Guidelines on funding open access publications

1. Introduction

Open access (OA) stands for unrestricted and free-of-charge access to academic literature. Under the ZHAW's Open Access Policy, ZHAW students and staff are expected to make their publications publicly accessible whenever possible in keeping with OA principles.

The ZHAW University Library supports staff and students with a wide range of advisory and service offerings. The following rules apply to the funding of any OA publication fees from the institutional publication fund.

2. Scope

These Guidelines apply to the entire ZHAW, including its business and organisational units.

3. Rules for covering OA publication fees

The following **general rules** apply to all publications:

1. Publications by ZHAW staff and ZHAW students who fulfil the role of “corresponding author”[1] during the publication process are eligible for funding. The publication to be funded must have been produced during the period of employment or study at the ZHAW and must be related to the work carried out at the university. The affiliation with the ZHAW[2] must be clearly named in the publication. Students are eligible for publication funding at the request of a ZHAW lecturer.
2. Publications eligible for funding must be published under a Creative Commons (CC) BY licence and clearly labelled as OA publications. Other open licences can only be accepted upon well-founded request.
3. The publication fund operates according to the “first come, first served” principle. Applications for covering OA publication fees must be made immediately before a publication is submitted to a publisher. There is no guarantee that all funding applications will be approved.
4. In the case of publications produced as part of third-party funded projects, any OA publication fees must be covered by the project funds and not by the publication fund.

In addition, the following applies to **journal articles**:

5. The article must be published in an academic journal listed in the Directory of Open Access Journals (DOAJ).
6. Article processing charges (APCs) are covered up to a maximum of CHF 2,500 (excl. VAT) per article. Partial funding for higher APCs is not possible.

In addition, the following applies to **books**:

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[1] The “corresponding author” is typically the author who serves as the contact person for the publisher and the publication’s readers.

[2] In the case of several affiliations, the ZHAW Zurich University of Applied Sciences must be named as the first affiliation. Further information can be found in the “Information sheet on naming ZHAW affiliations in publications”.

7. Funding for book processing charges (BPCs) for book publications is subject to a case-by-case assessment[3] of the publisher contract by the University Library. The publishing contract must specify that the publication be made freely available by the publisher immediately upon publishing it. In addition, the publication must go through a review process (peer or editorial review).
8. The selected publisher should have its OA books registered in relevant databases such as DOAB and/or OAPEN or at least meet the necessary requirements.
9. BPCs are covered up to a maximum of CHF 8,000 (excl. VAT) per book. Partial funding for higher BPCs is not possible.

In addition, the following applies to **book chapters**:

10. Funding for book chapter processing charges (BCPCs) is only permitted if the entire book is published in open access. Individual chapters in otherwise not freely accessible books are excluded from funding.
11. BCPCs are covered up to a maximum of CHF 2,500 (excl. VAT) per book chapter. Partial funding for higher BCPCs is not possible.

4. Procedure for OA publications

In the case of publications resulting from projects funded by third parties such as the Swiss National Science Foundation (SNSF), the authors should first clarify whether the funding organisation will cover the OA publication fees.

For journal articles, the ZHAW has special agreements in place with several publishers (so-called read-and-publish or transformative agreements) through which any OA publication fees can be settled directly. Information on current publishing agreements and the next steps can be found, for example, on the website of the University Library. After reviewing the contract details[4], the manuscript can be submitted to the publisher directly, taking account of instructions provided. Further clarifications are not generally required.

If no such publishing agreement exists and no third-party-funding of OA publication fees is possible, the application for open access publication funding (in German) must be completed. The University Library reviews all incoming applications and provides a prompt and binding response as to whether the funding request can be approved as well as information on the next steps. The application for the funding of OA publication fees must be completed immediately before the submission of the manuscript to a publisher (approx. two to three weeks).

5. Contact

The central contact for questions relating to these Guidelines is the ZHAW University Library (openaccess@zhaw.ch). The Open Access team is also available for any questions relating to other aspects of academic publishing as well as suggestions for promoting further OA models, projects, publications platforms and infrastructures.

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[3] During the case-by-case review, the ZHAW University Library is guided by the "Quality Standards for Open Access Books" of the Working Group of University Presses.

[4] Specific details must be taken into account for each publisher agreement, such as the journal portfolio covered by the agreement, the article types included, the validity period of the agreement and information on any quotas. Financial OA support provided via these publisher agreements is not part of these Guidelines and, in some cases, may follow different criteria.

6. Regulation information

The original German version of these regulations:
Z_RL_Richtlinie_Open_Access_Publikationsfoerderung.pdf

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3.0.0	28/01/2025	Managing Director	01/01/2025	Comprehensive revision, modified rules and document design
3.1.1			20/07/2026	Minimal changes