DIAMAS

Developing Institutional Open Access Publishing Models to Advance Scholarly Communication

# DIAMAS Survey Questionnaire and Glossary

A supplement to the DIAMAS Landscape Report

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DISCLAIMER

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# Introduction to the survey questionnaire

The processes involved in creating, translating and disseminating the questionnaire are described in the Landscape Report's chapter 'Description of the survey and the surveying process'.

The survey questionnaire was structured as described in the table on the next page.

The survey was translated to a number of languages, for information on the translation process see the Landscape report. The intention was that all language versions should be identical in content.

Only the English version is included here. The other languages used, were

- German
- French
- Spanish
- Italian
- Polish
- Croatian
- Turkish
- Ukrainian
- Romanian



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| Sections and question numbers | Topics of the questions |
|---|---|
| 1 - Introduction [Q1] | • Identifying information<br>• Contact details<br>• Updating preferences |
| 2- General service features [Q2-10] | • Country<br>• Languages of publications<br>• Membership of associations, coalitions and declarations<br>• Parent organisation details<br>• Employee/staff numbers<br>• IPSP type<br>• Type of services<br>• Type of output published/supported with services<br>• Size: number of journals/articles/books/conference outputs<br>• Academic disciplines covered |
| Permissions | • Input on which respondent provided data can be shared publicly |
| 3- Costs, funding, income [Q11-21] | • Budget<br>• Income and expense monitoring<br>• In kind support<br>• Use of external services<br>• Willingness to consider cost-saving collaborations<br>• Collaboration experiences<br>• Funding types and stability |
| 4- Governance [Q22-24] | • Existence of formal description of activities<br>• Oversight<br>• Community governance |
| 5- Open Science [Q25-30] | • Open Access shares [question only for IPs]<br>• Open Access policies and issues therein<br>• Copyright and licensing<br>• Open peer review [question only for IPs]<br>• Date sharing policy<br>• Contributor roles |
| 6 -Editorial quality, editorial management and research integrity [Q31-33] | • Editorial management responsibility and tasks<br>• Editorial quality involvement and guidelines<br>• Peer review types<br>• Research integrity policy |
| 7 - Technical service efficiency [Q34-42] | • Types of service provided<br>• Maintenance of services and infrastructure<br>• Publishing system<br>• Persistent Identifiers<br>• Metadata openness<br>• Technical content formats<br>• Archiving policy and services used<br>• Technical challenges |
| 8 - Visibility (including indexation), communication, marketing and impact [Q43-49] | • Indexing activity and indexing challenges [question only for IPs]<br>• Community outreach<br>• Data protection<br>• Privacy policy<br>• Publication of various types of metrics |
| 9 - Equity, Diversity, Inclusion and Belonging (EDIB) [Q50-59] | • Addressing EDIB issues<br>• Accessibility policy and requirements compliance<br>• Language support<br>• Multilingual output<br>• Language diversity measures |

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# The survey (in English)

The following 33 pages are a PDF of the survey, downloaded from Qualtrics. Only the English version is available here.

Words in blue were linked to a glossary, explaining their meaning in our context. The glossary linked to is included here, after the survey document itself. The glossary was translated to the same languages as the survey, the English version is the one included here.

Some comments:

Pp. 30-33 are blank. The survey ended on p. 29, why Qualtrics added these last four blank pages, is not known to us.

Q2: This is a drop-down menu, where only the first choices are shown.



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DIAMAS

English (United Kingdom)

Introduction

# DIAMAS Project: OA Diamond and Institutional publishing landscape survey

## Aims and background

DIAMAS is a new EU-funded project which aims to support Open Access Diamond and institutional publishing by setting new standards, increasing visibility, and promoting the sustainability of a diverse publishing landscape. The project is issuing this survey as a starting point to understand the landscape of institutional publishing in Europe.

With this survey, we hope to map how this sector of scholarly communication is currently organised in order to understand existing challenges and begin to develop resources, tools, policies and strategies which support the relevant stakeholders.
By “OA Diamond and institutional publishing”, we understand publishing by an institution, unit, or person that is part of an institution. An ‘institution’ is defined in the DIAMAS context as an academic organisation or unit whose main mission and scope is to perform, fund, or promote the practice of research and scholarship. Special attention will be paid to publishing initiatives that do not charge fees for publication to either authors or readers (OA Diamond)

The information we collect will be used to develop a range of outputs and tools which will offer practical help to institutional publishers. Through the landscape mapping conducted in this survey, DIAMAS will create a registry of “institutional publishing service providers”, building a community ready to share knowledge and collaborate. A series of best practices, policy recommendations, and guidelines will be created to help strengthen the community and set evidence-based quality standards.

The work of the project will culminate in an online portal which can be used by the community to retrieve information and guidance. In order to effectively do this, your input is essential.

Respondents have until **30 April** to complete the survey.

## Who should complete the survey?

In short, Institutional Publishing Services Providers (IPSPs) from the European Research Area.

By IPSP, we understand a service provider that provides services to authors and publishers for institutional academic publishing. These services may be provided by the institutional publisher itself (in

which case the institution publisher is also the IPSP) or by other entities inside or outside the institution.

Within each IPSP, persons with a good overview of publishing activities, including the provision and organisation of related services, should complete the survey. Answers can be saved and returned to at a later stage if respondents must consult others to collect accurate information. We ask for one completed survey per organisation.

**Survey structure**

The survey is divided into nine sections:

1. Introduction questions
2. General service features
3. Costs, funding, and income streams
4. Governance
5. Open science practices
6. Editorial quality, editorial management, and research integrity
7. Technical service efficiency
8. Visibility (including indexation), communication, marketing, and impact
9. Equity, diversity, inclusion, and belonging (EDIB)

**Guidelines for completing the survey**

Please take the following guidelines into account when filling out the survey:

- A **glossary** has been created to support this survey. If you encounter terminology in questions that you would like to clarify, please refer to our glossary here.
- The survey should be filled out by the people with an overview of all publishing activities. Please note that **only one response per IPSP should be submitted. However, consider that several IPSPs can be hosted by the same institution.**
- To facilitate collaboration between people and departments within your institution, please find [here] a printable PDF version of the survey. In case you need to consult with others within your institution, we suggest that you review the PDF version before you fill in the survey online. Please note that **only the online version** can be used to submit your final answers.
- When asked for a number, please provide a best estimate, do not spend much time looking up exact numbers. We need reasonably trustworthy numbers, as they will change over time exactness is not necessary.
- The survey should be answered, preferably, in a computer. The survey saves answers per page as you click the "**Next**" button and move to the following page. You can exit the survey if you wish and re-enter by copying the link you have received in the **same device and browser** from which you first accessed it. The pages you have filled in up to that point will be saved. Please note that you will also be able to go back and make changes to your answers before submitting them.
- The survey has a total of 61 questions and takes approximately 60 minutes to complete.

