

Funding guidelines for the Open Access publication fund

Open Access-Journals

Requirements for applicants

- The editor must be a member of the University and must be employed as academic staff at the time of application.

Requirements for the journal

- The journal must be listed in the [Directory of Open Access Journals](#) or demonstrably meet the [quality criteria](#) defined there.
- Basic requirements for the journal are:
 - ISSN number
 - Scientific journal that publishes research or review papers, target group are researchers
 - Review process: Peer Review or other review process appropriate to the subject
 - The journal must publish at least 1 issue with at least 5 articles per year
- The funding can amount to a maximum of EUR 2.000,00 (excl. VAT) per year.
- Journal articles must be licensed under a [Creative Commons](#) license.
- The journal must not be financed by publication fees ([Diamond Open Access](#)).

Further requirements

- The journal must contain a reference to the sponsorship.
- The articles will be included in a list of sponsored publications on the University library website.

Procedure

- Applications may be submitted for ongoing or planned journals. For initial applications, the application must be accompanied by a concept paper indicating fulfilment of the eligibility criteria. The concept paper should be a maximum of 5 pages and include information on fulfilment of the minimum requirements, editing, review process, and scope.
- Since the application process to the Directory of Open Access Journals is lengthy and only possible for established journals, the fulfilment of the basic criteria can be checked by the University library.
- Continuous fulfilment of the funding criteria is reviewed annually, and funding may be discontinued if the criteria are not met.
- The decision on eligibility for funding can be made by the PLUS Open Access Committee.

List of eligible cost types

Funding can be used exclusively for the following purposes:

- Editing and proofreading
- Typesetting and layout (journal, website)
- Costs for DOI (the University library will be happy to assist with DOI registration)
- Costs for IT infrastructure, software

Contact point for questions

If you have any questions, the University Library will be happy to advise you on the topics of Open Access and electronic publishing.

If your journal does not yet meet the eligibility criteria, we will be happy to advise you and assist you in submitting an application to the Directory of Open Access Journals.

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