the tool here: oapolicy.universityofcalifornia.edu

It is a DOE and UC requirement that all publications associated with Berkeley Lab be tracked and linked to an Open Access version. The Open Access version may be a copy of the published version of the paper if the journal permits it, a link to permanently open access version at a journal or other repository, or the author’s final peer-reviewed manuscript. More information on these situations is available within the tool. For our compliance purposes, *this open access policy applies from October 2015 onward.*

Old Publications System (“pubarchive.lbl.gov”)
Researchers who last submitted publications before April, 2017 may be familiar with an older iteration of our publications management system. Except as described below for ALS Users, that system has now been disabled and all submitted publications have been migrated to our current system. If you have previously submitted work to that system, you will find it waiting for you in the new current system.

LBL Staff should use the system:

Publications Management System (oapolicy.universityofcalifornia.edu)

- After opening the link, click the “LBL” button and log in with your regular lab credentials

System for ALS Users
If you are an ALS user (not LBL staff) you should continue to use our legacy publications management system (pubarchive.lbl.gov)

- You can find LBNL reports in this system that were submitted to our previous reporting systems
- Most recent non-ALS records from the legacy system have been exported to the new system
- Legacy Systems FAQ

About the publications system

The publications management system is based on Symplectic Elements, a database designed for tracking publications and entering them into open access repositories. The UC California Digital Library, which runs a similar database for all ten UC campuses, is hosting the system as our contractor. The publications management system itself is not open for public access. However, all work you submit to this system will be made publicly discoverable on eScholarship.org, the UC's open-access repository.

Why a tool?

In February of 2013, the White House Office of Science and Technology Policy issued a memorandum requiring that most federally funded research be made freely accessible to the general public. A formal DOE policy followed, and the Lab subsequently created its own consistent policy. In short, all work from Lab scientists must be made publically available. This is usually referred to as “open access.” This is mandatory, and it is retroactive to October 2015.

In order to make compliance as easy as possible for our researchers, we sought out a tool that would eliminate most or all of the data-entry
associated with entering a new publications into the database. We chose Symplectic Elements, hosted by the UC's California Digital Library because of their successful experience operating such a system on behalf of all the UC campuses, which have similar open-access requirements to ours.

For most researchers, Elements will periodically send an email when it finds their work in any of various databases (Web of Science, Scopus, etc). The researcher must then 1) click to claim the work, 2) specify which office funded the work, and 3) upload an open-access copy of the paper. Because the tool scans external databases, there should be little or no data entry for most items, making the process as painless as possible.

**Older reports coordination tool**

This current system replaces an earlier system for the same purpose. Publications published in the old tool will continue to be accessible for the foreseeable future. Most of the contents of that database have been brought forward into eScholarship.org and the new system. However, the old system will remain up so that external links to it will continue to work properly. The old system is now called [https://pubarchive.lbl.gov](https://pubarchive.lbl.gov).

**How it works – In a Nutshell**

You can always log into the system and enter new, unpublished work from scratch. However, the system is designed to automatically discover your published or soon-to-be published work by searching external databases. When it does, you will receive an email informing you that work that may be yours has been found. Simply log in, claim (or disclaim) the work, provide a small amount of information about how which DOE offices funded the work (if applicable), and upload the required pre-publication manuscript required for open access, and you’re done. We hope to make this process as painless as possible. In most cases, users will not have to enter any bibliographic data. Remember also, that only papers since October 2015 are subject to this policy.

**OA Compliance Methods**

The essential aspect of compliance is the open-access copy of the paper. There are three ways in which researchers can comply:

1. Publish in an open-access journal. The system may already have the paper and will not prompt you to upload anything. Even if it doesn't, you can obtain the paper from where it resides and upload it to the system.
2. Publish in a closed journal (one that requires access or subscription fees) and pay special “gold” open access fees to make your published work open-access.
3. Publish in a closed journal, but upload the accepted manuscript in pdf form, which will be stored in the CDL’s open access repository. This file should be the final manuscript as accepted by the journal, but not the journal’s published copy; it should be a “generic” copy of the manuscript (without the journal’s proprietary formatting, logo, or other indicia).

**This is part of a suite of Research Management Tools**

Learn more about other tools for visualizing scholarly impact, bibliometrics, research networking, and opportunity finding here.

**Training**

**Visit our Training Page**

If you would like to schedule a training for your division or group, please contact publications@lbl.gov. We're happy to come and visit your team!

- Here is a recording of the previous live training

**Division Contacts**

Each Division at the lab should have a primary and secondary publications management contact who will receive training in the system as well as rights to curate publications on behalf of anyone in their division. You can find the contact for your division in this sheet. This person should be able to help you deposit and manage publications, but if you need additional help, you can always contact us at publications@lbl.gov.
Frequently Asked Questions

Here's a short FAQ: Publications Management FAQ

Division-Level Statistics and Progress

We will prepare regular reports of all the pubs found in each division and make them available here. Each folder name is the date of the report in YYYYMMDD format. In each dated folder you will find "claimed" and "unclaimed" files for each division. These show all the pubs as well as the authors, and information about whether the funding has been linked and whether the upload has been done.

There is also a short file called statistics.csv which has counts of pubs in various states, also sorted by division.