

WELCOME GUIDE FOR JOURNAL EDITORS

Dear editor,

You are receiving the Radboud University Press welcome package because you are interested in publishing with us. Here, you will find all the information you need to get familiar with our processes and policies and you will also find helpful instructions on how to deal with copyrights and marketing.

Please read this guide carefully and do not hesitate to contact our team at radbouduniversitypress@ru.nl for questions or requests for additional information.

A warm welcome from the Radboud University Press team.

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1 Stages of Journal Publication

- Introductory meeting
- Publication questionnaire
- Desk review by the Radboud University Press Editorial Board
- Publishing proposal
- Contracts
- Administrative takeover of the journal
- Establishing Peer Review procedures
- Possible archive upload
- Website creation and instruction
- Production
- Marketing

2 Exploring Publication with Radboud University Press

Before moving your journal to Radboud University Press, or before getting accepted to start a new journal, there are several steps to take:

1. We will first arrange a meeting in which we will discuss the journal with you and the services we offer.
2. After this initial conversation, we will send you a journal questionnaire.
3. The completed questionnaire will be sent to the Radboud University Press Editorial Board, which consists of expert representatives from every faculty at Radboud University.
4. The Editorial Board representative of the relevant field will submit the journal to a desk review where it is decided if the journal fits the criteria for publishing with Radboud University Press. Then, a meeting between the Editorial Board representative and editors of the journal will be organised to discuss the journal's plans.
5. If the desk review is positive, a contract will be sent.
6. Once the contract has been signed, the administrative process of moving the journal to Radboud University Press will start.
7. If the journal is completely new, the desk review will be much more extensive. In this case, you will receive additional questions and meeting requests from your Editorial Board representative to discuss setting up the journal (for example, to clarify the peer review process, submission criteria, intended number of publications per year and so on). The launching of the journal will have to wait until at least six articles are ready for publication.

3 Moving to Radboud University Press

When moving to Radboud University Press, there are a couple of things to take into consideration.

3.1 Administration

3.1.1 Current publisher

The journal's current publisher must be notified by the editor-in-chief of the journal. Together with your current publisher, you will have to establish:

- Who holds the rights to previously published content?
- Who holds the rights to the name, logo and other visual materials?
- When does the contract with the current publisher end?
- Who holds the rights to the journal website?

Once this is clear, Radboud University Press will make a contract for the official takeover that will be signed between the current publisher of the journal and Radboud University Press.

3.1.2 Back catalogue

If the journal holds the rights to the old content, we can publish the back catalogue on your new Radboud University Press journal website ([Open Journal System](#) (OJS)).

Before going live with the website, OJS will upload the content from the previous three years and the journal will be responsible for uploading the rest. This can be a lot of work, depending on the number of back issues. Uploading can be done after the move to Radboud University Press has been completed.

Before the old content goes live, the author has to be notified that the article will now be available in open access. If the author does not agree, the article cannot be published online. It is the responsibility of the journal to arrange this permission (a template letter in English and Dutch is included in the appendix to this guide). Additionally, a 'notice and take-down' procedure is available in case the authors cannot be found or contacted anymore.

3.1.3 Website

Our partner, Open Journals (OJS), will build your website. They will supply a document that has to be filled out completely, as this reflects the basic structure of your website content. OJS will also make a contract that will be signed by OJS and the editor-in-chief of the journal.

It is possible to keep your current website. In that case, OJS will create a link between the old and the new website.

The website also has a built-in content management system to streamline the review and processing of submitted articles and improve the journal workflow. OJS will provide technical support and training by the in-house Open Journals team on the usage of this system for your editors once the site has been set up.

3.1.4 New publisher

Radboud University Press will sign a contract with the editor-in-chief of the journal. This contract will state that we will become the new publisher, but that all rights to the journal will stay with the editors.

3.1.5 Timeline

A specific timeline will be proposed for the transfer of the journal to Radboud University Press. The duration of this depends on many variables and will take a minimum of 10 weeks.

4 Quality control and Peer Review

To make sure the peer review guidelines of the journal fit the criteria of Radboud University Press and the various Open Access Databases, we will discuss the internal peer review process of the journal at length.

