

## **Open Access Publishing Support - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 This policy outlines the university's commitment to supporting open access publishing by providing financial support for the article processing charges (APCs) or publication fees associated with publishing in open access journals.

### **2.0 Scope**

- 2.1 This policy applies to all full-time faculty members, research staff, and graduate research students at the American University of Iraq – Baghdad (AUIB) who have published or plan to publish in (ranked in minimum Q3 journals) Q1 or Q2 Scopus or ISI-indexed open access journals as either first, co-first, or corresponding author.

### **3.0 Definitions**

- 3.1 Article Processing Charges (APCs) - fees charged by open-access but ranked journals to cover the costs of publishing.
- 3.2 Q1 and Q2 - quartile rankings indicating the impact and quality of journals, with Q1 being the highest. Recognizing that different disciplines have varied publication practices, Deans may designate equivalent impact and quality for other publishing events such as books, conference proceedings, and journals outside standard quartile rankings.
- 3.3 Scopus - a bibliographic database containing abstracts and citations for academic journal articles.
- 3.4 ISI-indexed - refers to journals indexed by the Institute for Scientific Information, known for its high standards.
- 3.5 First author - the primary contributor to the research paper.
- 3.6 Co-first author - a contributor who shares primary responsibility for the research paper with another author.
- 3.7 Corresponding author - the author responsible for managing the communication about the manuscript during the submission process and handling correspondence about the paper post-publication.

### **4.0 Policy**

- 4.1 AUIB recognizes the value of open access publishing in increasing the visibility and impact of research, and is committed to supporting its faculty, research staff, and students in this endeavor.
- 4.2 AUIB will provide financial support, subject to approval of University Research Board (URB), and availability of funds, for the APCs or publication fees associated with publishing

in Q1 or Q2 Scopus- or ISI-indexed open access journals. The publication fees should be allocated in the proposed budget of each college.

- 4.3 The Dean of each college has the authority to allocate funds within the college's budget, particularly regarding the offsetting of research publishing costs. This includes determining which publishing expenses—such as journal article processing charges, book publication fees, or conference proceeding costs—should be supported, in alignment with the strategic priorities and financial resources of the college

## **5.0 Procedures**

- 5.1 To request support, the author must provide proof of acceptance for publication in Q1 or Q2 Scopus or ISI-indexed open access journal and the amount of the APC or publication fee.
- 5.2 As several publishers might offer discounts on APC or publication fee for authors, the author should check with the publisher to see if the the author is eligible for a discount. Proof of the actual publishing cost, or alternatively, a statement indicating that a publishing discount was requested, must be provided when seeking reimbursement or financial support for research publishing expenses.
- 5.3 If there are co-authors not affiliated with AUIB, they should provide a letter stating that they cannot support publication fees.
- 5.4 The author should then submit the request and supporting documentation to the Dean of the author's college. The Dean reviews the request to ensure funds are available within the college's annual budget and submits recommendation to the office of the Vice President of Research (VPR).
- 5.5 The VPR reviews the request, submits a recommendation to the President, and makes the necessary arrangements to pay the APC or publication fee.
- 5.6 The university reserves the right to limit the amount of support provided and to prioritize requests based on the university's priorities and available funds.

## **Related Policies and Documents**

Research Ethics Policy  
Grant and Funding Policy  
Intellectual Property Policy