Please press the "**Submit**" button at the end of the survey. Otherwise, your answers will not be recorded. After submitting the survey, you will be automatically redirected to an overview of your answers, which

can be saved as a PDF.

**Technical assistance**

If you encounter technical issues while filling in the survey please contact the project team at surveysupport@diamasproject.eu. For general questions, visit the DIAMAS website's contact page.

**Privacy statement**

By default, the responses provided in this survey will be anonymised. Neither you nor your affiliation (institution/organisation/journal, etc.) will be identified in any future DIAMAS project outputs. Your participation in this study is confidential.

Personal data collected throughout the survey will be handled in accordance with the DIAMAS project's privacy policy.

**Do you agree with the Privacy Policy?***

- ○ Yes

**Introductory questions**

# 1. Introductory questions

| | |
|---|---|
| Institutional publisher and/or service provider name | |
| Service contact email | |
| Respondent name | |
| Respondent's job title/function | |
| Respondent email | |
| Website of service (URL) | |

**If we have questions on your response, may we contact you?**

- ○ Yes
- ○ No

**Would you like to receive updates on the DIAMAS project?**

- ○ Yes
- ○ No

*Please verify that you have entered a valid email address above, so we can contact you with the project updates.*

**General service features**

# 2. General service features

**Q2. In which country is the main address of the IPSP?**

Albania
Armenia
Austria
Belgium
Bosnia & Herzegovina
Bulgaria
Croatia
Cyprus
Czechia
Denmark (including Faroe Islands and Greenland)

**Q2.1. Please indicate the name of the country:**

**Q3. What are the languages most frequently used in the publications of the IPSP?**
*(Please rank up to five languages by indicating 1= most frequently used to 5= least frequently used)*

- Albanian
- Basque
- Belarusian
- Bosnian
- Bulgarian
- Catalan
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Faroese
- Finnish
- French
- Frisian
- Galician

- [ ] German
- [ ] Greek
- [ ] Greenlandic Inuktitut
- [ ] Hungarian
- [ ] Icelandic
- [ ] Irish
- [ ] Italian
- [ ] Latvian
- [ ] Lithuanian
- [ ] Luxembourgish
- [ ] Macedonian
- [ ] Maltese
- [ ] Moldovan
- [ ] Norwegian
- [ ] Polish
- [ ] Portuguese
- [ ] Romanian
- [ ] Romansch
- [ ] Russian
- [ ] Serbian
- [ ] Slovak
- [ ] Slovene/Slovenian
- [ ] Spanish
- [ ] Swedish
- [ ] Turkish
- [ ] Ukrainian
- [ ] Welsh

☐ Other (please specify) ☐

**Q4. Is the IPSP or its parent organisation a member of any of the following organisations/association/coalition?**

| | Yes | No | Don't know |
|---|---|---|---|
| National publisher/scholarly communication association | ○ | ○ | ○ |
| International Publishers Associations (IPA Academy) | ○ | ○ | ○ |
| Federation of European Publishers (FEP) | ○ | ○ | ○ |
| Open Access Scholarly Publishers Association (OASPA) | ○ | ○ | ○ |
| Online Publishers Association Europe (OPA Europe) | ○ | ○ | ○ |
| Association of European University Presses (AEUP) | ○ | ○ | ○ |
| Committee on Publication Ethics (COPE) | ○ | ○ | ○ |
| European Association of Science Editors (EASE) | ○ | ○ | ○ |
| Declaration on Research Assessment (DORA) | ○ | ○ | ○ |
| Coalition for Advancing Research Assessment (CoARA) | ○ | ○ | ○ |
| Principles of Open Scholarly Infrastructure (POSI) | ○ | ○ | ○ |
| Helsinki Initiative on Multilingualism in Scholarly Communication (Helsinki Initiative) | ○ | ○ | ○ |
| Transparency and Openness Promotion (TOP) Guidelines | ○ | ○ | ○ |

**Q5. Does the IPSP have a parent organisation?***

- ○ Yes
- ○ No
- ○ Don't know

**Q5.1. Please provide parent organisation's name:**

☐

**Q5.2. Please provide website (URL):**

**Q5.3. What is the relationship to the parent organisation?**

- Operating independently but owned or governed by the parent organisation
- Department of the parent organisation
- Part of department of the parent organisation
- Part of a library in the parent organisation
- Don’t know
- Other (please describe)

**Q5.4. Does the IPSP only provide services to its parent organisation?**

- Yes
- No
- Don't know

**Q6. What type of legal entity is the IPSP or its parent organisation?**

- Public organisation (e.g. university, research institute, laboratory, research organisation)
- Private not-for-profit organisation, (e.g. Charity, Foundation, Learned Society, or Association)
- Company (owned by Directors; limited liability)
- Corporation (owned by Shareholders)
- Don’t know
- Other (please describe)

**Q6.1. How many people are employed by the company or corporation?**

- < 250 employees
- > 250 employees
- Start-up

**Q7. How many paid staff are directly employed or contracted by the IPSP (i.e., editorial, production and operational staff in Full-Time Equivalent (FTE))?**

- None
- Less than 2
- 2–5
- 6–10
- 11–20
- 21–30
- More than 30

### Q8. What type of IPSP do you represent?

- ○ Institutional publisher (the entity that controls publishing operations)
- ○ Service provider to institutional publishers (an entity tasked by an institution or an institutional publisher with carrying out specific services)

### Q8.1. What kind of services do you provide?

- ☐ Editorial services (selection of manuscripts, administration of peer-review, etc)
- ☐ Production services (copy-editing, proofreading, typesetting, metadata etc)
- ☐ IT services (submission system, platform, website, etc)
- ☐ Communication services (marketing/dissemination, social media, etc)
- ☐ Administrative, legal and financial services (contracts, accounting, documentation, etc.)
- ☐ Training, support and/or advice on publishing policies and best practice
- ☐ None
- ☐ Don't know
- ☐ _____ Other (please specify)

### Q9. Which of the following does the IPSP publish or provide a service for? *(select all that apply)*

| | Publish | Service |
|---|---|---|
| Academic Journals | ☐ | ☐ |
| Academic Books | ☐ | ☐ |
| Conference output | ☐ | ☐ |
| Grey literature | ☐ | ☐ |
| Other research outputs (e.g. media, digital products) | ☐ | ☐ |
| Non-academic outputs | ☐ | ☐ |
| Other output formats (e.g. datasets, digital scholarship, software) | ☐ | ☐ |

