

# Hamburg University Press

Publishing service of the HAMBURG STATE AND  
UNIVERSITY LIBRARY CARL VON OSSIETZKY  
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## Journal Hosting: Standards and Policies for Scholarly Open Access Journals

Hamburg University Press, the open access publishing service of the Hamburg State and University Library ([SUB Hamburg](#)), supports researchers and scholars in publishing a quality-assured open access journal according to Diamond Open Access (i.e. without article processing charges). As a standardized service, Hamburg University Press is responsible for the technical hosting of the scholarly journals. In addition, the publishing service actively promotes the formal quality, visibility, indexing and dissemination of publications as well as legal certainty in reuse. By this service, content quality assurance and all editorial tasks remain in the hands of the scholarly community (scholar-led publishing). The editors undertake to comply with the German Research Foundation's (DFG) "[Guidelines for Safeguarding Good Research Practice](#)".

The following standards and policies apply to this offer. These standards are based in particular on the Diamond Open Access Standard ([DOAS](#)), the [DOAJ](#) and [PlanS](#) criteria as well as the [OpenAIRE](#) guidelines.

The policies are mandatory for journal editors and are derived directly from the formal standards of Hamburg University Press. The aim is to ensure formal quality assurance and to gain substantial benefit from scholarly open access publishing.

The order of the standards and policies is alphabetical and therefore has no deliberate meaning.

Articles	<i>standard</i>	<b>Published articles must meet specific formal criteria of scholarly publishing. Article metadata without an article file does not represent an article and will be depublished without exception.</b>
	<i>policies</i>	<p>The article production from researchers and scholars takes into account the following formal criteria (<i>scholar-led</i>):</p> <p><b>Publication formats</b></p> <ul style="list-style-type: none"> <li>Currently PDF and HTML permissible.</li> <li>Without technical and legal restrictions.</li> </ul> <p><b>File production</b></p> <p>The respective journal editors are exclusively responsible for article production.</p> <p><b>Formal criteria</b></p> <ul style="list-style-type: none"> <li>The article template and checklists of Hamburg University Press serve as a template.</li> <li>Complete listing of all article metadata in the published article.</li> </ul> <p><b>Publication</b></p> <ul style="list-style-type: none"> <li>Publishing metadata without an associated article file (PDF) is not allowed.</li> <li>Published journal articles contain at least one article PDF in the original language.</li> <li>The editorial team ensures that uploaded article files are free of viruses and malware.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Formal professionalism.</li> <li>Open science compliant.</li> <li>Requirement for successful indexing.</li> </ul>
Article metadata	<i>standard</i>	<b>Article metadata meet the quality and completeness requirements of <a href="#">Crossref</a>, the German National Library (<a href="#">DNB</a>), the <a href="#">DINI certificate</a>, and the Directory of Open Access Journals (<a href="#">DOAJ</a>).</b>
	<i>policies</i>	<p>Metadata of the articles must be entered completely and consistently in the backend of the software platform (OJS):</p> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>Content correct (field labeling).</li> <li>Language assignment correct (field labeling).</li> </ul> <p><b>Completeness</b></p> <p>Complete entry (title, subtitle if applicable, authors, affiliations, ROR, email addresses, abstract, keywords, DDC classification, document type, status type).</p> <p>Complete bibliographic references with DOI (if available).</p> <p><b>Consistency</b></p> <ul style="list-style-type: none"> <li>Consistent metadata in PDF document and HTML output (if any) and in the system (OJS).</li> <li>Metadata without an article file are not an article; they may not be published. Quality control must be ensured by the editors.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Sustainability.</li> <li>Visibility.</li> <li>Dissemination.</li> <li>Correct indexing.</li> <li>Citation counting.</li> </ul>
Article metrics	<i>standard</i>	<b>Metrics are an integral part of the journal interface (cumulative article views, article downloads, citations).</b>
	<i>policy</i>	The editors inform authors about the presentation of metrics.
	<i>benefit</i>	<ul style="list-style-type: none"> <li>Visualization of article reuse.</li> </ul>
Business model	<i>standard</i>	<b>The hosting offer applies exclusively to Diamond Open Access journals.</b>
	<i>policy</i>	Publishers enable authors to publish their articles and supplements free of charge (without article processing charges).
	<i>benefit</i>	<ul style="list-style-type: none"> <li>Free of charge for authors and readers.</li> </ul>

