

Publishing a journal with TUM.University Press

Services and Conditions

Status: 23.11.2023

1. Services

TUM.University Press offers researchers at Technical University of Munich the infrastructure for publishing academic **Diamond-Open-Access-Journals**¹. We support you with the following services:

Hosting

- ✓ Offering the **publishing software OJS**, which can be used to manage the entire publishing process
- ✓ **Version updates**
- ✓ **Software support**

Journal Setup

- ✓ **Consultation meetings**
- ✓ **Information material** on the **basic setup** and configuration of OJS
- ✓ **Information material** for the **design** of the journal website
- ✓ Providing **design templates** for **articles**
- ✓ Providing **design templates** for **covers**
- ✓ Support in applying for **DINI certification**²
- ✓ Support in applying for third-party **funding** for journal management

¹ Diamond Open Access journals are journals which can be read free of charge by interested parties worldwide and for which no costs are charged to the contributors.

² The DINI certificate is a quality seal for digital publication services.

Editorial Support

- ✓ **Information material** on **organizational issues** of journal management
- ✓ Journal publishing **checklists**

Visibility

- ✓ Assigning an [ISSN](#)
- ✓ Configuration for automatic assignment of [DOIs](#)
- ✓ Link to [ORCID](#)
- ✓ Registering the journal with [ZDB](#)
- ✓ Registering the journal with [DOAJ](#)
- ✓ Registering the journal with [EZB](#)
- ✓ Transfer of data to [BASE](#)
- ✓ Inclusion in the [TUM OPAC](#)
- ✓ **Long-term archiving** via [DNB](#)
- ✓ **Website of TUM.UP** with links to all journals

Training on the following topics as needed:

- ✓ **Configuration options**
- ✓ **User and role management**
- ✓ **Publishing process**
- ✓ **Visibility**

2. Conditions

Basic requirements are:

- 1 Conclusion of a publishing contract.
- 2 In terms of content, the journal is located within TUM's subject canon.
- 3 The main contractual partner and editor is professor at TUM. The minimum requirement for co-editorship is the status of doctoral student.

Among other things, the Publishing Agreement includes the following specific requirements for the journal's editors:

- 1 The editors agree to comply with the [Statute](#) of Technical University of Munich on Safeguarding Good Academic Practice and Procedures in Cases of Academic Misconduct
- 2 Commitment to Diamond Open Access only. This means journals that can be read free of charge by interested parties worldwide and for which no costs are charged to the authors/contributors
- 3 Appointment of a journal manager who acts as permanent contact person for TUM.University Press.
- 4 Commitment to a quality control, whereby editorial board and peer review are obligatory.
- 5 All articles must be assigned with a persistent identifier (e.g. [DOI](#)).
- 6 Commit to establishing a website with the following mandatory content:
 - a. Research focus and journal profile
 - b. Overview of editorial board members and editors
 - c. Information on the peer review process
 - d. Open access policy
 - e. Licensing and copyright policies
 - f. Notes on the publication frequency (or mode in the case of non-issue-based mode of publication)
 - g. Instructions for contributors
 - h. Definition conflicts of interest
 - i. Legal notice (template provided)
 - j. Accessibility statement (template provided)
 - k. Privacy statement (template provided)
 - l. Funding (if any)
- 7 Formal requirements for contributions and website must be met:
 - a. Website:

The footer must state „[Hosted by TUM.University Press, Technical University of Munich](#)” (with link to: <https://www.ub.tum.de/tumuniversitypress>) and the TUM logo must be displayed (template provided).

In the footer, there must be links to the legal notice, accessibility statement and privacy statement (templates provided).
 - b. Contributions: On p. 1 of each article,“[Hosted by TUM.University Press, Technical University of Munich](#)” (with link to: <https://www.ub.tum.de/tumuniversitypress>) must be noted (cf. article templates). On further pages this is optional.
- 8 Commitment to publish at least 5 contributions per year.

3. Contact and further information





For further information and download material regarding journal publishing with TUM.University Press, please click [here](#).