### Q9.1. What is the number of academic/scholarly journals published in 2022?

- ○ 1
- ○ 2-5
- ○ 6-10
- ○ 11-20
- ○ 21-50
- ○ 51-100
- ○ More than 100

### Q9.2. How many scholarly articles in 2022?

- ○ 1-10
- ○ 11-50

- ○ 51-100
- ○ 101-200
- ○ 201-500
- ○ More than 500

**Q9.3. How many academic books in 2022?**

- ○ 1-10
- ○ 11-20
- ○ 21-50
- ○ 51-100
- ○ More than 100

**Q9.4. How many conference outputs in 2022?**

- ○ 1-20
- ○ 21-50
- ○ 51-100
- ○ 101-200
- ○ More than 500

**Q10. What disciplines does the IPSP mainly cover?** (*Please select all that apply)*

- ☐ Multidisciplinary
- ☐ Natural sciences
- ☐ Engineering and technology
- ☐ Medical and health sciences
- ☐ Agricultural sciences
- ☐ Social sciences
- ☐ Humanities
- ☐ Non-academic

**Permissions**

# Permissions

**One of the planned outputs of this project, is a publicly available registry of Institutional Publishing Service Providers (IPSP). We ask your permission to make the information that you have provided above publicly available. Please tick 'Yes' or 'No' per type of information to give your authorisation:**

| | Yes | No |
|---|---|---|
| Q1. Institutional publisher and/or service provider name | ○ | ○ |

| | Yes | No |
|---|---|---|
| Q1. Website of service (URL) | ○ | ○ |
| Q1. Service contact email | ○ | ○ |
| Q2. In which country is the main address of the IPSP? | ○ | ○ |
| Q3. What are the languages most frequently used in the publications of the IPSP? | ○ | ○ |
| Q5. Does the IPSP have a parent organisation? | ○ | ○ |
| Q5.1. Please provide parent organisation's name | ○ | ○ |
| Q5.2. Please provide website (URL) | ○ | ○ |
| Q6. What type of legal entity is the IPSP or its parent organisation? | ○ | ○ |
| Q8. What type of IPSP do you represent? | ○ | ○ |
| Q8.1. What kind of services do you provide? | ○ | ○ |
| Q9. Which of the following does the IPSP publish or provide a service for? | ○ | ○ |
| Q10. What disciplines does the IPSP mainly cover? | ○ | ○ |

The individual responses to questions in the following parts of the survey will **not be made publicly available**, and only be used for analytical purposes in aggregated form. They will not be identified in any project outputs or communication.

**Costs, funding and income streams**

# 3. Costs, funding and income streams

**Q11. Does the IPSP start each year with an approved annual budget?**

- ○ Yes
- ○ No
- ○ [ ] Other (please specify)
- ○ Don't know

**Q11.1 What is the service's annual budget (Euros)?**

- ○ Less than 1K
- ○ 1-10K

- ○ 11-50K
- ○ 51-100K
- ○ 101-500K
- ○ 501K-1M
- ○ >1M
- ○ Do not wish to disclose
- ○ Don’t know

**Q12. Are the IPSP's annual income and expenses monitored and/or formally administered?** Please select one of the following:

- ○ Yes, this is obligatory
- ○ Yes, although it is not obligatory
- ○ Yes, partly
- ○ No, this is not obligatory
- ○ Not applicable
- ○ Don’t know
- ○ [ ] Other (Please specify)

**Q13. Does your parent organisation provide the IPSP with in-kind support either in the form of labour, facility costs or other (excluding peer review)?**

- ☐ Facilities and premises
- ☐ Human Resource management, general financial and legal services
- ☐ General IT services (email, hardware, etc)
- ☐ Service-specific IT services (publishing platform/website, tools, etc)
- ☐ Salaries of permanent staff
- ☐ Salaries of temporary staff
- ☐ [ ] Other (please specify)
- ☐ Don’t know
- ☐ Not applicable

**Q14. Does the IPSP use any external services?**

- ○ Yes
- ○ No
- ○ Not applicable

**Q14.1. Does the IPSP depend on any of the following external services and how are they provided to you?** (Please select all that apply)

| | Voluntary | In-kind | Outsourced | Don't know | None/Not applicable |
|---|---|---|---|---|---|
| Editorial services (selection of manuscripts, peer-review, plagiarism checking services, etc.) | ☐ | ☐ | ☐ | ☐ | ☐ |

| | Voluntary | In-kind | Outsourced | Don't know | None/Not applicable |
|---|---|---|---|---|---|
| Production services (copy-editing, proofreading, typesetting, metadata, etc.) | ☐ | ☐ | ☐ | ☐ | ☐ |
| IT services (submission system, platform, website, etc.) | ☐ | ☐ | ☐ | ☐ | ☐ |
| Communication services (marketing/dissemination, social media, etc.) | ☐ | ☐ | ☐ | ☐ | ☐ |
| Administrative, legal and financial services (contracts, accounting, documentation, etc.) | ☐ | ☐ | ☐ | ☐ | ☐ |
| Training, support and/or advice on publishing policies and best practice | ☐ | ☐ | ☐ | ☐ | ☐ |
| Other (please specify) | ☐ | ☐ | ☐ | ☐ | ☐ |

**Q14.2. Can you provide names of the services you use?**

**Q15. To save costs, would the IPSP consider collaborating with other organisations in any of the following areas?**

- ☐ Editorial services (selection of manuscripts, peer-review, plagiarism checking services, etc.)
- ☐ Production services (copy-editing, proofreading, typesetting, metadata, etc.)
- ☐ IT services (submission system, platform, website, etc.)
- ☐ Communication services (marketing/dissemination, social media, etc.)
- ☐ Administrative, legal and financial services (contracts, accounting, documentation, etc.)
- ☐ Training, support and/or advice on publishing policies and best practice
- ☐ Other (please specify)
- ☐ None
- ☐ Don’t know

**Q16. Does the IPSP have experiences of failed collaboration with external personnel or infrastructure due to any of the following reasons, e.g. governance, procurement, taxation or labour laws? If so, please provide more information.**

