

Journal Hosting Agreement for the "Publicera" Service

According to its instruction (2022:1311), the National Library of Sweden (KB) shall provide a national digital platform for open access Swedish scholarly journals. The aim is to promote and coordinate open scholarly publishing in Sweden. For this purpose, KB provides the "Publicera" service for the management, publication and hosting of Swedish scholarly journals. The terms of the service are set out in this Agreement.

1. Parties

National Library of Sweden (KB) 202100-1710

Box 5039

102 41 Stockholm

and

Address:

Organization number:

who represents the Journal.

The publication service that the National Library shall provide applies to the Journal:

(the Journal)

With e-ISSN

2. Definitions

In this Agreement the terms below shall have the following definitions:

Swedish: a Journal is considered Swedish if

- a) the Journal has a Principal with a registered office or public registration in Sweden
or
- b) the Journal has a Principal with a registered office or registration in a Nordic country where a Swedish Principal forms part of the Nordic Principal, *or* where Swedish members are directly connected to the Nordic Principal, and the Journal's Editor and/or editorial team ambulates among the Nordic countries according to the Principal's statutes or established traditions.

Journal: a periodical publication that is continuously published with at least one issue/volume per year and that has an editorial team that is responsible for the Journal's continuity and content.

Scholarly: a Journal that publishes original research that has undergone peer review. In addition to this, the Journal may contain other material in the form of reviews, debates, etc.

Principal: a legal person or association of natural persons that is not a legal person with the aim of supporting development and research in an academic discipline or professional field.

Publicist: a person who publishes a Swedish Scholarly Journal as part of their business. The Publicist has overall responsibility for the Journal, including questions regarding the Journal's policy and development, design, publication frequency and similar publication issues. The Publicist is responsible for appointing the Journal's Editor for a fixed period of time and ensuring that the Editor is informed of his or her responsibilities according to this Agreement.

Editor: The person appointed by the Publicist to be responsible in relation to KB for the fulfillment of this Agreement. The Editor has responsibility delegated from the Publicist and has the authority and power to fulfill the responsibility according to the Agreement.

Platform: An installation of Open Journal Systems (OJS) on servers provided by KB to publish and manage Scholarly Journals.

Editorial content: The peer-reviewed Journal articles, including tables, images, appendices and multimedia objects and other materials such as debates, reviews and information about

the Journal, such as instructions, descriptions of the scope of the Journal and information about the members of the editorial team.

Third-party content: All material (such as images, diagrams, tables, illustrations, etc.) that has not been created by the authors of the respective content.

Metadata: Data that describes and provides information about the Journal and the Editorial content, such as dates, titles, authors, institutional affiliation, financial contributions and persistent identifiers.

3. Type of service

KB provides, free of charge, a service for managing, publishing and hosting as well as the physical connection to the internet, for a Swedish Scholarly Journal.

The service consists of providing

- access to the Platform
- technical support and software maintenance
- a digital interface that gives the public access to the Journal
- long-term preservation of the Journal and its Editorial content; and
- assignment of Digital Object Identifier (DOI) for published articles and deposit of Metadata in Crossref.

4. Duties and responsibilities of the Publicist

The Publicist must appoint an Editor who is responsible to KB for the fulfillment of this Agreement. The Editor has been delegated responsibility by the Publicist and has the authority to fulfill the responsibility according to the Agreement.

The Publicist is responsible for informing KB about which Editor the Publicist has appointed. The Publicist is also responsible for notifying KB when a new Editor has been appointed and for how long.

5. KB's duties and responsibilities for the service

- a. KB provides access to the Platform so that the Editor can manage the Journal's Editorial content (i.e. receive new manuscripts for review, manage the review process, edit and publish the articles).
- b. The Platform is provided in its existing condition, as KB has set it up. KB shall make reasonable efforts to keep the Platform's software up to date with new versions.
- c. KB assists with the initial installation of the Journal on the Platform and provides continuous technical support and basic service for the use of the Platform. KB does

not provide editorial services such as linguistic or technical editing, layout, design or the like.