In case of interest, please use our [Online request form](#) for a detailed inquiry.







For further questions, please contact us by e-mail: tumuniversitypress@tum.de

4. Definition of Terms




4.1. ISSN (International Standard Serial Number)

-  Serves to uniquely identify periodical publications, and is assigned once for a journal.
-  **Permanently valid.**
-  Issued by ISSN centers **free of charge** (in Germany: [DNB](#)).
-  **Included in case of publishing a journal with TUM.University Press.**



4.2. DOI (Digital Object Identifier)

-  Serves the **identification of independent** publications, **periodical** publications or **parts of publications** (e.g. referencing of individual tables, articles in digital journals, etc.). The DOI always refers to the linked **URL** (Uniform Resource Locator) under which the object can be found.
-  **Permanently quotable if linked URL is kept up to date.**
-  The DOI is issued by DOI organizations **for a fee**.
- 
 - The DOI transmits stored **metadata**, e.g. to library catalogs and literature management programs.
 - Can include other standard identifiers (such as ISBN, [ISSN](#)).
-  **Please note:**
The URL entry must always be kept up to date. Changes to the URL must be entered manually in the DOI database by the responsible parties so that it can be located permanently via the DOI. Further conditions for maintaining a DOI can be found in the contracts of the provider in question.
-  **Creation and maintenance are included at TUM.University Press Journals.**

4.3. ORCID (Open Researcher and Contributor ID)

-  Serves to clearly identify authors and contributors in scholarly communication.
-  The registration of an [ORCID](#) is **free of charge**. The creation and maintenance of the ORCID is the responsibility of the author.
-  Contributors can assign their ORCID to their contributions in OJS.

4.4. EZB (Electronic Journals Library)

-  The EZB is an access point to academic journals.
-  Registration for EZB is **free of charge**.

- 📍 Registration for the EZB can be made by libraries.
- ✓ Inclusion and maintenance of the journal in the EZB are included at TUM.University Press Journals.

4.5. ZDB (Journal Database)

- 🌐 The ZDB is the central bibliographic database for serial works (e.g. journals) in Germany and Austria.
- € Registration for ZDB is **free of charge**.
- 📍 Registration for the ZDB can be made by libraries.
- ✓ Inclusion and maintenance of the journal in the ZDB are included at TUM.University Press Journals.

4.6. DOAJ (Directory of Open Access Journals)

- 🌐 DOAJ is the world's largest directory of open access journals.
- € Registration for DOAJ is **free of charge**.
- 📍 To be accepted into the DOAJ, you must meet some formal criteria, which you can read about [here](#).
- ✓ TUM.UP arranges the inclusion of your journal into the DOAJ.

4.7. DataCite

- 🌐 DataCite is an international consortium with the aim to provide easy access to research data. For this purpose, DataCite assigns DOIs to registered users.
- € Registration and assignment of DOIs at DataCite is subject to a **fee**.
- ✓ In case of publishing a journal with TUM.University Press Journals registration for DataCite and the possibility to assign DOIs for articles is included.

4.8. BASE (Bielefeld Academic Search Engine)

- 🌐 BASE is one of the world's largest search engines for digital scholarly documents.
- € The inclusion into BASE is **free of charge**.
- 📍 Inclusion in BASE is done through data submissions by the University Library.
- ✓ In case of publishing a journal with TUM.University Press the delivery of journal data to BASE is included.

4.9. OPAC der TUM

- 🌐 TUM OPAC is the central library catalog of TUM.
- ✓ Contributions of TUM.University Press Journals are listed in TUM OPAC.

4.10. DNB (German National Library)

- 📄 Collects all publications that appear in Germany and are relevant to the collection according to the German National Library Act ([DNBG](#)) and the Obligatory Delivery Ordinance ([PflAV](#)). All editors of publications published in Germany are obliged to submit such publications to the DNB.



In case of publishing a journal with TUM.University Press the submission of digital publications to DNB is included.