OAPEN Open Access Books toolkit

What you want to know about OA book publishing – otherwise, please let us know! info@oapen.org

https://oabooks-toolkit.org
For authors

This toolkit aims to help book authors to better understand open access book publishing and to increase trust in open access books. You will be able to find relevant articles on open access book publishing following the research lifecycle, by browsing frequently asked questions or by searching with keywords.
Research life cycle

The toolkit makes use of a typical research lifecycle, consisting of the following eight stages. Click on each stage to find related articles.

- Planning and Funding
- Conduct Research
- Consider Publishing Options
- Write & submit manuscript
- Peer review
- Book contract and License
- Book is published & disseminated
- Research is reused
Keywords

Find articles through the following keywords.

Glossary

Glossary of terms used in the Toolkit. Click on a term for a short definition and links to relevant articles.

While viewpoints on exact definitions for these terms may differ, the Editorial Advisory Board has agreed on the definitions based on their expertise and various available sources.

We welcome feedback and thoughts on the glossary which will be considered during the regular update cycles.

A
Academic-Led Presses
All rights reserved
Altmetrics
Author accepted manuscript

B
Bibliodiversity
Bibliometrics
Book processing charge

C
Copyright
Creative Commons

D
Diamond open access

E
Early view

F
Funding

G
Global South
Gold open access
Gratis open access
Green open access

H
Hybrid open access

I
Impact
Indirect costs

L
Libre open access
Licence

M
Miniaturisation

P
Peer review
Persistent identifier
Plan S
Predatory publishers
Preprint
Public scholarship

R
Repository
Research data

S
Self-archiving
The OAPEN Open Access Books Toolkit covers specific topics related to open access books. Each article offers a quick and brief introduction to a particular aspect of open access book publishing. The toolkit also serves as a signposting tool: articles include a list of sources referenced, further reading and links to definitions of key terms.

**Research life cycle**

The toolkit makes use of a typical research lifecycle, consisting of the following eight stages. Click on each stage.

- Planning and funding
- Conduct research
- **OAPEN**
- For authors
- This toolkit aims to help book authors to better understand open access book publishing and to increase trust in open access books. You will be able to find relevant articles on open access book publishing following the research lifecycle, by browsing frequently asked questions or by searching with keywords.

- Life cycle
- FAQ
- Keywords

OA Books Toolkit
Types of publisher and publishing services

There are multiple types of publisher which differ in their approaches and operating models but offer broadly similar services. This article details the types of publisher (or presses), the services you should expect and some of the charges you might encounter.

Types of publisher

<table>
<thead>
<tr>
<th>Type of publisher</th>
<th>About</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial publishers</td>
<td>Commercial publishers are not affiliated to an academic institution. They have a for-profit business model, so money made in excess of operating costs might be paid to shareholders.</td>
<td>Springer Nature, Taylor and Francis, Bloomsbury Publishing, Brill Publishing, Cappelen Damm/NOASP, De Gruyter. Some well-known publishers are owned by, or imprints of, these organisations, e.g., Palgrave Macmillan (Springer Nature), Routledge (Taylor &amp; Francis).</td>
</tr>
<tr>
<td>University presses</td>
<td>University presses are attached to a university/universities, and often receive financial support from them. They might receive academic support, e.g., peer reviewers or editorial boards might be drawn from the university’s academic staff. If the press makes money in excess of its operating costs, this might be returned to the university.</td>
<td>Cambridge University Press, Oxford University Press, Manchester University Press, Harvard University Press, Michigan University Press.</td>
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<tr>
<td>New university presses (NUPs)</td>
<td>These are university presses established since the 1990s, often explicitly to publish open access books. In many other respects, they are run like a university press. However, as with library publishing (see below), NUPs are often library-led, albeit with an academic-led steering group or editorial board.</td>
<td>UCL Press, White Rose University Press, Huddersfield University Press, University of Westminster Press, Lever Press, Amherst College Press, Stockholm University Press, ANU Press, UTS ePRESS.</td>
</tr>
<tr>
<td>Academic-led presses (ALPs), also known as scholar-led presses</td>
<td>These are presses that are not affiliated to an institution, but are run by academics. They are almost all not-for-profit, meaning any money made in excess of operating costs is reinvested into the running of the press. As with NUPs, many of these presses were founded specifically to publish open access books.</td>
<td>Open Book Publishers, punctum books, Mattering Press, meson press, Open Humanities Press (which together make up the ScholarLed consortium). The Radical Open Access Collective has a useful <a href="#">directory of academic-led presses</a>.</td>
</tr>
<tr>
<td>Library publishing</td>
<td>Some academic libraries provide publishing services, commonly producing journals but sometimes including books. They might work in tandem with a university press at the same institution.</td>
<td>The Library Publishing Coalition has a <a href="#">helpful list of libraries</a> that produce books.</td>
</tr>
</tbody>
</table>

