

FAU University Press Diversity and Inclusion Policy

1. FAU University Press as a publication medium for diversity and inclusion research	2
2. Diversity and inclusion in the content of FAU University Press publications.....	2
3. Accessibility of FAU University Press publications.....	3
4. Diversity and inclusion in the review process by the FAU University Press Academic Advisory Board and the series editors	3
5. Diversity in the composition of the Academic Advisory Board and FAU University Press series editors	4
6. Contact	4

This Diversity and Inclusion Policy is based on the

- „Gleichstellungskonzept der Friedrich-Alexander-Universität Erlangen-Nürnberg für den wissenschaftlichen Bereich“ (equality strategy for FAU’s academic community, German only)¹,
- „The Charter of Diversity“ signed by the FAU²,
- the DFG principles and framework³ in this context, in particular „Promoting Equal Opportunity“⁴, „Diversity in the Research System“⁵ and „Relevance of Sex, Gender and Diversity in Research“⁶,
- the „Joint Statement of Principles“⁷ of the Coalition for Diversity and Inclusion in Scholarly Communications (C4DISC),
- the Library Publishing Coalition's „Ethical Framework for Library Publishing - Topic: Diversity, Equity, and Inclusion“⁸.

¹ <https://www.gender-und-diversity.fau.de/chancengleichheit/gleichstellungskonzept/>.

² https://www.charta-der-vielfalt.de/fileadmin/user_upload/Charta_Uebersetzungen/Charta-der-Vielfalt-Urkunde-2021-engl-Dezember.pdf.

³ https://www.dfg.de/en/research_funding/principles_dfg_funding/index.html.

⁴ https://www.dfg.de/en/research_funding/principles_dfg_funding/equal_opportunities/index.html.

⁵ https://www.dfg.de/en/research_funding/principles_dfg_funding/diversity/index.html.

⁶ https://www.dfg.de/en/research_funding/principles_dfg_funding/diversity_dimensions/index.html.

⁷ <https://c4disc.org/principles/>.

⁸ <https://librarypublishing.org/resources/ethical-framework/ethical-framework-diversity/>.

1. FAU University Press as a publication medium for diversity and inclusion research

FAU University Press offers a targeted cluster of book series for diversity and inclusion research:

- FAU Studien Gender Differenz Diversität (P-ISSN 2700-1261, E-ISSN 2700-127X)⁹
- Erlanger Migrations- und Integrationsstudien (ISSN 2509-6761)¹⁰
- FAU Studien zu Menschenrechten (ISSN 2512-4153)¹¹.

The series are supervised by experts from the board of the Interdisziplinäres Zentrum Gender Differenz Diversität (IZGDD), the head of the Research on Migration, Displacement and Integration and FAU's Centre for Human Rights Erlangen-Nürnberg (CHREN).

In addition, depending on the orientation of the research area, submissions in other book series are also possible, e.g. for gender linguistics FAU Studien aus der Philosophischen Fakultät (ISSN 2363-720X), for legal anti-discrimination research FAU Studien aus der Rechtswissenschaft (ISSN 2625-2112), or for gender studies in the arts FAU Kunst und Bildung (ISSN 2199-2037).

If a specific topic is not covered by the FAU University Press book series, it can be published as an individual title outside the series. It is also possible to establish new book series if the scope is not represented so far.

2. Diversity and inclusion in the content of FAU University Press publications

All authors and editors publishing in FAU University Press are asked to observe the following:

- the manuscript must be planned¹², researched, and written in accordance with good scientific practice and be linguistically correct,
- it must be accessible within the author's frame of possibilities,
- and respectful, diversity-sensitive, and non-discriminatory in words and images.

In addition to the references mentioned at the beginning, we refer to the „Guidelines on preventing and dealing with cases of discrimination, harassment and sexual harassment at Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) and Universitätsklinikum Erlangen (UKER)“¹³ and also, without obligation, to the current „Empfehlungen zum geschlechtersensiblen Sprachgebrauch“ (recommendations for gender-sensitive language use, German only)¹⁴. The information mentioned there may be recommended not only for text and image

⁹ <https://www.university-press.fau.de/en/product-category/reihen/fau-studien-gender-differenz-diversitaet/>.

¹⁰ <https://www.university-press.fau.de/en/product-category/reihen/erlanger-migrations-und-integrationsstudien/>.

¹¹ <https://www.university-press.fau.de/en/product-category/reihen/fau-studien-zu-menschenrechten/>.

¹² For example, for studies (e.g. medical, psychological, sociological) the SAGER Guidelines must already be observed in the study design: Heidari, S., Babor, T.F., De Castro, P. *et al.* Sex and Gender Equity in Research: rationale for the SAGER guidelines and recommended use. *Res Integr Peer Rev* 1, 2 (2016). <https://doi.org/10.1186/s41073-016-0007-6>.