- d. KB ensures that the Platform is designed according to established principles for best practice in Scholarly publishing (see Appendix 1).
- e. KB's access to the Journal is limited to technical support and maintenance.
- f. The Platform is designed to ensure that the Journal's content will be made available in a machine-readable format that enables third parties to retrieve Metadata and content via the OAI-PMH protocol to facilitate digital distribution and accessibility.
- g. KB shall endeavor to provide continuous access to the Journal and its contents, with appropriate notice to contacts for regular maintenance and updating, and in the event of hardware or software problems. The server may occasionally be down for maintenance. Planned maintenance will only take place after users are informed of expected downtime.
- h. KB reserves the right at any time to restrict public access to any part of items or parts of items on the Platform that KB has reasonable grounds to believe infringe copyright or are otherwise illegal. KB must notify the Editor in writing of such measures.
- i. KB provides a technical function to ensure the long-term preservation of the Journal. The Journal will be stored on a secure and central server at KB with a backup copy.
- j. KB provides the service of creating a Digital Object Identifier ("DOI") for all new content published via the Platform as it is mandatory to assign a DOI for all Scholarly content published on the Platform.
- k. KB provides, free of charge, DOIs for all publication of articles from the current year in which the Agreement was entered, future publication and for the two immediately preceding years.
- l. If a Journal leaves the Platform, KB must ensure that Editorial content continues to be available to readers.

6. The Editor's responsibilities and tasks

- a. The Editor is given access to a specially defined part of the Platform to publish the Journal.
- b. The Editor is responsible for ensuring that new manuscripts are registered and uploaded to the Platform in collaboration with the authors.
- c. The Editor is responsible for administering the user database that is on the Platform so that current legislation is followed. Furthermore, the Editor is responsible for inviting new users to the system, informing them of the terms of use and assigning relevant system roles.
- d. The Editor is responsible for organizing the editorial office in accordance with established principles of ethical editing and best practice in Scholarly publishing (see Appendix 1).
- e. The Editor is responsible for all article production (incl. design and editing), editorial management (i.e. identification of reviewers and correspondence with authors) and other publishing issues. The Editor is further responsible for ensuring that each

manuscript accepted for publication is produced in the relevant formats for publication (see Appendix 2).

- f. The Editor is responsible for Metadata being registered and submitted according to a standard that is suitable for Scholarly publication via the Platform and the structure provided by KB. The minimum requirements for describing content with Metadata are according to Crossref standards to meet the criteria for obtaining a DOI (see Appendix 2).
- g. The Editor is responsible for ensuring, to the best of their ability, that the Journal's assigned part of the Platform is used with high data security and that the rules on data protection are followed. The Editor is also responsible for ensuring that no users upload software or code that could damage the Platform (eg, spyware, computer viruses, etc.) or risk leaking user information to third parties without their consent.
- h. The Editor is responsible for, at KB's request, providing KB with statistics from the Platform for maintenance and reporting.
- i. The Editor grants KB a non-exclusive right to store the Journal and its digital version on a server and the right to make it available via the Internet to the public as long as the Agreement is valid.
- j. The Editor is responsible for ensuring that all content published in the Journal, from the date this Agreement is signed, is made openly accessible to everyone according to the latest version of a CC BY Creative Commons license. Where applicable, and taking into account the Journal's publishing tradition, another Creative Commons license may apply. Exceptions to the selected license may apply to Third-party content, provided that it is clearly indicated within the content which parts constitute Third-party material and what rights apply to these parts. The Editor shall ensure that authors are aware of their rights under the selected license.
- k. The Editor is responsible for ensuring that the Journal's website contains a description of the editorial process including routines for peer review, a list of and contact information for the Journal's owners, editorial staff and editorial board, the Journal's "Aims & Scope" and clear author instructions including information on how to submit articles and if there are any publication fees.
- l. All copyright-related issues that may arise are the Editor's responsibility. The Editor is responsible for ensuring that all content published on the Platform is done with the permission of the copyright holders. The responsibility also includes ensuring that the Journal's articles' authors have obtained the necessary permission to republish, for example, images, tables, etc.
- m. The Editor, and not KB, is responsible for ensuring no infringement of third party rights occurs. KB is not responsible for claims from third parties regarding copyright or content. The Editor shall indemnify KB from all claims made against KB by rights holders and which apply to the published content.
- n. The Editor is responsible for the legal deposit of the Journal's electronic material in accordance with the applicable law on legal deposit. Delivery of legal deposit copies is made possible through a technical function in the Platform.