You will be asked to create extensive peer review guidelines based on the following Database of Open Access Journals (DOAJ) criteria (see also: <https://doaj.org/apply/guide/>):

- A journal must have an editor and an editorial board.
- The editorial board must be listed on the website.
- The name and affiliation of all editors and board members must be included.
- The editorial board for the journal should consist of at least five people. Board members should not all come from the same institution and should also contain international researchers, where possible.
- All articles must pass through a quality control system (peer review) before publication.
- The number of pages dedicated to scientific articles should outnumber the number of pages made available for discussion or interview articles.
- The type and details of the peer review process must be stated clearly on the website.
- The proportion of published papers where at least one of the authors is an editor, editorial board member or reviewer must not exceed 20%, based on the research content of the latest two issues.
- A journal should publish at least six articles a year.

In the description of the quality control and peer review process, Radboud University Press also asks for the following:

- Explanation of the different roles within the editorial board, the responsibilities per role and which editorial member holds which position.
- How many reviewers are asked to review each article.
- Are the reviewers internal or external?
- How do the reviewers qualify?
- Are the reviews blind or open?
- What happens if the reviewers disagree?
- What are the peer review questions your reviewers are asked to work with?
- For new journals, a clear description of the journal's domain and scope is required.

The peer review procedure will first be discussed in a meeting with Radboud University Press. It will then be discussed with a member of the Radboud University Press Editorial Board, who will decide if the review criteria are clear and fit the publication requirements of Radboud University Press.

All journals are expected to provide an annual update to Radboud University Press about the number of submissions and acceptances, the review process, the journal's appreciation by the field (how many downloads, etc.) and how they see the journal's future development. This update should also reflect on the appropriateness of the editorial policy and procedures. In addition, editors can bring topics to the table that they would like to discuss with Radboud University Press.

Please visit our website for a list of our current Editorial Board members.

5 Getting ready for production

5.1 The website

Once the administrative steps are completed and the review procedure has been approved, OJS will build the journal website.

To complete this step, you will need to send in the following:

1. All visual templates, materials and logos
2. The completed OJS questionnaire
3. The website address and administrative details
4. The contact details of all relevant editors to be included in the website training

If the journal has no logos or other branding materials, we will have this developed for you by our designers.

5.2. Production planning

Once the website publication is near, the Radboud University Press production team will contact you to work on creating a production workflow for your journal.

The production workflow is highly individual for each journal, depending on the journal editors' preferences and how the journal is organised.

5.2.1 Paper copies

We do not offer paper subscriptions. It is possible to order a minimum of 35 printed copies for conferences etc. Paper copies are printed in the Netherlands. The price will be determined by printing costs and shipping costs.

5.2.2 Online availability

All journal articles will be available online in open access.

5.2.3 Issues and rolling publication

Journals have the flexibility to adopt different publication models, such as releasing articles in issues or following a rolling publication schedule where each article is published as soon as it is ready.

5.2.3 Year planning

At the end of every year, you are asked to submit the journal planning for the next year to Radboud University Press. The specific workflow of your journal will be determined and finalised during the planning phase of the takeover.

6 Style Guide

There are a lot of different style guides and preferences in writing and editing your journal. Whatever style you choose, it is important you stay consistent with the style of your choice throughout the journal, including the notes and references. Editors should see to it that this style is used consistently in all contributions.

If your journal does not have a style yet, please see the Author Guide on our website [here](#) for more information on different style choices.

7 Copyright Guidelines

It is the journal's responsibility to secure permission from the copyright owner to use illustrative and textual material that is not your own. Since we publish in open access, we ask for nonexclusive permission in all media, formats and languages for distribution throughout the world and for the lifetime of the work. You can find relevant information regarding copyrights below.

