USCSOMG Biomedical Sciences Department
Policy on Payment of Publication Fees

Ultimately, decisions regarding funding of fees associated with publication of scholarship are at the discretion of the department Chair on a case-by-case basis. The following guidelines are meant to assist in that process.

When the faculty member has applicable external funding, publication fees should be paid for out of those funds. The faculty member requesting funding of publication fees should be the principal investigator, regardless of the listed order of authorship of the publication itself. The department Chair may set a policy as to limitations on the amount of funding available to each faculty member as well as whether applications for funding must occur prior to submission of the scholarship for possible publication or are permissible at the point of acceptance for publication.

To apply for funding for article processing charges (APCs) associated with publication in an open source journal, all of the following criteria should be met:

1) The journal must be fully open access (that is, the entire journal must be freely available to the public and not charge a subscription fee). Journals with a hybrid open-access model or delayed (embargo period) open-access model are not eligible.
2) The journal must be listed in the Directory of Open Access Journals (DOAJ), unless the journal is too new for DOAJ eligibility: [www.DOAJ.org](http://www.DOAJ.org)
3) The journal must be a member of the Open Access Scholarly Publishers Association (OASPA, [http://oaspa.org/membership/members](http://oaspa.org/membership/members)) or, if not, adhere to its code of conduct ([http://oaspa.org/membership/code-of-conduct](http://oaspa.org/membership/code-of-conduct)).
4) The journal’s publisher must not be included in Beall’s list of potential predatory open-source publishers: [http://scholarlyoa.com/publishers/](http://scholarlyoa.com/publishers/)

The faculty member seeking funding needs to provide to the Chair documentation that the funding request meets the stated requirements and that the choice of publication venue is an appropriate one in light of the faculty member’s discipline and the potential effect on the reputation of both the faculty member and the institution.

Librarians are available to assist faculty in researching the information needed to ensure that the choice of publication venue is appropriate and that the faculty member can make a strong case for that choice (Faye Towell, 455-3099 - ftowell@ghs.org or Loretta Westcott, 455-8938 - lwestcott@ghs.org). Such information may include whether the journal is a member of the DOAJ and OASPA, where it is indexed, its readership, impact factor, reputation, etc. Additional resource to consult: [http://university.ghs.org/wp-content/uploads/2014/02/Open-Access-Publishing-for-GHS_CU_USC.pdf](http://university.ghs.org/wp-content/uploads/2014/02/Open-Access-Publishing-for-GHS_CU_USC.pdf)