

## FUNDING CRITERIA OF THE OPEN ACCESS PUBLICATION FUND OF THE LEUPHANA UNIVERSITY LÜNEBURG

Details on the funding conditions as well as on the application and application processing are provided in the [implementation paper](#).

### FUNDING ACKNOWLEDGEMENT

All funded articles and books should contain the following funding acknowledgement:

German publication: Diese Publikation wurde gefördert durch den Open-Access-Publikationsfonds der Leuphana Universität Lüneburg.

English publication: This publication was funded by the Open Access Publication Fund of the Leuphana University Lüneburg.

### FUNDING CRITERIA FOR ARTICLES AND BOOKS

A prerequisite for funding from the Open Access Publication Fund is the fulfilment of the general and publication-specific criteria (page 2 and 3):

#### General funding criteria

- The corresponding author<sup>1</sup> is an eligible applicant: Full-time professors and research assistants who are in an employment relationship with Leuphana as well as internal scholarship holders are eligible for funding. Professors and research assistants who are only working temporarily or as guests, external scholarship holders and registered doctoral students without an employment relationship with Leuphana are excluded from funding.
- The employment relationship with Leuphana exists at the time of acceptance of the publication by the publisher. In the case of books, this is the time of final approval for publication.
- When submitting a manuscript, the corresponding author indicates Leuphana University Lüneburg as the primary research institution.
- No third-party funding is available to finance the entire publication costs.<sup>2</sup>
- The publication is published under a free license (preferably: Creative Commons license CC BY).

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<sup>1</sup> The person responsible for paying the invoice.

<sup>2</sup> If third-party funds are available to finance the publication costs, these must be used as a priority. If other funds are available on a pro-rata basis (budget funds or third-party funds), funds from the Open Access Publication Fund can be used to cover the financing gap.



## Publication-specific funding criteria

### *Funding criteria for open access articles*

- The article is published in a fully/gold<sup>3</sup> open access journal. The open access journal should be indexed in the DOAJ (Directory of Open Access Journals). Articles in hybrid<sup>4</sup> journals are not eligible.
- The article is quality-controlled ("peer reviewed").
- The publication fees are max. 2,000 EUR gross<sup>5</sup>. If the publication costs exceed the funding limit, pro-rata funding is possible.

### *Funding criteria for open access books*

- In the context of the application, book calculations from at least two publishers are to be submitted to the publication service for comparison. In consultation with the authors, preference is given to the book calculation for funding that performs better in terms of criteria such as transparent disclosure of publishing services, proportionality of costs and services, spectrum of Creative Commons licenses (preferably CC BY) and overall reputation.
- The publication must have undergone a professional review process (peer review or editorial review). The publisher should be listed in the DOAB (Directory of Open Access Books) or be a member of OASPA (Open Access Scholarly Publishing Association). If not listed there, the publisher has to confirm that a review process has been applied. Alternatively, the editorial board of an established series guarantees the quality.
- If possible, the publication should be listed in the DOAB (Directory of Open Access Books) and be hosted in the OAPEN Library (Open Access Publishing in European Networks).
- The individual funding limit is respected: The page-independent base of 1,500 EUR net is cumulated with the page-based costs, which depend on the complexity of the book production (simple effort<sup>6</sup>: 10 EUR net / page; technically complex effort<sup>7</sup>: 20 EUR net / page; content-related and technically very complex effort<sup>8</sup>: 30 EUR net / page). The sum of all costs would be the crucial factor for funding approval.<sup>9</sup> The absolute funding limit is 7,000 EUR gross. If the publication costs exceed the funding limit, pro-rata funding is possible. If possible, the publisher should provide a transparent cost calculation. This should clearly indicate the open access related services and costs and - if available - the sales price of the print edition.
- The open access publication must be published at the same time as the print edition (if available).
- The publication must be published under a free license (preferably the Creative Commons licenses CC BY/CC BY-SA).

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<sup>3</sup> In fully/gold open access journals, all articles are published open access against a fee.

<sup>4</sup> Hybrid journals are subscription journals in which authors can choose to publish their articles either behind a paywall or open access against a fee.

<sup>5</sup> If the publication fees exceed 2,000 EUR incl. VAT, the publication service offers the authors support in negotiations with the publisher.

<sup>6</sup> Manuscripts where authors format/edit.

<sup>7</sup> In the case of technical preparation (additional HTML or embedding of other media types, many illustrations with additional work for the publisher).

<sup>8</sup> Very complex textual and technical preparation (e.g. didactic preparation of textbooks, manuals, encyclopaedias with corresponding editing requirements).

<sup>9</sup> If the publication costs exceed the maximum funding limit, the publication service offers the authors support in negotiations with the publisher.



- The publication is DRM<sup>10</sup>-free.
- The publication receives a DOI<sup>11</sup>.
- The Open Access Team asks for a review of the publishing contract (ideally before the signing by the authors) and for a review of the imprint (before the book is published).

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## **CONTACT**

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<sup>10</sup> Digital Rights Management (DRM) is a copy protection system to control the use and distribution of digital media.

<sup>11</sup> A Digital Object Identifier (DOI) is a unique and permanent identifier for digital objects.