### Services

Most reputable publishers offer a range of services, typically including:

- Peer review
- Editorial support in developing the manuscript (usually in response to peer review)
- Copy-editing
Costs

Publishers sometimes charge authors for certain services. These can include:

- **book processing charge (BPC):** some publishers charge a fee to publish a book open access;
- **editorial services:** some publishers require the author to pay for these. Alternatively, if your book requires extensive copy-editing, a press might charge for the additional work involved;
- **indexing:** publishers typically expect the author to provide an indexed manuscript, but will provide an indexing service for a fee;
- **image management:** if your book includes a large amount of third-party material (e.g. images, video, audio), a publisher might charge a fee to assist with clearing the rights and for the additional typesetting work.

If a publisher charges a fee, you should establish exactly what services you expect to receive. The costs should be laid out transparently in advance (See [How to choose a publisher for your open access book](#).)

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#### Source acknowledgements:

#### References:

Business models for open access book publishing

As open access ebooks are freely available for everyone to read, additional revenue sources are required to help cover the costs of publication. A variety of business models are used to support open access books, including, but not limited to, book processing charges, institutional subsidy, library membership and freemium models.

Publishers use a variety of different business models to support open access book publishing. Some of these models require a fee to be paid by the author’s funder or institution, but many do not.

Open access book models

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>Example publishers / service providers</th>
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<tbody>
<tr>
<td>Book processing charge (BPC) / Open Access fee</td>
<td>A fee is charged by the publisher in order for the ebook to be made open access; usually all ebook formats will be open access. The fee is typically paid by the author's funder or institution.</td>
<td>Bloomsbury, Brill, CUP, De Gruyter, Elsevier, InTechOpen, MDPI, OUP, Springer Nature (incl. Palgrave Macmillan), Stockholm University Press, T&amp;F (incl. Routledge), University of California Press (Luminos)</td>
</tr>
<tr>
<td>Freemium</td>
<td>A version of the ebook is made open access or freely</td>
<td>Cambridge University Press, OECD, Open</td>
</tr>
<tr>
<td>Business Models</td>
<td>Description</td>
<td>Publishers</td>
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<tr>
<td>Freemium</td>
<td>A version of the ebook is made open access or freely available at no charge to the author; the free access is subsidised by other revenue sources, such as sales of other e-formats, print sales, and/or library membership fees.</td>
<td>Cambridge University Press, OECD, Open Book Publishers, OpenEdition, Open Humanities Press, Punctum Books</td>
</tr>
<tr>
<td>Institutional subsidy / New University Presses (NUP)</td>
<td>An institution subsidises publication at an open access press based at or associated with the institution. Fees may not apply or may be discounted; academics based at the institution may receive additional discounts or fee waivers.</td>
<td>Lever Press, UCL Press, University of Huddersfield Press, White Rose Press</td>
</tr>
<tr>
<td>Library Membership</td>
<td>Libraries or other institutions pay an annual membership fee to a publisher that underwrites some costs of making books open access; the member institution and/or its authors may receive additional benefits such as discounts on book processing charges (BPCs).</td>
<td>Open Book Publishers, Punctum Books, University of California Press (Luminos)</td>
</tr>
<tr>
<td>Library consortium (&quot;Institutional crowdfunding&quot;)</td>
<td>Libraries pledge a fee towards making a collection of books open access, covering some or all of the costs between them. Once enough libraries have confirmed participation and the target amount is achieved, the collection is made open access.</td>
<td>Knowledge Unlatched, Transcript</td>
</tr>
<tr>
<td>Subscribe to Open</td>
<td>Libraries subscribe to or purchase specified collections of closed-access books, which may include backlist titles. The subscription fees are used to fund open access for newly published books.</td>
<td>Central European University Press, Liverpool University Press, MIT Press, University of Michigan Press</td>
</tr>
<tr>
<td>Crowdfunding</td>
<td>Individuals pledge fees to make a book open access; once enough individuals have confirmed participation and the target amount is achieved, the book is made open access.</td>
<td>Unglue.it (typically in collaboration with publishers, e.g., CUP, OBP), self-published authors</td>
</tr>
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</table>
How to choose a publisher for your open access book

As with any book proposal, when choosing a publisher for your open access book you should consider whether they publish high-quality work in your subject area, but also explore important issues including licensing, fees and discoverability.

