

## **Guidelines for Application to the University of Pretoria Open Access Fund for Article Processing Charges (APCs)**

The University of Pretoria (UP) Open Access Fund has been created to assist the UP research community in making their work available through Open Access publishing.

### **1. Eligibility for funding**

#### **1.1 Eligibility of authors:**

- Faculty academic staff and researchers, research fellows, post-doctoral fellows, and postgraduate students publishing in collaboration with UP Faculty members are eligible to apply for APC support.

#### **1.2 Eligibility of articles:**

- Funding is available for scholarly peer-reviewed articles which are published in accredited international journals listed on ISI (Web of Science) or IBSS (International Bibliography of the Social Sciences) and which qualify for subsidy from the Department of Higher Education and Training (DHET).
- The venue of publication must be an established Open Access journal that does not charge readers or their institutions for access to the peer reviewed articles after publication, and is listed in the Directory of Open Access Journals (DOAJ).
- The impact factor of the journal should adhere to the standard determined by the relevant faculty. (Deans of faculties will be provided with relevant information by UPLS, to enable them to a discipline-appropriate standard. ) An application to publish in a journal which does not comply with this standard will require specific approval by the Dean of the relevant faculty.
- APCs will not be supported for articles to be published in hybrid (open choice) journals which make only selected articles open access.
- Articles to be published in Journals with a delayed Open Access model, and journals published by the University of Pretoria are not eligible.
- This fund excludes book publications, monographs and book chapters.
- Articles should be published in the current calendar year. Retrospective support will not be provided for articles which are already published.
- Articles for which alternative funding is available are not eligible. This fund is intended for use when no alternative funding is available.

### **2. Application and Funding process**

- The Open Scholarship Office will contribute a portion (50% in general) of APCs levied by peer-reviewed (and accredited) Open Access journals meeting the necessary criteria, provided funds are available in the Open Access Fund.
- This will include claims through institutional membership agreements (e.g. BioMed Central).
- Authors must cover the balance of the APC through grant or other funds, and should negotiate lower publishing fees when possible.
- The request for funding should be made by the primary and corresponding author of the article.

- The Fund will support collaborative research.
  - In the case of co-authorship with international authors, the Fund will pay 60% (in general) of the APC.
  - In the case of collaboration with authors from South African institutions the researcher may only apply for their portion of the APC.
- Researchers should apply for funding from the APC-fund *before* submitting the article to a journal.
- Authors will be required to ensure that:
  - All articles published indicate a University of Pretoria affiliation.
  - A copy of the article is deposited in the UP institutional repository (IR).
- It should be noted that support payment is not guaranteed, as this will depend on the availability of funds in any annual budget round.

Applications for OAC support, together with relevant documentation, should be submitted to:

Dr Leti Kleyn  
**Open Scholarship Office**  
**Department of Library Services**  
**University of Pretoria**  
Phone: 012 420 3876  
Email: [leti.kleyn@up.ac.za](mailto:leti.kleyn@up.ac.za)