7.1 Visual material

- 1 All visual material that is not your own work (whether re-drawn/ photographed or not) should be cleared of copyrights.
- 2 It is best to obtain all images from professional sources (e.g., archives, libraries, museums or (stock) photo agencies). This guarantees images of good quality and high resolution and, in most cases, it is clearly indicated if copyrights are involved. There is a lot of visual material on the internet, but most of these images are of low quality and may be subject to copyright. Often it is not clear if the image is in the public domain or not and therefore, you should be careful when using images from the internet.
- 3 Sometimes images are labelled as being in the 'public domain', which means you can freely use them since "the applicable term of copyright has expired, because the rights holder surrendered copyright in the work with a tool like [CC0](#), or because the work did not meet the applicable standards for copyrightability."¹ These images can also be subject to Creative Commons Licenses that allow you to freely use certain images. You can find more information about CC0 or other CC-licenses here and in our Creative Commons Guide: <https://creativecommons.org/about/ccllicenses/>.
- 4 As soon as a visual or textual work is created, it is subject to copyright. Throughout the European Union, copyright continues to apply until 70 years after the creator's death, counting from the first of January the year after that in which the maker died. After that, the work becomes part of the public domain, which means the work may be used freely.
- 5 Please note that although the subject of a photograph is out of copyright (for example, a photo of an artwork from a creator who has been deceased for over 70 years), the photograph itself could still be subject to copyright. Museums, libraries, galleries, photographers or agencies usually retain the copyright in the photographs they supply. Please bear in mind there could be more than one party involved in copyright permissions (e.g., the creator, the supplier, the proprietor, the creator of the photo or reproduction and the copyright holder).
- 6 Although 'fair use' is quite common in the United States, it does not exist in Dutch law. The use of certain images may be considered to fall under 'citation right' in Dutch law. It is, however, best to clarify this officially in advance.

Images may be considered to fall under 'citation right' when the following requirements are met:

- The work quoted from has already been published before.
- The work must be treated and/ or discussed in the text and the number of quotations and the size of the quotation are justified by the purpose to be achieved.
- The work must not be mainly used as 'decoration'.
- The source and creator's name are stated in the captions that accompany the images.

¹ <https://creativecommons.org/faq/#what-is-the-public-domain>.

- 7 Another aspect of Dutch copyright law is 'portrait right', which "allows the portrayed person to prohibit the publication or copying of the photo or film."² In many cases, you should ask for explicit permission to publish a portrait. This means that if people are depicted in an image, they must give permission. If the image shows a large group of people in a public space, you are allowed to use the image without asking permission.
- 8 Please bear in mind that if a photograph depicts a famous artwork, film, work of literature or architecture, even if it is not the main focus of the photograph, it could still be subject to copyright.
- 9 In the case of reusing texts and/ or images that you have used or published in previous publications, please make sure you carefully check the copyright policy of your previous publisher. In the case of third-party content, you have to resecure permission to use the content; earlier permissions for the use of images and texts do not apply to new publications.
- 10 When requesting permissions for the use of the images in your publication, the copyright owner will probably ask you for more information about your journal (title, publisher, language of publication, format, territory, the nature of your publication and the precise use of the image or text in your publication).

Since we are an academic Open Access publisher, we prefer the following rights:

Non-exclusive publishing rights for using the requested material in an Open Access journal, in all media, formats and languages for distribution throughout the world and for the lifetime of the work.

You could use our permission letter as a template to send to the concerning copyright owner. Please make clear that Radboud University Press is a not-for-profit publisher and that the publication will be primarily used for educational and scholarly purposes.

7.2 Texts

1. In addition to visual material, copyrights can also apply to the use of texts. Please make sure to check whether your use of texts (e.g., letters, social media posts, quotations, etc.) falls within the scope of citation rights or whether it goes beyond it. In the latter case, you have to ask the copyright owner for permission to use the text excerpts.
2. If you quote from a poem, song, newspaper article or unpublished source, whether in whole or in part, you should always ask for permission to use the text.
3. Citation rights could apply to text excerpts that are limited to a small number of words (100 words). That said, the work you are citing from has to have been published before and the text excerpt should be accompanied by a correct and complete reference.
4. When in doubt, always seek permission from the copyright owner or ask us for help!

2 <https://business.gov.nl/regulation/copyright/>.

8 Creative Commons

Radboud University Press publishes in diamond open access. This means that all our books and journals are available in open access, with no cost to the readers or to the authors. This freedom of access enables a wide distribution of our books and journals. All our content is published under the terms of Creative Commons Licenses, which ensures that copyright remains with authors and editors.