**Q17. Over the last three years, how much has the IPSP relied on the following forms of funding?**

| | Not applicable | Very low | Low | Neither high nor low | High | Very high |
|---|---|---|---|---|---|---|
| Fixed and permanent subsidy from your parent organisation | ○ | ○ | ○ | ○ | ○ | ○ |

| | Not applicable | Very low | Low | Neither high nor low | High | Very high |
|---|---|---|---|---|---|---|
| Periodically negotiated subsidy from your parent organisation | ○ | ○ | ○ | ○ | ○ | ○ |
| Time-limited grants or subsidies, either private or public from outside your organisation | ○ | ○ | ○ | ○ | ○ | ○ |
| Permanent public/ government funding (international, national, local) | ○ | ○ | ○ | ○ | ○ | ○ |
| Collective funding (e.g. crowdfunding, S2O, SCOSS, subscription fees, membership fees) | ○ | ○ | ○ | ○ | ○ | ○ |
| Voluntary Author Contributions | ○ | ○ | ○ | ○ | ○ | ○ |
| Content and print sales (print on demand) | ○ | ○ | ○ | ○ | ○ | ○ |
| Author Processing Charges/ publication fees | ○ | ○ | ○ | ○ | ○ | ○ |
| Any other income (event organisation, commercial revenue, loans) | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ | ○ | ○ | ○ |

**Q17.1. Considered globally, how stable are these funding sources based on the last three years?**

| | Very unstable | Unstable | Neither stable nor unstable | Stable | Very stable | Don't know |
|---|---|---|---|---|---|---|
| » Fixed and permanent subsidy from your parent organisation | ○ | ○ | ○ | ○ | ○ | ○ |
| » Periodically negotiated subsidy from your parent organisation | ○ | ○ | ○ | ○ | ○ | ○ |
| » Time-limited grants or subsidies, either private or public from outside your organisation | ○ | ○ | ○ | ○ | ○ | ○ |
| » Permanent public/ government funding (international, national, local) | ○ | ○ | ○ | ○ | ○ | ○ |
| » Collective funding (e.g. crowdfunding, S2O, SCOSS, subscription fees, membership fees) | ○ | ○ | ○ | ○ | ○ | ○ |

| | Very unstable | Unstable | Neither stable nor unstable | Stable | Very stable | Don't know |
|---|---|---|---|---|---|---|
| » Voluntary Author Contributions | ○ | ○ | ○ | ○ | ○ | ○ |
| » Content and print sales (print on demand) | ○ | ○ | ○ | ○ | ○ | ○ |
| » Author Processing Charges/ publication fees | ○ | ○ | ○ | ○ | ○ | ○ |
| » Any other income (event organisation, commercial revenue, loans) | ○ | ○ | ○ | ○ | ○ | ○ |
| » Other (please specify) [ ] | ○ | ○ | ○ | ○ | ○ | ○ |

**Q18. Please list the names of up to five external funders who have granted the IPSP cash grants or subsidies over the last three years (largest contributors ranked first). You should not include your parent institution:**

1. [ ]
2. [ ]
3. [ ]
4. [ ]
5. [ ]

**Q19. To what extent does the IPSP rely on the following resources:**

| | Very low | Low | Neither high nor low | High | Very high | Don't know | Not applicable |
|---|---|---|---|---|---|---|---|
| Non-monetary or in-kind support | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Monetary income | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) [ ] | ○ | ○ | ○ | ○ | ○ | ○ | ○ |

# Your financial profile or status

**Q20. Is there an expectation that the IPSP produces a profit/surplus?**

- ○ Yes, to generate shareholder value
- ○ Yes, to subsidise other activities of the organisation
- ○ Yes, to invest in our own operation or create a financial buffer
- ○ No, limited losses/overspending are permitted
- ○ No, losses/overspending are not permitted
- ○ Don't know
- ○ Not applicable
- ○ [ ] Other (please specify)

## Fund-raising and the future

**Q21. What are the main challenges related to the financial sustainability of the service and how could they be addressed?**

Governance

# 4. Governance

**Q22. Does the IPSP have a formal document (see below) that describes its activities?**

| | Yes | No | Don't know |
|---|---|---|---|
| Statutes, by-laws or articles of association (internal regulations) | ○ | ○ | ○ |
| External legislation/requirements/policies that determine the scope of activities | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ |

**Q23. Does the IPSP have a governance model that oversees its activities?**

| | Yes | No | Don't know |
|---|---|---|---|
| Management office | ○ | ○ | ○ |
| Governing Board | ○ | ○ | ○ |
| External audit of accounts | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ |

**Q24. Does the IPSP's governance model include representation from the wider scholarly community outside of your parent organisation, e.g. community governance?**

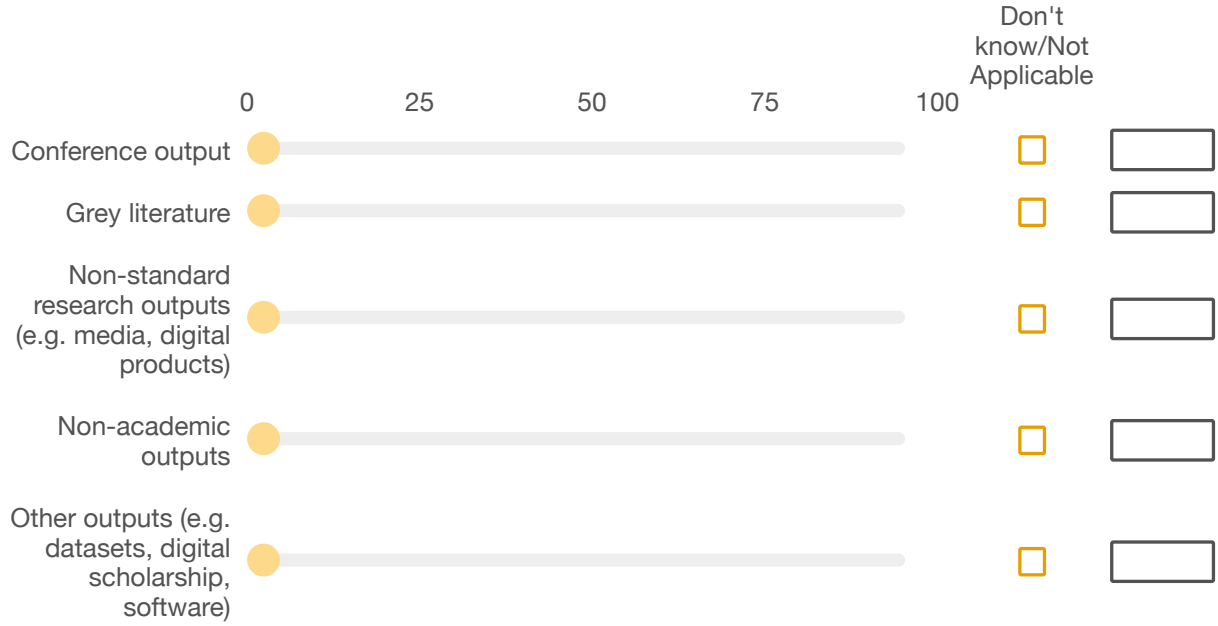
- ○ Yes
- ○ No
- ○ Don't know

Open Science practices

# 5. Open Science practices

**Q25. How much of the IPSP's published content is in Open Access?**

| | 0 25 50 75 100 | Don't know/Not Applicable |
|---|---|---|
| Academic/scholarly Journals | | ☐ |
| Academic Books | | ☐ |