DOI (Crossref)	<i>standard</i>	<b>All published articles have a persistent digital object identifier (<a href="#">Crossref DOI</a>).</b>
	<i>policy</i>	All published articles are assigned a digital object identifier ( <a href="#">DOI</a> ). The DOI is shown as a link in the article files (PDF).
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Referencing of publications.</li> <li>• Citation count.</li> <li>• Precondition for successful indexing.</li> </ul>
Editorial board	<i>standard</i>	<b>Members of the journal's editorial board are listed on the website.</b>
	<i>policies</i>	<ul style="list-style-type: none"> <li>• Editors of the journal are or were actively publishing scholars (academic degree: Prof., Dr./PhD).</li> <li>• The editorial team confirms its editorial independence from third-party influence. Any potential conflicts of interest on the part of the editorial team must be disclosed on the journal's website.</li> <li>• Editors of the journal are listed on the website by name and affiliation (including ORCID ID and email address, if applicable).</li> <li>• The editorial team publishes information about its composition on the journal's website. Where available, these statements cover the duration of the mandate, the procedure for selecting editorial team members, the procedure for regularly renewing the editorial team and the procedure for its dissolution.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Transparency.</li> <li>• Integrity.</li> <li>• Reputation.</li> <li>• Prerequisite for successful indexing.</li> </ul>
Editorial process	<i>standard</i>	<b>The whole editorial process is carried out and is the sole responsibility of journal editors (scholar-led publishing).</b>
	<i>policy</i>	The editorial process from submission to peer review and from production to publication of articles is the sole responsibility of journal editors.
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Independence.</li> <li>• Publication is the responsibility of scholars.</li> </ul>
eISSN	<i>standard</i>	<b>Journals have an "Electronic International Standard Serial Number" (eISSN).</b>
	<i>policy</i>	The eISSN of the journal is displayed on the web pages at a specified location.
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Journal referencing.</li> <li>• Prerequisite for successful indexing.</li> </ul>
Ethical guidelines	<i>standard</i>	<b>Guidelines on publication ethics and misconduct in accordance with the Committee On Publication Ethics (<a href="#">COPE</a>) <a href="#">Core Practices</a> and <a href="#">Guidelines</a> are mandatory for all parties involved in the publication process.</b>
	<i>policies</i>	<ul style="list-style-type: none"> <li>• Ethical publication guidelines for all parties involved in the publication process (editors, reviewers, authors, and publishers) are transparently presented on the journal's page.</li> <li>• Guidelines of the journal closely follow the template of Hamburg University Press and thus the core publication ethics practices and guidelines of the Committee On Publication Ethics (<a href="#">COPE</a>).</li> <li>• The journal outlines the procedures for dealing with scientific misconduct.</li> <li>• Publication of plagiarism must be excluded by the editorial process.</li> <li>• Plagiarism must be depublished immediately after becoming known.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Formal professionalism.</li> <li>• Scholarly Integrity.</li> <li>• Precondition for successful indexing.</li> </ul>