Our recommended license for journals is CC BY, as this is best aligned with the principles of Open Access, as defined by the Budapest Open Access Initiative and recommended by the Open Access Scholarly Publishers Association (OASPA). You can find more information about Creative Commons and its licenses at: <https://creativecommons.org/>.

- **CC BY** allows others to redistribute, remix, adapt and build upon your work in any medium or format – also commercially – as long as they credit you for the original work.

9 Marketing Guidelines

9.1 What can the editors do?

Ensuring the proper marketing of your publication is of utmost importance. We at Radboud University Press believe that peer-to-peer marketing is the most beneficial marketing strategy for most academic publications. Please see here what you can do as an editor to market your journal.

9.1.1 Social media

- Follow Radboud University Press on:
LinkedIn: <https://www.linkedin.com/company/radbouduniversitypress>
- Share and like our content on social media.
- Tag Radboud University Press in all your posts about the journal (LinkedIn: @Radboud University Press; Twitter: @RadboudUniPress).
- Use the hashtags #openaccess and #openscience as well as other relevant hashtags that fit the publication to use in every post. Highlight the free download on your website and on your journal page (<https://radbouduniversitypress.nl/site/journals/hosted/>) at the end of every post.
- Send these hashtags, as well as the social media handles of all involved contributors, to Radboud University Press so that we can follow, share and tag.

9.1.2 Newsletter

- The Radboud University Press has its own newsletter. Please register and invite your professional contacts to do the same through this link: [newsletter](#).
- Every journal can have its own newsletter. Please add the link to this newsletter in your email signature and to every social media post or correspondence about the journal (e.g., while corresponding with contributors to past issues).
- Please make sure all your contributors and associates get invited to subscribe to your newsletter, or else get added by a member of the editorial team (with permission).

9.1.3 Website and email marketing

- Do editors have their own websites? Add the link to the journal and upload the digital marketing materials provided by Radboud University Press.

9.1.4 Other marketing

- Let us know if you organise or visit a relevant conference or meeting. We can discuss the provision of marketing materials (e.g., flyers or calling cards).
- We are happy to receive any input (keywords, articles, reviews) relevant to your publication to share in our network or on social media.
- Update your Radboud University, LinkedIn and other online profiles with your involvement in the journal and add a referral to the journal website.

9.2 What Radboud University Press can do for you

Next to your involvement in the marketing of the publication, Radboud University Press has a general marketing strategy that we will execute per publication.

9.2.1 Indexing

- The publication will be indexed with relevant website aggregators, libraries and open-access directories and will be optimised for search engines (like Google and Google Scholar). Indexing and optimised metadata will contribute greatly to the online findability and visibility of the journal.
- For durable identification and findability, all our publications are registered on Crossref, where they get a Digital Object Identifier (DOI).

9.2.2 Internal communication within Radboud University

- We introduce the journal to the relevant communication department of your faculty. They can decide to highlight your journal, for example, in the internal newsletter.
- We will inform the general communication department of the Radboud University about your journal and, where relevant, the Radboudumc, and will assist them in marketing efforts where needed.

9.2.3 External communication

- We will introduce the journal to the press secretary and science communication department at Radboud University. They can then choose to help market the publication.
- We will support the marketing initiatives of the editors where possible.

9.2.4 Newsletter and website

- We place the journal on our website www.radbouduniversitypress.nl, with a link to the journal website through the Open Journals platform (<https://openjournalsystems.com/>).
- The journal will be highlighted on www.radbouduniversitypress.nl with a press release.
- For every journal, Radboud University Press can build up a digital subscription list. With every new issue, we will send out a newsletter.

9.2.5 Social media

- We will write and share posts about your journal on LinkedIn (<https://www.linkedin.com/company/radbouduniversitypress>).
- We use hashtags (#) and mentions (@) given to us by the editors. We will use relevant keywords from the metadata as hashtags (#).
- When a new journal issue comes out, we will tag all authors and contributors that we can find.

