

Checklist for editors of series/journals on MACAU

As a researcher at CAU, you have the opportunity to use the CAU's open access repository (MACAU) free of charge. You may publish your digital series and journals on MACAU at your own responsibility. Whether you wish to establish a new series, continue an existing series on a remote platform on MACAU from a given point in time onwards or transform a print series to electronic version, you will be guided through all procedures by library staff. Once your series is successfully transformed from print to digital or just continued digitally or even newly established on MACAU, you gain total control over editorial matters.

Advice, information, support

At the beginning of your project you will receive detailed advice and information. To arrange a personal appointment, please contact → epublikationen@ub.uni-kiel.de

In order to prepare yourself and learn important technical details about the the main steps and facts of how to publish in Open Access on MACAU, please read our information brochure: → <https://doi.org/10.38071/2024-00083-8>

This checklist is also intended to support you in the successful realisation of your project. In addition, you will be guided by the MACAU team of the University Library throughout the project. You will get assistance with the technical and organisational procedures from the library, but you will also have to contribute some internal work from your side to set up your series or journal frame at MACAU. Once all steps are successfully done, we will be happy to show you how you can submit your content (serial volumes, journal issues, articles) to MACAU in a personal coaching session. You will be particularly coached which kind of detailed procedures (copyright clearance and check, descriptive bibliographical data etc.) to consider and how to handle them by means of further external tools that can be freely accessed.

Checklist

Preparation

I have chosen a title for the series/journal and communicated it to the MACAU team.

→ Please check that the desired title does not yet exist (for newly established series)

(e.g. [ZDB](#), [Electronic Journals Library](#))

→ Check that the selected title works in all planned publication languages

→ Title changes/modifications must be communicated to the MACAU team immediately

I have decided on the possible languages of publication.

I have informed the MACAU team whether an ISSN (International Standard Serial Number) has been registered for the electronic edition of the journal/series.

→ see: [ZDB](#), [Electronic Journals Library](#)

→ Note: The digital edition and the print edition, which may be published in parallel, each have their own ISSNs.

→ If you do not have an ISSN yet, the MACAU team will register it for you.

I have appointed the responsible editors of the journal/series to the MACAU team.
(individuals, faculty or institution)

- Please provide full names and ORCID IDs (personal identifiers) and ROR IDs (institutional identifiers), if applicable.
- Please remember to inform the MACAU team immediately of any changes in responsibilities.

I have chosen an appropriate [Creative Commons](#) license for the series/journal.

- More detailed information can be found in the [information brochure](#) provided and on the [UB website](#).
- Co-publishers must be included in the selection and must agree to it; authors must agree to the license conditions under which their contributions will be published (it is recommended to document the agreements).

In case of transformation/continuation of a series/journal: I have the permission of all rights holders (e.g. publishers, authors, co-editors) for digital publication on MACAU (publication and its bibliographical metadata).

- It is recommended to document the respective consents
- When taking over older editions of a series, a takeover agreement must be concluded with Kiel University Library. For this reason and with regard to the transfer of files and, if applicable, metadata, please contact the MACAU team as early as possible
- When deciding on the mode of publication, please bear in mind that a long-term perspective of its appearance must be possible in the chosen structure

The publication frequency of the series/journal has been clarified (periodicity).

- Please also tell the MACAU team the planned volume of your journal/series per year (number of volumes and articles/contributions)
- When deciding on the mode of publication, please bear in mind that a long-term perspective of its appearance must be possible in the chosen structure

I have developed a design for the title pages as well as for the inner part including the imprint of my series/magazine.

- You can find examples of this in the [series/journals](#) already published on MACAU.

I have written abstracts describing the contents, nature and aims of the series/journal (in German and English; text in other languages possible)

- Examples of this can be found in the [series/journals](#) already published on MACAU

I have written further texts describing the series/journal (in German and English; other languages are possible), e.g. on the mode of publication, on submission possibilities for articles, open access policy and/or quality assurance).

- Examples of this can be found in the [series/journals](#) already published on MACAU under the Information for readers and authors

I have created a collection of links that are to be embedded in the series/journals frame (e.g. participating institutions, older holdings, projects).

I have created a collection of keywords that are relevant for the classification/discovery of the series/journal (in German and English; other languages possible).

- Please use the usual (and controlled) technical vocabulary if possible (e.g. <https://bartoc.org/>)

I have chosen one or more classes of the German DDC Summaries under which my series/journal should be located.

- Selectable from the Hundred Divisions of the Second Level in the [List](#) of the German National Library

For additional materials (except research data, see below): I have informed the MACAU team that supplementary materials for issues of my series/journal are to be published.

For research data: I have informed the MACAU team that research data will also be published as part of the series/journal. I have obtained DOIs for individual research data sets / objects from the research data repositories and referenced them appropriately in my PDF file.

→ Please also contact the [Research Data Management](#) of the CAU

Digital publication

I made a personal coaching appointment with the MACAU team.

I have [registered](#) with MACAU (staff login or [individual](#))

→ From now on, please keep track of the email address stored there, to which notifications about the ongoing processes on MACAU will be sent (incl. publication contract)

I have entered all descriptive metadata that formally describe my publication.

I have copied the DOI from MACAU landing page metadata or it has been communicated to me by the MACAU team. I have integrated the DOI in the appropriate PDF Files of my series / journal.

→ In case you need DOIs at volume- or issue-level for your publication, please notify the MACAU team

I have integrated the ORCID iDs in the PDF file for each author / contributor where available. This is done by setting the ORCID icon and the URL to the specific ORCID record in the author section.

→ see [ORCID Brand Guidelines](#)

I have integrated the CC (Creative Commons) license (if applicable with logo, with link to the licence) in my PDF files (e.g. in the imprint)

→ You can find information on what to state [here](#) or, for example, in the imprint of our [information brochure](#)

→ Helpful materials are available on the [website](#) of UB Kiel

I have successfully uploaded my PDF files.

I have been notified by email from UB Kiel that the metadata and the PDF file(s) were checked and accepted.

I have signed the publication contract and sent it to UB Kiel by post or e-mail.

→ Please wait for the communication with the MACAU team, which will take care of the publication, registration and catalogue work for you

For research data: I have informed the respective research data repository about my publication on MACAU.

Contact

For further questions and to arrange consultation appointments, please contact us by e-mail at epublikationen@ub.uni-kiel.de or call +49 431 880-2740.

Contact: Thorsten Wetzenstein

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