
Publisher information on open access monographs

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Recommendations for information publishers should make available on their open access (OA) monograph offering

In this guide, we present recommendations for information that OA monograph publishers should make available on their websites to make their service clear to end users. The recommendations were created as part of the project [Investigating OA monograph services](#), conducted by Jisc and OAPEN.

Developed in consultation with research funders, academics and institutional staff and OA monograph publishers, the recommendations identify information that should be made publically available on publisher websites to enable authors, institutions and research funders to make informed decisions about open access monograph publishing.

The recommendations are largely based on guidelines and membership criteria from the following sources:

- [Principles of Transparency and Best Practice in Scholarly Publishing \(OASPA\)](#)¹
- The [OASPA Membership Criteria](#)
- The [Directory of Open Access Journals \(DOAJ\) application form](#)
- The [Directory of Open Access Books \(DOAB\) application form](#)
- The [OAPEN-UK final report](#)

The recommendations were selected and adapted to be applicable to open access monograph publishing.

This guide is the first iteration and will be updated as we receive feedback from those actively implementing the recommended information. All feedback is welcome, please contact Lotte Kruijt at l.kruijt@open.org to share comments or for enquiries.

¹Drawn up in collaboration with [COPE](#), [DOAJ](#), and [WAME](#)

The recommendations

OA offering

The website should provide a description of the publishers' publishing programme or service for OA monographs. This description should include a brief explanation of the business model(s) or revenue sources for OA monographs.²

Author charges

If a publisher charges author fees for the publication of OA monographs, these should be clearly displayed. If the publisher has a waiver policy, or does not charge any fees to authors, this should also be highlighted.

Peer review

All OA monographs should be subjected to some form of independent, peer-based review process. This process, and policies related to peer review, should be clearly outlined on the publisher's website.

Availability

Publishers should describe how monographs are available to readers, as print and electronic versions. This includes which formats of full text are available (PDF, HTML, XML, ePub, other), and whether they are free or for sale.

Open access

OA monographs must be freely available to readers without the requirement for registration of any kind.

Licensing

The licensing policy (including policy on re-use and redistribution) shall be clearly stated and visible on the website and on all published material.

In order to promote consistency, we recommend the use of **Creative Commons** licences.

²For information on what the explanation of the business model could include, please see pages 67 and 68 of the **OAPEN-UK final report**.

Author information and OA policy

Clear and detailed information for authors is present and easily located from the homepage. The information should include details of the OA policy for monographs: self-archiving rights, contract and licensing options, royalty arrangements, what services are included for authors (e.g. copy editing, marketing), and policies regarding potential conflicts of interest of authors, editors and reviewers.

Preservation

The website should include information about long-term access and preservation in the event a publisher ceases its activities (for example, access to publications via third parties, such as CLOCKSS, or OAPEN).