# Open Science/Access policy

**Q26. Does the IPSP follow an Open Science/Open Access policy?**

| | For journals | For books |
|---|---|---|
| Yes, it follows a national policy | ☐ | ☐ |
| Yes, it follows the parent organisation policy | ☐ | ☐ |
| Yes, we have our own policy | ☐ | ☐ |
| No | ☐ | ☐ |
| Don’t know | ☐ | ☐ |
| Other (please specify) | ☐ | ☐ |

**Q26.1. Please supply a URL of the policy:**

**Q26.2. Does the IPSP's Open Science/Open Access policy address the following issues?**

- ☐ Copyright (e.g. Who holds the copyright in content that you publish?)
- ☐ Self-archiving (e.g. Do you allow self-archiving of your published content and under what conditions?)
- ☐ Embargoes (e.g. Do you impose embargo periods)
- ☐ Use of open licences (e.g. Do you have a default open licence?)
- ☐ Third-party copyright (e.g. Rules on using third-party copyrighted materials?)
- ☐ Metadata rights (e.g. Is metadata shared in the public domain?)
- ☐ Use of identifiers (e.g. for authors, institutions, funders)
- ☐ Publication of negative research results
- ☐ Don’t know
- ☐ Other (please specify)

# Copyright and licensing

**Q27. Please consider the following statements, and mark those that are implemented at IPSP level:**

| | Yes, for books | Yes, for all journals | Yes, for some journals | No | I don't know | Not applicable |
|---|---|---|---|---|---|---|
| Use Creative Commons (or other open licences) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Make references openly available according to the principles of I4OC (Initiative for Open Citations) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Allow self-archiving of your published content in open repositories (subject-specific or institutional) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Impose embargo periods for self-archiving | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Accept submissions that have been publicly shared as a preprint or working paper before or on submission | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Encourage or allow sharing the full text of your published content via academic sharing services (such as Academia.edu or ResearchGate) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**Q27.1. Which licence(s) does the IPSP use or recommend?** (Please select all that apply)

- ☐ CC BY
- ☐ CC BY-SA
- ☐ CC BY-NC
- ☐ CC BY-NC-SA
- ☐ CC BY-ND
- ☐ CC BY-NC-ND
- ☐ CC0
- ☐ _____ Other open licence (please specify)

# Open peer review

**Q28. Does the IPSP enable any form of open peer review?**

- ○ Yes
- ○ Yes, we are experimenting with open peer-review
- ○ No, but we would consider implementing open peer review at a later stage
- ○ No

- ○ Don’t know

## Research data sharing. Questions on data availability policies

**Q29. Does the IPSP have a research data sharing policy in place?**

- ☐ Yes, as part of the institutional Open Science/Open Access policy
- ☐ Yes, at the journal level
- ☐ Yes, at the publisher level
- ☐ No
- ☐ Don’t know
- ☐ Not applicable
- ☐ [ ] Other (please specify)

## New approaches to research assessment

**Q30. Does the IPSP distinguish between contributor roles (as in the CRediT Contributor Roles Taxonomy)?**

- ○ Yes
- ○ No
- ○ Don't know
- ○ Not applicable

**Editorial quality, editorial management and research integrity**

# 6. Editorial quality, editorial management and research integrity

## Editorial management

**Q31. Is the IPSP involved in the editorial management of your publications (recruitment and management of editorial board members, sourcing reviewers…)?**

- ○ Yes
- ○ No
- ○ Don't know

**Q31.1. What tasks does the IPSP accomplish in editorial management?**

- ☐ Recruiting and managing the editorial board members
- ☐ Sourcing reviewers
- ☐ Coordinating the peer review process
- ☐ Monitoring the peer review process
- ☐ Performing basic checks regarding adherence with the scope of the publication
- ☐ Performing basic checks on adherence with the authors' and reviewers' guidelines

- [ ] Performing basic checks on ethical consent
- [ ] Plagiarism scan / Automated similarity checking
- [ ] Don't know
- [ ] No tasks in the editorial management
- [ ] Other (please specify)

## Editorial quality

**Q32. Is the IPSP involved in managing editorial quality (definition of quality criteria, compliance)**

- ○ Yes
- ○ No
- ○ Don't know

**Q32.1. Does the IPSP provide guidelines/instructions?**

- ○ Yes
- ○ No
- ○ Don't know

**Q32.2. What types of peer review are in use in journals that the IPSP publishes or provides services to?**

- [ ] Single-anonymised peer review (authors do not know who the reviewers are)
- [ ] Double-anonymised peer review (both authors and reviewers are anonymous to each other)
- [ ] Open identities of the reviewers, authors and editors
- [ ] Open reviewers' reports
- [ ] Open participation in the peer review process (community)
- [ ] Editorial review
- [ ] Don’t know
- [ ] Other (please specify)

## Research Integrity

**Q33. Does the IPSP have a specific policy on research integrity/publication ethics?**

- ○ Yes
- ○ No
- ○ Don't know

**Technical service efficiency**

# 7. Technical service efficiency

## Infrastructure resourcing

**Q34. What technical services does the IPSP provide?**

- [ ] Hosting
- [ ] Software
- [ ] Full editorial workflow
- [ ] Partial editorial workflow
- [ ] Metadata and quality control
- [ ] User interface
- [ ] _____ Other (Please specify)
- [ ] Don't know

**Q35. How are the IPSP's services and / or technical infrastructure maintained and updated?** (Please select all that apply)

| | Services | Technical infrastructure |
|---|---|---|
| In-house by an IT department/personnel | ☐ | ☐ |
| In-house by a dedicated publishing department | ☐ | ☐ |
| In-house across different departments | ☐ | ☐ |
| Partially outsourced | ☐ | ☐ |
| Mainly outsourced | ☐ | ☐ |
| Fully outsourced | ☐ | ☐ |
| Don’t know | ☐ | ☐ |
| No provision | ☐ | ☐ |
| Other (please specify) _____ | ☐ | ☐ |

**Q36. What publishing system does the IPSP use?**

- [ ] Open Journals System (OJS)
- [ ] Open Monograph Press (OMP)
- [ ] Lodel
- [ ] DSpace
- [ ] Dataverse
- [ ] Janeway
- [ ] Pressbooks
- [ ] WordPress
- [ ] Drupal
- [ ] PubPub
- [ ] Manifold
- [ ] BenchPress
- [ ] Editorial manager
- [ ] Scholar One
- [ ] _____ Customisation or own development (please specify)
- [ ] _____ Other open source software (please specify)

