

# ITM Policy on Open Access and Archiving Journal Publications

Approved by the Management Committee May 5, 2026

## Background

In the [Institutional Policy Plan 2026-2030 \(extension 2025\)](#) ITM commits to sharing research findings with the global research community, research stakeholders, and society at large in an open, transparent and timely manner, taking into account research ethics and integrity, data protection and confidentiality, intellectual property, and benefit sharing.<sup>1</sup> Since publication in scholarly journals is one of the primary ways that research findings are shared with the global research community, this policy seeks to establish expectation for anyone publishing with ITM affiliation with regards to open access and archiving of journal publications. This policy builds on existing policies and expectations for research integrity and authorship including *The European Code of Conduct for Research Integrity* published by ALLEA<sup>2</sup>, and the *ITM Guidelines regarding authorship in scientific publications*<sup>3</sup>.

The landscape for scholarly communication is constantly evolving, including approaches to open access. Various strategies for making research open access (e.g., publishing in gold, hybrid, or diamond journals, or self-archiving/green open access) come with different benefits and costs. Additionally, research funder policies that require open access differ in terms of the allowable embargo for open access and the financial support available for article processing charges. This policy aims to support ITM's commitment to open access while preserving the individuals' and research teams' right to choose their preferred publication venue.

ITM uses the PURE software from Elsevier as the institutional repository to manage and showcase research conducted at ITM and the outputs of that research. Documenting research output in the institutional repository also facilitates compliance with requirements from the Flemish government for reporting research to the Flanders Research Information Space (FRIS) for individual research grants, and at the institutional level. It is therefore crucial to have a clear protocol for maintaining complete and accurate records in PURE.

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<sup>1</sup> R-OO3: The research results and data are shared according to the FAIR-principles with researchers and society in general, but always taking into account research ethics and integrity, data protection and confidentiality, intellectual property and benefit sharing requirements ('Open Science'). Page 59, Institutional Policy plan, 2025-2030

<sup>2</sup> ALLEA. (2023, June). *The European Code of Conduct for Research Integrity – Revised Edition 2023*. ALLEA | All European Academies. <https://doi.org/10.26356/ECOC>

<sup>3</sup> ITM Guidelines regarding authorship in scientific publications. (2022) <https://itg.zenya.work/QC/WM-HD-26>

## Rationale

The purpose of this policy is to define expectations for anyone publishing in scholarly journals or open research platforms<sup>4</sup> with ITM affiliation with regards to archiving and open access. This will help us achieve the following institutional goals:

1. To have a complete archive of ITM scholarly journal publications.
  - a. Archiving journal publications in the institutional repository enables us to preserve institutional memory, build on existing research, and demonstrate the contributions and impact of ITM researchers.
2. To disseminate ITM journal publications as widely as possible in line with open science practices at the Flemish, national, and international level.
  - a. Open access to journal publications will support more equitable access to scientific information, in line with ITM institutional values.

## Scope and Definitions

This policy applies to anyone publishing with ITM affiliation. Details of when authorship is merited in a publication are defined in the *ITM Guidelines regarding authorship in scientific publications*<sup>5</sup>. For questions regarding authorship and affiliation consult the *Publication at ITM*<sup>6</sup> Sharepoint page or contact the Commission for Research Integrity.

## Requirements

- All publications in scholarly journals or open research platforms with ITM affiliation must be added to the ITM Institutional Repository (PURE) and, if applicable, connected with the research projects in PURE from which they were generated.
  - Questions about documenting research outputs and other scholarly contributions not covered by this policy in PURE can be directed to the Library.
- All journal publications published after the approval of this policy should be open access either:
  1. by publishing in an open access venue (e.g., gold, hybrid, or diamond open access journal, or open research platform), or
  2. by archiving the author accepted manuscript in an open repository such as ITM PURE (or another repository) no more than 12 months after the date of publication in accordance with [Article XI.196](#) of Belgian Code of Economic Law<sup>7</sup>.

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<sup>4</sup> Examples: F1000, Open Research Europe, Gates Open Research, Wellcome Open Research, MedEd Publish, Open Research Africa

<sup>5</sup> ITM Guidelines regarding authorship in scientific publications. (2022) <https://itg.zenya.work/QC/MM-HD-26>

<sup>6</sup> [Publication at ITM](#)

<sup>7</sup> Federale Overheidsdienst Economie, K.M.O., Middenstand En Energie, Pub. L. No. 2018031589 (2018). <https://www.ejustice.just.fgov.be/eli/wet/2018/07/30/2018031589/staatsblad>

## Implementation

Anyone publishing with ITM affiliation is responsible for ensuring that they comply with the ITM institutional policy, as well as any policies required by other institutions with regards to open access including research funders, publishers, or universities or research institutes with whom they have additional affiliation.

We all share the responsibility of making sure that data in PURE is complete and accurate. The Library and Research Office, Quality Office, and IT maintain the PURE software. Researchers should make sure that their PURE profile accurately and completely reflects their research activity at ITM.

ITM does not require a particular publishing venue. Individuals are free to choose the venue best suited for their work in compliance with all applicable policies or contracts. The ITM Library and Research Office will provide support to researchers with navigating open access requirements and managing their publications in ITM PURE through documentation, training, and consultations.

Questions or concerns about complying with the ITM publication policy can be directed to the Library.

## Supporting Documentation & Resources

- [Publication at ITM Sharepoint Page](#) (ITM Sharepoint)
- [Frequently Asked Questions about Publishing](#) (ITM Zenya)
- [ITM Guidelines regarding authorship in scientific publications](#) (Guidelines | ITM Zenya)
- [ITM Authorship guideline – Questions and proposed answers](#) (Guidelines | ITM Zenya)
- [PURE](#) (Training | ITM Sharepoint)
- [Publication and Open Access at ITM](#) (Training | ITM Litmos)
- [Archive your Author Accepted Manuscript in ITM PURE](#) (Manual | ITM Zenya)
- [PURE Guidelines – How to link your publications to your Projects](#) (Manual | ITM Zenya)
- [How to comply with FWO Open Access requirements](#) (Guidelines | ITM Zenya)
- [Open Access Overview and Funder Requirements](#) (Training | ITM Sharepoint)
- [Glossary of Open Access Terms](#) (Guide from KU Leuven)
- [Belgian Open Access Legislation](#) (Guide from KU Leuven)