

# FAU University Press Editorial Policy

The University Library supervises FAU University Press on behalf of Friedrich-Alexander University Erlangen-Nürnberg (FAU). FAU University Press is represented by the current publishing manager, Mr Markus Putnings.

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## **1. Our Mission**

In accordance with its Open access policy, Friedrich-Alexander University Erlangen-Nürnberg (FAU) offers its researchers the option of publishing their work open access with the university's support.

In this spirit, FAU University Press will not only make high quality print copies of a publication available at reasonable cost but will also facilitate worldwide electronic access to the publication in line with the open access concept. This ensures the optimal visibility and citability of a work and the research results can be readily found by search engines.

FAU University Press showcases the academic output of FAU and promotes open access in fields in which the publication of monographs is deemed to be of considerable relevance. The open access publishing programme of FAU University Press is expected to grow exponentially, both with regard to its subject range and the number of available titles, making research at FAU accessible to the international academic community.

## 2. Editorial Focus

Works published cover the full range of disciplines taught at FAU.

- Our authors can publish books either in our series 'FAU Forschungen' and 'FAU Studien' or as an individual book outside of these regular series.
- Papers by FAU researchers, postdoctoral dissertations and other dissertations awarded the grade 'summa cum laude' are published in the FAU Forschungen series. This series has two categories: FAU Forschungen, Reihe A, Geisteswissenschaften for publications in the fields of the socio-economic sciences and the humanities or FAU Forschungen, Reihe B, Medizin, Naturwissenschaft, Technik for publications in the fields of science, technology and medicine. The Academic Advisory Board of FAU University Press decides which papers should be published as part of the FAU Forschungen series.
- The series FAU Studien also has several categories, which are usually associated with a particular department or faculty. The supervising professor as well as the series' editors must recommend postdoctoral dissertations and other dissertations before they can be included.
- In addition to existing publication series, certain new interdisciplinary series such as FAU Kunst und Bildung and FAU Lehren und Lernen have appeared. These are usually published by members of interdisciplinary centers.
- FAU University Press also publishes individual titles, such as conference volumes and exhibition catalogues, which do not do form part of any series.

Other qualification papers than (postdoctoral) dissertations, such as bachelor theses, are generally not accepted.<sup>1</sup> All activities of FAU University Press are undertaken with no profit-making motive. This allows FAU University Press to maintain a high degree of independence, thus placing the focus on quality instead of quantity.

## 3. Format

The PDF file submitted by the author serves as the basis for your publication. Publications may be single-authored monographs, co-authored or multi-authored monographs, edited volumes by single or joint volume editors, or catalogues for example of scientific exhibitions or collections.

The standard format for FAU University Press publications is DIN A5, while the format for FAU Forschungen publications is 17 by 24 cm. When compiling your manuscript, please take into account our mandatory formatting requirements and make use of our Word/LaTeX templates at <https://www.university-press.fau.de/en/publizieren/informationen-und-downloads-fuer-autoren/>.

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<sup>1</sup> An exception are the "Ausgezeichneten Abschlussarbeiten der Erlanger Geschichtswissenschaft", which are specially awarded by the Department of History.

To avoid impairing quality, formatting requirements must be met before generating the PDF file. Ensure that fonts are correctly embedded. Images must have the required „dots per inch“ (dpi) resolution (300 dpi) for printing. They should have the best possible quality to ensure clear printing. The “cyan, magenta, yellow and black” (CMYK) color space should be used for color images.

#### **4. Series Editors**

Our series editors ensure the scientific quality of the works published by FAU University Press.

The premium FAU Forschungen series papers are reviewed and edited by members of the Academic Advisory Board of FAU University Press (see number 5 of this Editorial Policy). This is composed of eminent researchers who do not have any commercial links with and are not in any other way dependent on FAU University Press.

All other series of FAU University Press are reviewed by the series editors; moreover, a recommendation from the relevant supervising professor is also required. The series editors also have no monetary interest in the series publications, but are only responsible for the academic quality of the published titles.