- [ ] [ ] Other commercial software (please specify)
- [ ] Don’t know

## Identifiers and metadata

**Q37. Does the IPSP assign unique persistent identifiers (PIDs) to published content?**

- ○ Yes for all publications
- ○ Yes for all journals
- ○ Yes for some journals
- ○ No
- ○ Don’t know

**Q37.1. Please select the persistent identifiers (PIDs):**

- [ ] CrossRef-DOI
- [ ] Datacite-DOI
- [ ] Other DOI
- [ ] URN
- [ ] Handle
- [ ] ARK
- [ ] ISSN
- [ ] ISBN
- [ ] [ ] Other (please specify)

**Q38. Does the IPSP release its metadata openly with a standard metadata description schema (MARC, MODS, DC, ONIX, JATS, TEI)?**

- ○ Yes, under Creative Commons Public Domain Dedication (CC0)
- ○ Yes, under CC BY or another Creative Commons licence
- ○ No
- ○ Don’t know
- ○ [ ] Other (please specify)

## Interoperability

**Q39. Which formats does the platform make content available in?**

- [ ] PDF
- [ ] HTML
- [ ] XML
- [ ] JSON
- [ ] ePub
- [ ] Data formats, e.g. csv
- [ ] Image or video formats (e.g. mp4, .mov)
- [ ] Sound files (e.g. mp3, .wav)

- [ ] Don't know
- [ ] _____ Other (please specify)

# Archiving

**Q40. Does the IPSP have an archiving/backup policy (for example, on local servers or in the cloud)?**

- ○ Yes
- ○ No
- ○ Don't know

**Q41. Is the published content actively preserved in a digital preservation service?**

| | Yes | No | Don't know |
|---|---|---|---|
| Portico | ○ | ○ | ○ |
| CLOCKSS | ○ | ○ | ○ |
| LOCKSS | ○ | ○ | ○ |
| PKP PN | ○ | ○ | ○ |
| PubMed Central | ○ | ○ | ○ |
| National / institutional library or infrastructure | ○ | ○ | ○ |
| Other (please specify) _____ | ○ | ○ | ○ |

# Technical Challenges

**Q42. For the following statements, please select the challenges the IPSP faces:**

*(Please scroll to the right to see all options)*

| | Financial constraints | Administrative constraints | Lack of human resources | Lack of expertise | Technical limitations of existing infrastructure | This is not a challenge | Ot |
|---|---|---|---|---|---|---|---|
| Providing adequate resources for the infrastructure and services | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Metadata, PIDs, supplying and enriching metadata, or making metadata available for use | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Trying to achieve and maintain interoperability with other services | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Archiving, backing up or preserving content and software | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Other (please specify) _____ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**Q42.1. You indicated "other" challenge in the question above. Please specify the challenge you face:**

**Visibility (including indexation), communication, marketing and impact**

# 8. Visibility (including indexation), communication, marketing and impact

## Visibility and discoverability

**Q43. Is the IPSP satisfied with the level to which its published content is included in scholarly search engines and different indexes?**

- ○ Our content is already very well indexed
- ○ We would like to see (better) indexing in these search engines (please specify)

**Q44. Does the IPSP manage the indexation of your outputs in scientific information databases (Clarivate, Scopus, ERIH, journal lists, etc.)?**

- ○ Yes
- ○ No
- ○ Don't know

**Q45. Considering your answer to the question above, how important (in terms of the IPSP's priorities) are the following challenges in applying for indexation?**
*(Please scroll to the right to see all options)*

| | Very unimportant | Unimportant | Neither important nor unimportant | Important | Very important |
|---|---|---|---|---|---|
| Satisfying the non-technical participation criteria | ○ | ○ | ○ | ○ | ○ |
| Satisfying the technical participation criteria | ○ | ○ | ○ | ○ | ○ |
| Satisfying the metadata requirements | ○ | ○ | ○ | ○ | ○ |
| Paying for membership, annual or one-time | ○ | ○ | ○ | ○ | ○ |
| Paying for recurring charges, for example, monthly fees | ○ | ○ | ○ | ○ | ○ |
| The language of the communications/requirements/paperwork is only in English | ○ | ○ | ○ | ○ | ○ |
| The language of the communications/requirements/paperwork is another language that is hard to understand | ○ | ○ | ○ | ○ | ○ |
| The service/its requirements/its paperwork are too technical | ○ | ○ | ○ | ○ | ○ |

| | Very unimportant | Unimportant | Neither important nor unimportant | Important | Very important |
|---|---|---|---|---|---|
| Other (please specify) | ○ | ○ | ○ | ○ | ○ |

## Communication

**Q46. Does the IPSP have a newsletter or social media or networking profiles to inform the community about updates?**

- ○ Yes
- ○ No
- ○ Don't know

## Data protection and privacy

**Q47. Does the IPSP have a data protection policy?**

- ○ Yes
- ○ No
- ○ Don't know

**Q48. Does the IPSP have a privacy policy per the GDPR guidelines (or non-EU equivalent)?**

- ○ Yes
- ○ No
- ○ Don't know

## Reach and Impact

**Q49. Does the IPSP *publicly* display metrics?**

- ○ Yes
- ○ No
- ○ Don't know

**Q49.1. In the previous question, you indicated that the IPSP publicly displays metrics. Please further specify:**

- ☐ Submission, acceptance, publication dates
- ☐ Article-level usage metrics, such as visits, views, downloads
- ☐ Publication-level usage metrics, such as visits, views, downloads
- ☐ Article-level impact metrics, such as citation counts
- ☐ Publication-level impact metrics, such as Impact Factors
- ☐ Rejection rates

- [ ] Altmetrics, such as Altmetric, Plum X Metrics
- [ ] Dimensions citation badges
- [ ] Widget showing geographical spread of visitors
- [ ] _____ Other (please specify)

**Equality, Diversity, Inclusion and Belonging**

# 9. Equity, Diversity, Inclusion and Belonging

**Q50. Considering the publications/services you provide (e.g., governance, editorial control, authorship), what dimensions of equity, diversity, inclusion and belonging does the IPSP address?**

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Age (career-stage) | ○ | ○ | ○ | ○ | ○ | ○ |
| Gender | ○ | ○ | ○ | ○ | ○ | ○ |
| Sexual identity (including LGBTQIA+) | ○ | ○ | ○ | ○ | ○ | ○ |
| Ethnicity and culture | ○ | ○ | ○ | ○ | ○ | ○ |
| Religious background | ○ | ○ | ○ | ○ | ○ | ○ |
| Socio-economic background (e.g., within a country, or global north/south) | ○ | ○ | ○ | ○ | ○ | ○ |
| Educational and professional background (inside/outside academia) | ○ | ○ | ○ | ○ | ○ | ○ |
| Language (multilingualism) | ○ | ○ | ○ | ○ | ○ | ○ |
| Caring responsibilities | ○ | ○ | ○ | ○ | ○ | ○ |
| Disability | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) _____ | ○ | ○ | ○ | ○ | ○ | ○ |