Many academic publishers produce open access books, including university, commercial and academic-led publishers (see Types of publishers and publishing services). A publisher should give clear information on their website about the services they offer and any fees involved, the open access model they offer and their peer-review processes. They should provide accurate contact details, including a named contact, phone number and physical address.

Consider whether the publisher is a member of OASPA and thus fulfils the OASPA membership criteria, and consult sources, such as the OAPEN list of publishers, which indicate compliance with the access requirements of European research funders. You do not need to restrict your search to publishers on these lists, but they are a useful starting point. The website “Think, Check, Submit” helps authors to determine if a publisher is trustworthy, by providing a checklist for books.

Other important aspects to consider when choosing a publisher for your open access book include:
Members

The following organisations and individual publications are recognised as Members of OASPA. Approved members have been through a rigorous application review process and adhere to OASPA’s Code of Conduct.

Professional Publisher (Small)

- AboutScience Srl
- Academic Studies Press
- African Minds
- American Physiological Society
- Beilstein-Institut
- Business Perspectives
- California Digital Library
- Cognitio
Books & Chapters

The checklist is a tool that will help you discover what you need to know when assessing whether or not a publisher is suitable for your research.

Languages

You can now read Think. Check. Submit. in the languages listed below.

If you'd like to help us get the message out more widely, and can
Collective, Connected, Sustainable

A charity bringing together publishers, publishing service providers, and scholarly libraries to secure the diversity and financial futures of open access
The OAPEN Open Access Books Toolkit covers specific topics related to open access books. Each article offers a quick and brief introduction to a particular aspect of open access book publishing. The toolkit also serves as a signposting tool: articles include a list of sources referenced, further reading and links to definitions of key terms.

**Research life cycle**

The toolkit makes use of a typical research lifecycle, consisting of the following eight stages. Click on each stage:

1. Planning and funding
2. Conduct research
3. Write
4. Publish
5. Bookmark
6. Convert
7. Add your content
8. Share

**For authors**

This toolkit aims to help book authors to better understand open access book publishing and to increase trust in open access books. You will be able to find relevant articles on open access book publishing following the research lifecycle, by browsing frequently asked questions or by searching with keywords.
Copyright

Copyright, like patents and trade marks, is a form of intangible property ("intellectual property") in certain kinds of original work. It is different from the property which may exist in the physical forms or media in which the work happens to be embodied (of which there may be a very large number), and the two kinds of right will not necessarily, or even very often, be vested in the same person. So an author may own literary copyright in the words, while a publisher may own typographical copyright in a published edition, and others may own separate software (or other) rights in any online services or websites used, all of which are different from the physical ownership of a printed book purchased in a bookshop (The British Academy & The Publishers Association, 2008).

The following toolkit article(s) mention(s) this glossary term:

Choosing a licence
Contracting and copyright
How will researchers use, re-use and build upon my research?
Choosing a licence

Copyright and licensing are two important considerations when publishing an open access book. There are different Creative Commons (CC) licences which allow for your open access book to be used and shared in different ways. Sometimes your funder will specify which licence type the open access book must be published under so it is best to check this first. In addition, some publishers do not offer all of the various licence types, or they might charge a different rate for the book processing charge (BPC) depending on the licence type you require. It is also worth checking who would retain copyright.

Choosing a licence

There are six types of CC licence and all of them require the user to attribute the original work back to you. You might be familiar with some of the licences if you have ever checked the usage rights field in the advanced settings of a Google image search. All CC licences include these first two acronyms:

- CC: Creative Commons (the type of licence)
- BY: attribution (the copyright holder must be acknowledged)

You might also see 4.0 — this is the current version of the licence and it is updated by Creative Commons every few years.
Creative Commons (CC)

Creative Commons (CC) is a non-profit corporation dedicated to making it easier for people to share and build upon the work of others within the framework of national copyright laws. The CC suite of free copyright licenses provides a simple, standardized way to give users permission to share and use creative and scholarly work. There are six types of CC licence.

