

FUNDING OPEN ACCESS ARTICLE PROCESSING CHARGES (APC)

Schleswig Holstein state government has issued a statewide fund for junior researchers encouraging open access publication. This fund now allows Kiel University to take over publication fees of up to € 2,000 (tax included) provided the following conditions are fulfilled:

- The researchers have earned their degree (master thesis or equivalent) not more than 10 years ago.
- They are members of Kiel University and are - as corresponding or submitting author - responsible for payment of publications fees.

Further requirements for costs being taken over:

- The article must be published exclusively in a full open access journal in which articles are made available for free immediately after publication. Moreover the open access journal is required to operate according to established subject-related quality-assurance models.
These requirements are fulfilled e.g. by journals listed in the directory of open access journals (DOAJ – <https://doaj.org>).
Articles which are published in subscription-based journals such as hybrid journals are not eligible for funding. Nor can original doctoral theses be funded.
- The publication is not eligible to multi-tier funding. This applies particularly to the publication if it contains results which have been published as an outcome of a third party funded project.
- The funded publication is required to point out the funding scheme according to which it was granted. Phrasing could be e.g.: „We acknowledge financial support by Land Schleswig-Holstein within the funding programme Open Access Publikationsfonds“.
- A request for funding can be filed as soon as the article has been submitted to a journal for publication. Please fill in the form and send it to the open access commissioner at Kiel University Library, Mr. Rainer Horreлт.

Subsequent steps:

- The open access commissioner of Kiel University Library will review the request. The researcher will then be notified that the funding filed for has been reserved and may be distributed immediately after the journal has accepted the article for publication. A copy of the original invoice for the article processing charges (APCs) is to be handed in.
- The publisher's invoice has to point out the following details:
 - Recipient of invoice: submitting / corresponding author and their office address
 - Invoicing party (=publisher)
 - Invoiced item (=exact title of the journal article)
 - Publication organ / journal of publication
 - Date of invoice
 - Invoice reference number / order reference
 - For invoices from abroad (EU-foreign country or third country): net invoice stating the VATIN (Value Added Tax Identification Number) of the university as well as the VATIN of the publisher.
- If private payment had been made in advance by the researcher they are required to give proof of their expense (e.g. bank statement for their account in case of bank transfer or receipt of credit card payment). For invoices from abroad, a VAT of 19% needs to be paid. Kiel University will pay the VAT of the total amount invoiced.
- Contact persons for further information:
 - Mr. Rainer Horrelt (University Library), Tel. 0431-880-2702
email **horrelt@ub.uni-kiel.de**
 - Dr. Sabine Milde (Graduate Center at Kiel University), Tel. 0431-880-3218
email **smilde@gz.uni-kiel.de**.

Herr Rainer Horrelt
– University Library –
Leibnizstr. 9
24118 Kiel

FUNDING REQUEST FOR PUBLICATION FEES

- Name and affiliation of the „submitting / corresponding author“:

- Office address:

- Article title:

- Journal title (please supply ISSN as well if possible):

- Publisher:

- Co-author (also from other universities outside Schleswig-Holstein):

Place, Date

Signature
