



National Library
of Sweden

Journal Hosting Agreement for the service “Publicera”

The National Library of Sweden is assigned to develop and support a digital platform for Swedish open access scholarly journals. The purpose of this is to foster and coordinate the advancement of open access publications in Sweden. For this, the National Library of Sweden offers the service of journal hosting called “Publicera”.

1 Parties

The National Library of Sweden (KB)

and

The Society

with Organisation number

The National Library of Sweden will provide the required service for publishing the Journal(s):

With e-ISSN:

2 Definitions

Journal: A scholarly publication with a unique name registered with an ISSN and its editorial documentation and published content in the form of peer-reviewed articles and website text.

Society: An organisation aiming to promote an academic discipline or profession, and for the purpose of this agreement also aiming to publish an academic journal. The society is in this agreement responsible for appointing the Editor-in-Chief.

Editor-in-Chief: The Editor-in-Chief is the editorial leader for the Journal and has as such responsibility for its operations and policies. The Editor-in-Chief is responsible for all matters related to the Journal and is held accountable for delegating tasks to staff members and managing them. The Editor-in-Chief acts on behalf of the society in matters pertaining to this Agreement.

Platform: An installation of the Open Journal System (OJS) at servers provided by KB for the purpose of hosting scholarly journals.

Editorial Content: The peer-reviewed journal articles including tables, figures, appendices and multimedia items, and the information about the Journal, such as instructions, descriptions of the Journal scope and records of the members of the editorial team.

Metadata: Sets of data that describes and gives information about the Journal and the Editorial Content, such as dates, titles, authors, affiliations, funders, and online location.

3 Nature of the service

KB offers the service of Journal hosting.

The service consists of providing technical support and software maintenance regarding

- Access to the Platform
- online interface for public access to the Journal
- long-term preservation of the Journal and its editorial content
- the service of minting Digital Object Identifiers (DOI) for published articles and depositing Journal metadata to CrossRef.

4 The services

4.1 Access to the Platform

- a. KB will provide access to the Platform allowing the Editor-in-Chief to manage (i.e. receive manuscript submissions, manage the review process, edit and publish articles) the Journal.
- b. The Editor-in-Chief will have access to a designated part of the Platform for the purpose of publishing the Journal.

- c. The Platform is provided in its present condition as set up by KB. KB will undertake reasonable efforts to keep the Platform software up to date with new versions.
- d. KB will assist with the initial setup of the Journal on the Platform and will provide continuing technical support and guidance on how to use the Platform but provides no additional editorial services.
- e. KB will ensure that the Platform is designed to follow established principles of best practices in scholarly publishing (see Appendix 1).
- f. KB's right to access the Journal is limited to technical support and maintenance.
- g. The Editor-in-Chief is responsible for ensuring that new submissions are recorded and uploaded to the Platform in liaison with authors.
- h. The Editor-in-Chief is responsible for administering the user database hosted by the Platform to ensure that relevant legislation, such as GDPR, is followed. Furthermore, the Editor-in-Chief is responsible for inviting new users to the system, assigning relevant system roles and informing them of the terms of use.
- i. The Editor-in-Chief is responsible for organising the editorial office in accordance with established principles of ethical editing and best practices in scholarly publishing (see Appendix 1).
- j. The Editor-in-Chief is responsible for all article production (copyediting, layout and proofreading), editorial management (identifying reviewers and corresponding with authors), and publishing issues. Furthermore, the Editor-in-Chief is responsible for ensuring that each manuscript accepted for publication is typeset into relevant formats for publication (see Appendix 2).
- k. The Editor-in-Chief is responsible for correctly submitting metadata according to a standard appropriate for scholarly publishing via the Platform and the structure provided by KB. Minimum requirements for describing content with metadata is according to CrossRef standards to meet the criteria for obtaining a DOI (see Appendix 2).
- l. The Editor-in-Chief is responsible for ensuring that their designated part of the Platform is used conscientiously with care for data safety and protection. The Editor-in-Chief is also responsible for ensuring that no users upload software or code that can damage the Platform (such as spyware, computer viruses, etc.) or risk leaking user information to third parties without their consent.
- m. The Editor-in-Chief is responsible for providing KB with statistics from the Platform, if requested, for purposes of maintenance and reporting.

4.2 Online interface for public access to the Journal

- a. The Society grants KB the non-exclusive right to host the Journal and its digital version on a server and allows KB to make the published content of the Journal available via the Internet to the public for as long as the Agreement remains in force.
- b. The Society agrees that all content published in the Journal shall be made openly available for everyone to download and use under the most current version of the Creative Commons Attribution license (CC BY) and agrees to ensure that authors are made aware of their rights according to this license.
- c. All copyright-related issues that may arise are solely the responsibility of the Editor-in-Chief. The Editor-in-Chief is responsible for ensuring that all content is uploaded with permission from copyright holders, which will indemnify KB against any legal action with regard to the published content. In addition, the Editor-in-Chief is responsible for ensuring that necessary permissions have been obtained for all content

published by the Journal and that it is not infringing the rights of third parties. KB is not responsible for claims by third parties regarding copyright or content.