Six types of CC licence:

<table>
<thead>
<tr>
<th>Licence designation</th>
<th>Licence name</th>
<th>What does this mean for you as an author?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC BY</td>
<td>Attribution</td>
<td>The most liberal of the Creative Commons licences apart from CC0 Public Domain Dedication (see below). This licence allows others distribute, remix, tweak, and build upon your work - even commercially - provided they credit you for the original creation and work is not altered in such a way that unusual associated with the CC BY licence is likely to lead to confusion or misunderstanding about the source of the work.</td>
</tr>
</tbody>
</table>

Source acknowledgements:

- The table ‘Six types of CC licence’ was informed by Collins E., Ellen M., & Stone G. (2013). Made available under a CC BY 3.0 Licence. https://creativecommons.org/licenses/by/3.0/

References:


Further reading:

- About CC licenses https://creativecommons.org/about/cclicenses/
Is a Rights Retention Clause needed for OA books?

Dr. Rupert Gatti is a Fellow and Director of Studies in Economics at Trinity College, Cambridge, and co-founder of the non-profit Open Book Publishers.

In recent discussion about funder-imposed Rights Retention Strategies (RRS) I realised that an important consideration for funders of Open Access (OA) books and book chapters is the ability to republish the works in simplified form, or with added educational content, and to use the financial information from OA releases to support the research community.
The OAPEN Open Access Books Toolkit covers specific topics related to open access books. Each article offers a quick and brief introduction to a particular aspect of open access book publishing. The toolkit also serves as a signposting tool: articles include a list of sources referenced, further reading and links to definitions of key terms.

Research life cycle

The toolkit makes use of a typical research lifecycle, consisting of the following eight stages. Click on each stage below.

Planning and funding

Conduct research

Author success stories
Author success story

Context about the author:


Please provide some background information on the research project, book origin, adjacent research, and/or network enabling the book.
I think that academia in Latin America (and the global South more broadly) can definitely benefit. My previous book provoked interest but it was hard to get hold of. The response from Latin American scholars to the new book being open access has been very positive. More equitable distribution of knowledge is an important issue there.

How do you think society at large can benefit from your book being OA?

It's potentially a chain of influence. I study programs that aim to use music education to have a positive influence on society. My book is intended to offer constructive criticism of the dominant model and thereby to facilitate its improvement – to increase the social benefit of such work. My book being open access increases its potential readership and therefore impact. So in the best-case scenario, and over a period of many years, my book being open access could benefit society.

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References:

Rethinking Social Action through Music: The Search for Coexistence and Citizenship in Medellín's Music Schools

- Baker, Geoffrey - Open Book Publishers, 2021
- ISBN 9781800641266
- DOI 10.11647/08P.0243
Author success story

Context about the authors:

- **Scott L. Greer, PhD** is Professor of Health Management and Policy, Global Public Health, and Political Science (by courtesy) at the University of Michigan and is also Senior Expert Advisor on Health Governance for the European Observatory on Health Systems and Policies. He researches the politics of health policies, with a special focus on the politics and policies of the European Union the politics of public health, and the impact of federalism on health care. Before coming to Michigan, he taught at University College London.

- **Elizabeth J. King, PhD, MPH**, is an Associate Professor in Health Behavior and Health Education in the School of Public Health at the University of Michigan. She is also Associate Director of the Center for Russian, East European, and Eurasian Studies. As a global health scholar, she studies women's health, gender-equitable access to prevention and health care services, and disparities in engagement in HIV care and treatment. The majority of her research focuses on Russia, where she has more than 15 years of experience. She has also conducted research in Kazakhstan, Serbia, Ukraine, Ethiopia, and Uganda.

- **Elize Massard da Fonseca, PhD**, holds a doctorate in Social Policy from the University of Edinburgh and in Public Health from the National School of Public Health in Brazil. She is a non-resident Visiting Fellow at the Latin America and Caribbean Centre and Assistant Professor of Public Administration at the São Paulo School of Business Administration, Getúlio Vargas Foundation (EAESP/FGV) in Brazil. Her research relates to political institutions, political economy (qualitative) of public health policies, and pharmaceutical regulation in Latin America.

- **André Peralta-Santos** is a medical doctor and a public health specialist.
How do you think society at large can benefit from your book being OA?

Public policymakers were a particular target audience for our book, so they could use the information we had learned and structured to strengthen their responses to later phases of the pandemic. There are also concerned citizens around the world who we hope will be able to access vetted information that they can be confident in amidst a sea of misinformation. We’re pleased to see the book already being cited on Wikipedia pages, for example.