All series editors and members of the Academic Advisory Board are listed at <https://www.university-press.fau.de/en/herausgeber/>. Publishing in the series requires the **written** consent of the series editors in the publication contract.

#### **5. Academic Advisory Board**

The FAU Executive Board established an Academic Advisory Board to foster the development and academic integrity of the FAU University Press. Members of the Advisory Board are:

- two representatives of the Faculty of Business, Economics, and Law, each with one representative from each faculty;
- four representatives of the Faculty of Humanities, Social Sciences, and Theology, with one representative from the Faculty of Theology;
- a representative of the Faculty of Medicine;
- a representative of the Faculty of Engineering;
- two representatives of the Faculty of Sciences
- the head of the university library.

Members of the Scientific Advisory Board are experienced members of the University or emeritus members of the University.

#### **6. Editorial Process**

All book proposals made by authors shall be made following the normal format (see number 3 of this Editorial Policy) of FAU University Press and provide us with the most detailed information possible about the book project, namely:

- Type of publication: online and print/online only
- Title of publication and name of series (if applicable)
- Number of pages, number of color pages, format
- Proposed print run
- Publication date.

The authors can submit electronic manuscripts via email attachment, FAUbox or drop box or in person with an electronic storage medium (USB stick, CD-ROM, etc.).

The editors/the Academic Advisory Board of FAU University Press are responsible for the review process. Reviews are generally undertaken in three phases. The most important part is the decision:

- Accepted without revision
- Accepted with minor revisions
- Accepted with major revisions
- Rejected.

The second phase may include the justification for the decision, with reference to the aspects outlined above and their relative importance. The third phase involves the specification of proposed revisions and enquiries.

FAU University Press, the author and the editor will then conclude a publishing contract. Among other things, this contract will regulate costs, the period of availability to the book trade, the usage rights to be granted to FAU University Press, the number of copies to be produced and the retail price of the printed edition. A requirement for concluding a contract is the consent of a professor (in the case of dissertations) and a series editor or the Academic Advisory Board in the case manuscripts to be published as part of the FAU Forschungen series.

The digital manuscript will form the basis for digital and print publication. The digital publication will be published on OPEN FAU. It can then be read and downloaded free of charge. The printed publication will be listed in the German Books in Print (VLB) catalogue, by online bookstores, in the German National Bibliography and the Library Union Catalogue of Bavaria (BVB). It can be ordered through retail booksellers and the website of FAU University Press.

FAU University Press is not a profit-making organization, thus the costs incurred cannot be covered by other earnings. Printing costs must be borne by the authors themselves.

## 7. Publishing Agreement and Copyright

Authors will be required to contractually transfer to FAU University Press

- the simple, non-exclusive rights of usage of the digital publication only as specified under the terms of the Creative Commons License Attribution (CC BY, the preferred license, unless there are legal arguments against it) or the Creative Commons License Attribution-NonCommercial (CC BY-NC)
- and, in the case of printed versions, the simple, non-exclusive rights of usage for the agreed period of availability.

Our authors thus retain possession of their exclusive rights of usage in addition to the right to publish their work in its present or any other form elsewhere or to make alternative use of it. Other contractual agreements and other Creative Commons or open licenses may be chosen in individual cases.

## 8. Book Processing Charge (BPC)

A one-off fee of 20 euro is charged for the publication of a manuscript **in digital form only**.

If digital publication is to be supplemented by a print-on-demand version, the additional processing work involved means that the one-off publishing fee is 60 euro; this does not include the printing costs incurred and, where applicable, the shipping costs for the proofs and the complete print run. These costs must be borne by the author, too. An Excel calculator for generating non-binding printing cost estimates can be found on the download page: <https://www.university-press.fau.de/en/publizieren/informationen-und-downloads-fuer-auto-ren/>. For advice on available financial sponsorship options for print editions, please contact the foundations, funds and sponsoring associations of FAU and the Graduate Centre.