10 Update policy

Once published, the publication sits within the academic landscape. It will be downloaded, shared, indexed and so on, and is now 'out there' with its own DOI.

Updating creates different versions of the same content, which muddies the water of how to know what information is current and how to cite it.

For example, what if someone has cited content that is then edited/ removed as part of these edits?

If there are corrections to factual content that need to be addressed, a rectification can be added on the download page of the article.

11 Attachments

- Author request form open access publication ENG
- Author request form open access publication NL
- Copyright request form
- Copyright request letter

Author request form open access publication

ENG

Dear [name],

As a past author and contributor to [journal name], we would like to let you know that from now on, our journal will be published by Radboud University Press. For [journal name] it means that all our past and future content will be published online in Open Access for readers worldwide.

We will publish all back issues online in Open Access on our new platform www.xxxxxxx.xx, this also includes the article that you contributed to [journal name, year and issue]. If you are not giving us permission to publish your contribution in Open Access on our new platform, please let us know here: xxx@xxxxx.xx.

Would you like to receive a newsletter when a new issue of [journal name] is available? Please subscribe here XXXX, and we will keep you up to date.

Warm regards,

[name]

Editor-in-chief

NL

Beste auteur,

U krijgt deze brief omdat u in het verleden een artikel heeft gepubliceerd in ons tijdschrift XXXX.

Graag delen wij het goede nieuws met u dat wij per [DD MM JJJJ] overgestapt zijn naar een nieuwe uitgever, de Radboud University Press. Voor ons tijdschrift betekent dit dat onze publicaties vrij toegankelijk en gratis in Open Access beschikbaar zullen zijn voor lezers over de hele wereld via www.xxxxxxx.xx.

Naast alle toekomstige uitgaven zullen we de komende tijd ook oude jaargangen op ons nieuwe platform herpubliceren. Indien u als auteur bezwaar heeft tegen het in Open Access verschijnen van een door u geschreven artikel in een van de oude jaargangen van XXX, dan verzoeken we u contact op te nemen met xxx@xxxxx.xx.

Wilt u voortaan een e-mail ontvangen als er een nieuw nummer van XXX op ons platform te lezen is? Schrijf u dan in voor onze nieuwsbrief hier XXX en blijf automatisch op de hoogte.

Met vriendelijke groet

[naam]

Hoofdredacteur [tijdschrift]

COPYRIGHT REQUEST LETTER | Template

Authors are required to secure permission for the reproduction of any image, figure, table or extensive extract from the text of a source that is copyrighted or owned by a party other than Radboud University or the author.

When seeking copyright permission, the best place to start is on the publisher's website or the website of the relevant museums, archives or photo agencies. Most publishers, archives or museums have an online form that you can fill out to request permission.

If there is no online form, the next step is to contact the copyright owner to outline how you would like to use the material. Please consider using the letter templates at the end of this page.

If you need assistance finding the copyright owner, securing copyright, or if you have any questions about copyright permissions, don't hesitate to contact us.

You can email copies of your copyright permissions (preferably merged into one pdf) and a completed copyright request form to your contact person at Radboud University Press.

Dear [copyright holder],

I am the author of [title of article], which will appear in [name journal] [publication month/ year], published by Radboud University Press. I kindly request your permission to include the following [images/ figures/ tables/ text extract] from your publication entitled [title of publication] and published on [date of publication]: [describe the images/ figures/ tables/ text extracts].

[title of article] will be available as a free download in PDF as an Open Access publication. It will also be available in hard copy through print on demand.

I request permission for the use of these [images/ figures/ tables/ text extracts] in this edition of [title of article] and all subsequent editions, including all translations.

A statement acknowledging your copyright ownership and grant of permission will appear with the selected material. If you prefer that statement to appear in a specific manner/ format, please let me know.

In setting a fee for permission, please bear in mind that the journal is with a not-for-profit publisher and will be used primarily for educational and scholarly purposes. I will be truly grateful if you can waive any fee you charge for commercial uses.

If you have any questions or require additional information, please contact me at [insert contact information].

If you do not control these rights, I would appreciate your letting me know to whom I should apply.

Yours sincerely,

[name]