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References:

Coronavirus Politics: The Comparative Politics and Policy of COVID-19 / Greer, Scott; King, Elizabeth; Massard da Fonseca, Elize; Peralta-Santos, André. - University of Michigan Press, 2021

- ISBN 9780472038626
- DOI 10.3998/mpub.11927713
Common myths about open access

This section aims to dispel some of the myths around open access publishing and includes sub-sections on print, peer review, quality and prestige, book processing charges, third party copyright and plagiarism.

In order to encourage and enable scholars to embrace open access, it is important to dispel a number of myths and address some of the concerns around this subject. The questions below represent frequently asked questions in open access book workshops and discussions with authors, libraries, and publishers.

Does open access mean the end of print?

Open access and print can happily coexist; many publishers, including ‘fully’ open access publishers, also produce print copies. In fact, the revenue from print sales can help to support publishers to make books available OA. The UUK evidence report states that "there will always be a need for print purchases, and it is not the intention of open access to replace physical copies" (UUK, 2019).
Myth: Open access for books is only affordable for funded authors from rich institutions

OA mythbusters episode 8: OA for books is only affordable for funded authors from rich institutions
Keywords

Toolkit articles tagged with keyword 'Funding'.

Eligibility criteria for grant applications

When writing your open access book, you may be able to apply for funding from a grant-making organisation, your institution, or your research funder. Specific requirements for such applications vary widely, but you should be aware of certain common eligibility criteria.

Overview of available funding

If your publisher requires that you provide funding to support the publication of your open access book via a book processing charge (BPC) or open access fee, you may be able to access funding from your institution or a grantmaking organisation. You or your publisher could also organise a crowdfunding...
Knowledge Base

The Knowledge Base is a collection of documents, such as reports, policies, survey results and statistics, relevant to Open Access (OA) policies regarding OA books in the European Research Area. The collection was created as part of the PALOMERA project. In a nutshell, PALOMERA seeks to understand why so few OA funder policies include books, and to provide actionable recommendations to change this.

Communities

Select a community to browse its collections.

Now showing 1 - 1 of 1

PALOMERA
Editorial Advisory Board

Who is responsible for this toolkit?
The Open Access Books Toolkit is a global and multi-stakeholder initiative. The toolkit is hosted by OAPEN. A broad and diverse Editorial Advisory Board is involved in the development and maintenance of the toolkit, including authors, publishers, research support staff, funders and other key stakeholders.

The toolkit was developed in close collaboration with Springer Nature and the University of Glasgow, with support from the universities of Oxford, Glasgow and Utrecht, who hosted a series of workshops during the development stage (see Story of this toolkit).

Editorial Advisory Board
The Editorial Advisory Board provides editorial support, which includes identifying new resources, suggesting changes and maintaining regular update cycles.

Niels Stern, Director OAPEN Foundation & Co-director DOAB Foundation (Chair)
Lotte van Aalten, Publisher Relations Manager, OAPEN Foundation (Main contact)
Margo Bargheer, Head of Electronic Publishing, Göttingen University Press
Lucy Barnes, Editor and Outreach Coordinator, Open Book Publishers
Christina Emery, Senior Marketing Manager, Thought Leadership Programmes, Springer Nature
Elco Ferwerda, Independent
Doris Haslinger, Programme Management Stand-Alone Publications Humanities and Social Sciences, Austrian Science Fund (FWF)
Andrew Joseph, Digital Publisher, Wits University Press
Koen Leurs, Assistant Professor Gender & Postcolonial Studies, Utrecht University

Valerie McCutcheon, Research Information Manager, University of Glasgow
Lucy Montgomery, Professor Internet Studies, Curtin University
Sotiria Psoma, University Lecturer BioScience and Technology, The Open University
Ros Pyne, Global Director, Research and Open Access, Bloomsbury
Claire Redhead, Executive Director, OASPA
Jeroen Sondervan, Project Leader Open Access & Open Science Programme, Utrecht University
Toby Steiner, Product Manager & COO, Thoth Open Metadata
Graham Stone, Senior Programme Manager Open Access Monographs, Jisc

Support
OAPEN invites stakeholders in scholarly communication to help cover costs for ongoing maintenance and further development of the toolkit. For more information (See Support the toolkit).

If you would like to receive updates about the toolkit, please sign up to the newsletter here.

Contact
The main contact for the toolkit is Lotte van Aalten, Publisher Relations Manager, OAPEN, l.vanAalten@oapen.org.

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https://doabooks.org |
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https://oabooks-toolkit.org