¹³ https://www.fau.de/files/2021/05/richtlinie_diskriminierung_sexuelle_belaestigung_eng.pdf, for example, the Section 3 (6) and Section 9 (3).

¹⁴ <https://www.gender-und-diversity.fau.de/gender/gendersensibilisierung/sprache/>.

elements within the main text, but possibly also for structural elements (e.g. directories) as well as the metadata.

3. Accessibility of FAU University Press publications

Creating a PDF that is accessible according to the PDF Accessibility Checker requires a deal of effort and in-depth expertise and software support, usually with the Adobe Pro software. Neither FAU University Press nor the authors can currently provide this in full. Nevertheless, it is important to improve the situation for people with visual impairments. Accordingly, please follow the „Kurzanleitung zur Verbesserung der digitalen Barrierefreiheit an der FAU“ (quick guide to improving digital accessibility at FAU, German only)¹⁵ and the „Kurzanleitung zur Verbesserung der digitalen Barrierefreiheit in Dokumenten aus Büroanwendungen“¹⁶ (quick guide to improving digital accessibility when creating electronic documents, German only). Based on these, we recommend:

- Use the existing FAU University Press style sheets in Word or LaTeX.
- Use its functions (especially heading formatting).
- Avoid multiple blank lines and spaces in a row.
- Visual objects (images, graphics, logos, ...) that are relevant to the content (no decorative images) should be described with alternative text.
- Use simple table structures.
- Pay attention to contrasts in image content or colored content (e.g. table rows with text).
- Use meaningful link texts as far as possible and provide QuickInfo alternative text.
- Provide a title and language specification for the document.
- Use the integrated accessibility check in MS Word. The search function for "Check accessibility" can be displayed and activated in MS Word via the "Help" menu item.

4. Diversity and inclusion in the review process by the FAU University Press Academic Advisory Board and the series editors

In traditional anonymous peer review processes, the identity of the author and the reviewers remains hidden. However, the identity of the authors is visible to the editors, which may expose the former to any bias or prejudice on the part of the editor.

The Library Publishing Coalition's „Ethical Framework for Library Publishing - Topic: Diversity, Equity, and Inclusion“¹⁷ therefore recommends triple anonymous peer review or open peer review. FAU University Press relies on the latter, i.e. an open, non-anonymous peer review of the submitted book manuscripts by the respective book series editors.¹⁸ The editors evaluate only the scientific quality of the manuscript.

¹⁵ <https://www.gender-und-diversity.fau.de/diversity/inklusion-an-der-fau/barrierearme-lehre-informationen-fuer-lehrende-und-studierende/digitale-barrierefreiheit/>.

¹⁶ <https://www.wordpress.rze.fau.de/tutorials/any/kurzanleitung-zur-verbesserung-der-digitalen-barrierefreiheit-in-dokumenten-aus-bueroanwendungen/>.

¹⁷ See footnote 8.

¹⁸ <https://www.university-press.fau.de/en/publizieren/open-peer-review/>.

Young scientists in particular should also receive constructive feedback on revision requests in order to support them in their scientific development.

5. Diversity in the composition of the Academic Advisory Board and FAU University Press series editors

According to the Bayerisches Hochschulgesetz (Bavarian Higher Education Act, BayHSchG), Art. 4, Para. 4, an appropriate representation of women and men on university committees is to be strived for. The „Gleichstellungskonzept der Friedrich-Alexander-Universität Erlangen-Nürnberg für den wissenschaftlichen Bereich“¹⁹ (equality strategy for FAU’s academic community, German only) formulates the goal of counteracting the underrepresentation of certain groups in order to promote equal opportunities. FAU University Press is also committed to this principle.

Book series editors are encouraged to involve interested and professionally suitable junior co-editors so that they can gain experience in the supervision of academic book series and become familiar with editorial work.

6. Contact

Please direct any suggestions, feedback, or questions regarding this Diversity and Inclusion Policy to: Dr. Christoph Jensen, christoph.jensen@fau.de,
Phone: +49 (0) 9131 85-22158

The procedure for specific complaints in the context of FAU University Press is described at <https://www.university-press.fau.de/en/publizieren/beschwerde-interessenskonflikt/>. Further complaint procedures for discrimination, harassment and sexual harassment can be found on the FAU page²⁰.

¹⁹ See footnote 1.

²⁰ <https://www.fau.eu/people/gender-diversity-family/complaints-procedure-in-the-event-of-discrimination-harassment-and-sexual-harassment/>.