**Q51. What measures has the IPSP taken to ensure and promote the selected dimensions of equity, diversity, inclusion and belonging?**

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Code of conduct/ non-discrimination/ positive discrimination policy | ○ | ○ | ○ | ○ | ○ | ○ |
| Data collection, monitoring and annual reporting | ○ | ○ | ○ | ○ | ○ | ○ |
| Recommendation for the use of inclusive language | ○ | ○ | ○ | ○ | ○ | ○ |
| Training, awareness-raising, anti-bias tools | ○ | ○ | ○ | ○ | ○ | ○ |

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Tailored support, personal coaching | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ | ○ | ○ | ○ |

# Accessibility

**Q52. Does the platform have a published accessibility policy?**

- ○ Yes
- ○ No
- ○ There is an accessibility policy, but it's not published
- ○ Don't know

**Q53. Does the IPSP's platform meet any of the following accessibility requirements?**

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| ATAG | ○ | ○ | ○ | ○ | ○ | ○ |
| WCAG | ○ | ○ | ○ | ○ | ○ | ○ |
| UAAG | ○ | ○ | ○ | ○ | ○ | ○ |
| OpenAIRE guidelines | ○ | ○ | ○ | ○ | ○ | ○ |
| DINI certificate | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ | ○ | ○ | ○ |

**Q54. Considering the challenges that the IPSP faces in meeting accessibility standards, how important (in terms of the IPSP's priorities) would you rate the following?**
*(Please scroll to the right to see all options)*

| | Very unimportant | Unimportant | Nether important nor unimportant | Important | Very important | Not a challenge | Dor kno |
|---|---|---|---|---|---|---|---|
| Lack of resources | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Lack of expertise | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Technical limitations of existing infrastructure | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ | ○ | ○ | ○ | ○ |

**Q55. What measures has the IPSP taken to ensure and improve gender equality in services provided by the IPSP?**

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Gender Equality Plan (GEP) | ○ | ○ | ○ | ○ | ○ | ○ |

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Policy requiring authors to inform whether the research data are gender-sensitive | ○ | ○ | ○ | ○ | ○ | ○ |
| Use gender impartial language in all communications | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ | ○ | ○ | ○ |

**Q56. In what languages is the IPSP able to provide and/or support services?**

- ☐ Albanian
- ☐ Basque
- ☐ Belarusian
- ☐ Bosnian
- ☐ Bulgarian
- ☐ Catalan
- ☐ Croatian
- ☐ Czech
- ☐ Danish
- ☐ Dutch
- ☐ English
- ☐ Estonian
- ☐ Faroese
- ☐ Finnish
- ☐ French
- ☐ Frisian
- ☐ Galician
- ☐ German
- ☐ Greek
- ☐ Greenlandic Inuktitut
- ☐ Hungarian
- ☐ Icelandic
- ☐ Irish
- ☐ Italian
- ☐ Latvian
- ☐ Lithuanian
- ☐ Luxembourgish
- ☐ Macedonian
- ☐ Maltese
- ☐ Moldovan
- ☐ Norwegian
- ☐ Polish
- ☐ Portuguese
- ☐ Romanian

- [ ] Romansch
- [ ] Russian
- [ ] Serbian
- [ ] Slovak
- [ ] Slovene/Slovenian
- [ ] Spanish
- [ ] Swedish
- [ ] Turkish
- [ ] Ukrainian
- [ ] Welsh
- [ ] Other (please specify)

**Q56.1. Other (please specify):**

**Q57. Does the IPSP support multilingual publishing of full text output?**

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Bilingual (different language versions in the same document) | ○ | ○ | ○ | ○ | ○ | ○ |
| Simultaneous (different language versions as separate documents) | ○ | ○ | ○ | ○ | ○ | ○ |
| Sequential (different language versions in different journals) | ○ | ○ | ○ | ○ | ○ | ○ |

**Q58. Does the IPSP support multilingual publishing of abstracts?**

- ○ Yes
- ○ No
- ○ Don't know

**Q59. What other measures is your IPSP taking to promote language diversity and reduce language bias?**

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Using toolkits or training to address language bias in peer-review | ○ | ○ | ○ | ○ | ○ | ○ |
| Improving machine translation literacy (e.g. writing machine-translation friendly abstracts) | ○ | ○ | ○ | ○ | ○ | ○ |
| Translate metadata into English where the original language is other than English | ○ | ○ | ○ | ○ | ○ | ○ |

| | Implemented | In progress | Considering | Not planning | Don't know | Not applicable |
|---|---|---|---|---|---|---|
| Providing abstracts in English, where the original language is other than English | ○ | ○ | ○ | ○ | ○ | ○ |
| Providing translation and/or language-check services to authors | ○ | ○ | ○ | ○ | ○ | ○ |
| Other (please specify) | ○ | ○ | ○ | ○ | ○ | ○ |

**End**

**Is there any feedback you would like to provide on the survey?**

Thanks for completing this DIAMAS project IPSP landscape survey. We appreciate the time you have spent answering the questions – this work is vital for our project to understand and support diversity in scholarly communication.

If you would like, you can go back and make changes to your answers. **To submit your results now, please click the 'Submit' button below**. After submitting your results, you will be automatically redirected to your responses report.

Your responses will now be analysed and the results will be published hereafter. This information will inform our work throughout the DIAMAS project.

For updates about this survey and DIAMAS project news, please sign-up to our newsletter and follow the project on Twitter and LinkedIn.

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# DIAMAS Survey

## Glossary of terms

DIAMAS
Developing Institutional Open Access Publishing Models to Advance Scholarly Communication

**Academic books**
A long-form scholarly publication, including monographs, book chapters, edited collections, critical editions, and other long-form scholarly works. Often the result of in-depth academic research making an original contribution to a field of study.

**Academic/Scholarly Journals**
A serial or periodical publication, with an ISSN in which scholarship relating to either particular academic disciplines or multidisciplinary research is published.

**Academic/Scholarly journal articles**
Includes Original Research Articles, Brief Reports or Letters, Review/Overview Articles, Book reviews, Registered report, Systematic review, Case Studies, Editorial, Opinion piece, Data papers, Preprint.