6. Privacy Policy

KB and the Editor shall endeavor to not transfer user or author information to databases or systems outside KB or to use the information for purposes other than publishing the Journal and communicating with authors and readers about matters relating to the Journal. Certain author information, bibliographic Metadata and the like may be shared with other databases, for example abstract and indexing services and on the Internet to make the Journal's content searchable.

7. Processing of personal data in the Platform

The Editor is responsible for the processing of personal data. KB shall only process personal data on the Platform on behalf of the Journal.

8. Agreement period and termination of the Agreement

KB and the Publicist agree to provide written notice with six (6) months' notice if either of them wishes to terminate this Agreement. If the Agreement is terminated, KB must provide the Service until the Journal has found another hosting solution, or up to 12 months after the notification.

Either party may terminate this Agreement at any time if the other party commits a material breach and fails to act within thirty (30) days after the offending party receives written notice thereof.

If the Agreement is terminated due to a material breach, KB ceases to provide the public with access to the Journal.

KB has the right to terminate the Agreement with three (3) months' notice if the Journal does not publish any Editorial content during a calendar year.

9. Applicable Law and Dispute Resolution

This Agreement shall be applied and interpreted in accordance with Swedish law. All disputes or claims arising out of or in connection with this Agreement, or breach, termination or invalidity thereof, shall be referred to the exclusive jurisdiction of Swedish courts.

Signature on behalf of the National Library of Sweden:

Anna Lundén, Head of Department, Department for Collaboration

Signature on behalf of the Publicist

The Agreement has been signed electronically and therefore lacks signatures.

The Agreement is valid from the date all parties sign the Agreement.

NOTE: The English version of this agreement is to be used only as a support document. The Swedish version of the agreement is the version that must be signed and that is legally binding.

APPENDIX 1 - Guiding principles and best practices

To ensure that the journals hosted on the Platform receive relevant endorsements of quality, it is recommended that they follow established standards for Scholarly publication.

KB also encourages the Editor to follow the principles of best practice in open scholarly publishing established by the Committee on Publication Ethics (COPE), the Directory of Open Access Journals (DOAJ), the Open Access Scholarly Publishers Association (OASPA) and the World Association of Medical Editors (WAME). These principles apply to both the Journal and KB.

In order to maintain the Journal's Scholarly and editorial integrity and the rights of article authors, it is recommended that the Editor creates editorial routines and instructions for reviewers in accordance with the guidelines for ethical editing established by the Committee of Publication Ethics (COPE).

APPENDIX 2 - Technical requirements

The Editor, in consultation with the authors, is responsible for the correct submission of Metadata and manuscript files in accordance with a standard suitable for Scholarly publication.

Articles to be published in the Journal's part of the Platform must be formatted and labeled according to a standard suitable for Scholarly publication, so that the published material is easy to cite and read.

The recommended Metadata standard used by the Platform enables deposit/deliver of Metadata in accordance with the Crossref guidelines, which is a requirement for obtaining a DOI for published items.

The mandatory publication formats are PDF and XML, which ensure that both humans and machines can read the published material. In addition to these formats, the Editor can also choose other formats for the Journal.

The recommended XML standard is the JATS format.