- d. The Platform is designed to ensure that the Journal content will be made available in a machine-readable format, allowing third parties to harvest metadata information and content via OAI-PMH protocols to facilitate digital distribution.
- e. KB will strive to provide continuous access to the Journal and its contents, with appropriate advance notice to contacts for regular maintenance and updates in the event of hardware or software problems. The server may occasionally be down for maintenance. Planned maintenance will only take place after users have been informed of expected downtime.
- f. KB reserves the right at any time to withdraw from the public interface any item or part of an item, which it has reasonable grounds to believe infringes the copyright or is defamatory, obscene, unlawful, including, but not limited to, breach of relevant data protection legislation, or otherwise objectionable. KB shall give written notice to the Editor-in-Chief of such withdrawal.

4.3 Long-term preservation

KB will provide a technical function to ensure the long-term preservation of the Journal.

The Journal will be stored on a secure central server at KB with backup.

4.4 DOI service

It is mandatory to assign a Digital Object Identifier ("DOI") for all scholarly content published on the Platform.

KB will provide the service of minting a DOI for all new content to be published on the Platform.

KB will supply DOIs to the Journal articles published from the date this Agreement is signed. DOIs can be assigned as of the next volume onwards without any fee. Adding DOIs to material in retrospect will entail certain costs.

5 Miscellaneous

5.1 Export Transfer code of practice

KB will follow the NISO Transfer Code of Practice to ensure that the Journals joining or leaving the Platform are continuously available to readers.

5.2 Legal deposit

The Editor-in-Chief is responsible for ensuring that the Journal's editorial content is submitted for legal deposit copies according to law when relevant.

The deposit is made possible via a technical feature in the Platform provided by KB.

5.3 Privacy policies

KB or the Editor-in-Chief will not transfer any user or author information to databases or systems outside KB or use the information for purposes other than publishing the Journal and communicating with authors and readers about matters related to the Journal.

5.4 Processing of personal data in the Platform

The Journal is responsible for the processing of personal data.

KB shall only process personal data on the Platform on behalf of the Journal.

5.5 Term and Termination

KB and the Society agree to provide six (6) months written notice if either wishes to discontinue this arrangement. In case of termination of the service, KB will run the service until the Journal has found another hosting solution or up to 12 months after announcing the termination of the service.

Either party may terminate this Agreement at any time if the other party commits a material breach of any obligation on its part under this Agreement and fails to remedy such a breach (if it is capable of remedy) within thirty (30) days of notification in writing served on the party in breach.

Upon termination of this Agreement due to a material breach, KB shall cease to provide online access to the Journal.

5.6 Governing law and dispute resolution

This Agreement shall be governed by and construed in accordance with the laws of Sweden, without reference to its conflict-of-laws rules and any dispute, controversy or claim arising out of or in connection with this Agreement, or the breach, termination or invalidity thereof, the parties submit to the exclusive jurisdiction of the Swedish courts.

On behalf of National Library of Sweden:

On behalf of the Journal:

Anna Lundén, Head of division Research
Collaboration

Signature of the Society

Date

Date

Signature of the Editor-in-Chief

Date

This Agreement has been entered into today as above and has been prepared in three (3) originals, of which each of the Parties has received one (1) original copy.

APPENDIX 1 – Guiding Principles and Best Practices

To ensure that the journals hosted on the Platform adhere to established standards for scholarly publishing as a mark of quality, KB encourages the Journal to follow the principles of transparency best practices in scholarly publishing as 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 guidelines adhere to both the Journal and KB.

To maintain the integrity of the scholarly record and the rights of authors who are submitting their content to be published in the Journal, it is recommended that the Editor-in-Chief creates editorial routines and reviewer instructions in accordance with guidelines about ethical editing as established by the Committee on Publication Ethics (COPE).

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APPENDIX 2 – Technical Requirements

The Editor-in-Chief, in consultation with the authors, is responsible for the correct submission of metadata and manuscript files according to a standard appropriate for scholarly publishing.

Articles to be published in the Platform should be formatted and tagged according to a standard appropriate for scholarly publishing, ensuring that the permanent record is easy to cite and read.

The recommended metadata standard used by the Platform is providing options to deposit metadata according to CrossRef guidelines, which is a requirement to obtain a DOI for published items.

The recommended publishing formats are PDF and XML to ensure that both humans and machines can read published material.

The recommended XML standard is the JATS format.

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