**Accessibility policy**
Formal rules your organisation puts in place to achieve its accessibility requirements: The Web Content Accessibility Guidelines (WCAG) are part of a series of web accessibility guidelines published by the Web Accessibility Initiative (WAI) of the World Wide Web Consortium (W3C), the main international standards organisation for the Internet.
Reference/derivation: https://en.wikipedia.org/wiki/Web_Content_Accessibility_Guidelines

**Conference output**
This category includes all conference output, with the exception of conference proceedings published with ISSNs (see Academic/Scholarly journal articles above).

**Contributor roles**
Based on CRediT (Contributor Roles Taxonomy), a high-level taxonomy, including 14 roles, that can be used to represent the roles typically played by contributors to research outputs. The roles describe each contributor's specific contribution to the scholarly output.
Reference/derivation: https://credit.niso.org/

**Data privacy policy**
Statement explaining to users how an organisation collects and processes their data. It is about authorised access - who has it and who defines it. It should be available to the public to comply with privacy regulations.

*The important distinction about data privacy and data protection is who controls which part. Data privacy controls are mostly given to users. Users can usually control which data is shared with whom. Data protection is mostly an organisation's responsibility. In a nutshell data protection is essentially a technical issue, whereas data privacy is a legal one.*

**Data protection policy**
Security statement aims at protecting and securing all data collected, managed, and stored by an organisation. It addresses the mechanisms such as the tools and procedures to be used upon the enforcement of such regulations or policies. This includes the prevention of unauthorised access of data or its misuse. It is not required by law, but is commonly used to support organisations that comply with data protection standards and regulations.

*The important distinction about data privacy and data protection is who controls which part. Data privacy controls are mostly given to users. Users can usually control which data is shared with whom. Data protection is mostly an organisation's responsibility. In a nutshell data protection is essentially a technical issue, whereas data privacy is a legal one.*

**Equity, Diversity, Inclusion and Belonging (EDIB)**
EDIB or Diversity, Equity, and Inclusion (DEI) is a conceptual framework that claims to promote the fair treatment and full participation of all people, especially in the workplace, including populations who have historically been under-represented or subject to discrimination because of their background, identity, disability, etc.
Reference/derivation: https://en.wikipedia.org/wiki/Diversity,_equity,_and_inclusion

**General Data Protection Regulation (GDPR)**
The Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC is part of the data protection package adopted in May 2016 aiming at making Europe fit for the digital age. This Regulation lays down rules relating to the protection of natural persons with regard to the processing of personal data and rules relating to the free movement of personal data.
Reference/derivation: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679

**Grey literature**
Defined as "[t]hat which is produced on all levels of government, academics, business and industry in print and electronic formats, but which is not controlled by commercial publishers" by the Fourth International Conference on Grey Literature (Grey Literature Database. 1999. 'What Is Grey Literature?'). We use it here to define outputs produced outside of traditional publishing and distribution channels described above.

**In-kind**
Paid and/or unpaid labour required for the necessary administrative, financial, technical operations or to carry out the editorial and output production process (e.g. selection of manuscripts, editing, proofreading, metadata), excluding peer-review

**Institution**
A not-for-profit academic or scholarly organisation. These include but are not limited to research performing organisations (RPOs), Research funding organisations (RFOs), organisations connected to RPOs (university libraries, university presses, faculties, and departments), research institutes, scholarly societies.

**Institutional publishing**
Academic publishing by an institution, unit, or person that is part of an institution. An 'institution' is defined in the DIAMAS context as an academic organisation or unit whose main mission and scope is to perform, fund, or promote the practice of research and scholarship. Examples of (academic) institutions are research

performing organisations, research funding organisations, learned/scholarly societies, (national) academic and not-for-profit foundations, including academic communities and (groups of) editors owning journals. This list is not exhaustive. Special attention will be paid to publishing initiatives that do not charge fees for publication to either authors or readers.

**Institutional Publishing Service Provider (IPSP)**
An entity that provides or coordinates a set of services for institutional academic publishing to the academic community. Two complementary types of IPSP can be distinguished: Institutional Publishers (IPs) and Service Providers (SPs). Both types can be integrated in a single IPSP.

**Institutional publisher**
Academic publishing by an institution, unit, or person that is part of an institution. See also

**Learned society (learned academy, scholarly society, or academic association)**
An organisation that exists to promote an academic discipline, profession, or a group of related disciplines.

**Library discovery services**
An online library searching tool that provides an all-in-one interface for finding both local library items and online subscription and open access resources.
Reference/derivation: https://libtechlaunchpad.com/2017/03/08/discovery-services-basics-and-resources/

**Non-academic outputs**
Includes research outputs intended to reach a broader audience beyond academia, such as project information/communication, articles in a newspaper or magazine, interviews and press releases.

**Other research outputs and output formats**
Includes textual and non-textual research outputs such as Creative writing, Artwork, Sound and video recordings, Exhibition catalogues, Musical score or notation, Datasets, Software, Digital Scholarship, Intellectual Property, Patents/Trademarks Digital or Visual Products, Artefact, Exhibition, Performance, Composition, Design, Devices and Products, and Portfolio works

**Open access (OA)**
A set of principles and a range of practices through which research outputs are distributed online, free of access charges or other barriers and free to (re)use.

**Open Science**
Open science is defined as an inclusive construct that combines various movements and practices aiming to make multilingual scientific knowledge openly available, accessible and
reusable for everyone, to increase scientific collaborations and sharing of information for the benefits of science and society, and to open the processes of scientific knowledge creation, evaluation and communication to societal actors beyond the traditional scientific community. It comprises all scientific disciplines and aspects of scholarly practices, including basic and applied sciences, natural and social sciences and the humanities, and it builds on the following key pillars: open scientific knowledge, open science infrastructures, science communication, open engagement of societal actors and open dialogue with other knowledge systems.
Reference/derivation: Unesco Recommendation on Open Science

**Persistent Identifiers (PIDs)**
A persistent identifier (PI or PID) is a long-lasting reference to a document, file, web page, or other object.
Reference/derivation: https://en.wikipedia.org/wiki/Persistent_identifier

**Research Financing / Funding Organisation (RFO)**
Public and private organisations that provide funding for scientific and scholarly projects, typically via research schemes.

**Research Performing Organisation (RPO)**
Public and private organisations that carry out scientific and scholarly research, typically in universities and research institutes.

**Service provider**
SPs are commercial or noncommercial entities inside or outside the institution that provide specific services to IPs. SPs have limited responsibility for specific activities in the publishing process. Such activities include, but are not limited to: (a) editorial activities (selection of manuscripts, peer-review, etc.); (b) operational activities (production activities like copy editing, proofreading, type-setting, creating metadata, IT activities, communication activities (marketing/dissemination, social media, etc), as well as administrative and financial activities (contracts, accounting, documentation, etc.).