<b>Functional scope of Open Journal Systems (OJS)</b>	<i>standard</i>	<b>Hamburg University Press always uses the latest stable long-term support version of OJS. The functional scope of this software version determines the available plugins, functions and display options.</b>
	<i>policy</i>	Structure and display options in the frontend and backend of the software platform ( <a href="#">OJS</a> ) may only be used in accordance with the function intended for them. Hamburg University Press reserves the right to remove any misuse of structures.
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Formal professionalism.</li> <li>• Guarantee of functionality.</li> <li>• Sustainable visibility and dissemination.</li> <li>• Cost-effective hosting offer.</li> </ul>
<b>Illegal content</b>	<i>standard</i>	<b>Illegal content will not be published.</b>
	<i>policy</i>	As part of the review process, the editors are responsible for excluding the publication of illegal content.
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Respectability.</li> <li>• Credibility.</li> </ul>
<b>Indexing</b>	<i>standard</i>	<b>Articles are automatically indexed in <a href="#">Crossref</a>, <a href="#">Google Scholar</a>, <a href="#">BASE</a> – Bielefeld Academic Search Engine and the catalogue of the German National Library (<a href="#">DNB</a>).</b>
	<i>policy</i>	<p>The journal editors must meet all requirements for smooth indexing. These include in particular:</p> <ul style="list-style-type: none"> <li>• Complete and correct specification of article and issue metadata in the Open Journals Systems (<a href="#">OJS</a>) backend.</li> <li>• Consistency of metadata in the backend of OJS and in the article files.</li> <li>• Assignment of persistent digital object identifiers as <a href="#">DOI</a> and <a href="#">URN</a>.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Visibility.</li> <li>• Range.</li> <li>• Citations.</li> </ul>
<b>Issue metadata</b>	<i>standard</i>	<b>Issue metadata meets the quality and completeness requirements of <a href="#">Crossref</a>, the German National Library (<a href="#">DNB</a>), the <a href="#">DINI-certificate</a>, and the Directory of Open Access Journals (<a href="#">DOAJ</a>).</b>
	<i>policies</i>	<p>Metadata of the issues must be entered completely and consistently in the backend of the software platform (OJS):</p> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>• Content correct (field label).</li> <li>• Language assignment correct (field label).</li> </ul> <p><b>Completeness</b></p> <ul style="list-style-type: none"> <li>• Complete entry (publication date, volume, number, year, title, description).</li> </ul> <p><b>Consistency</b></p> <ul style="list-style-type: none"> <li>• Consistent metadata in the PDF document (if complete edition exists) and in the system (OJS).</li> </ul> <p>Quality control must be ensured by the editors.</p>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>• Sustainability.</li> <li>• Visibility.</li> <li>• Dissemination.</li> <li>• Correct indexing.</li> </ul>

Licensing	<i>standard</i>	All content is published under a free <a href="#">Creative Commons license</a> .
	<i>policies</i>	<ul style="list-style-type: none"> <li>Articles and supplements are published under the Creative Commons license <a href="#">CC BY 4.0</a>, or <a href="#">CC BY-SA 4.0</a> when appropriate. Journals with a different license whose hosting began before 2018 are grandfathered.</li> <li>The license is mapped human-readable in the article files (PDF) as well as machine-readable in the metadata, and linked if possible.</li> <li>Metadata are published under the Creative Commons <a href="#">CCO</a> license.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Free availability without legal and financial barriers.</li> <li>Increased outreach through unrestricted distribution.</li> <li>Reusability through legal certainty.</li> <li>Authors retain the (usage) rights to their work.</li> </ul>
Long term preservation	<i>standard</i>	Articles are automatically deposited at the German National Library ( <a href="#">DNB</a> ) and the <a href="#">PKP Preservation Network</a> ( <a href="#">LOCKSS</a> ) for long term preservation.
	<i>policies</i>	<ul style="list-style-type: none"> <li>Long term preservation of all published articles at the German National Library (<a href="#">DNB</a>) is mandatory.</li> <li>The editors grant the necessary rights to participate in the <a href="#">PKP Preservation Network</a>.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Sustainability.</li> <li>Prerequisite for successful indexing.</li> </ul>
Multilingualism	<i>standard</i>	Multilingual journals have a consistent and transparent language concept.
	<i>policies</i>	<ul style="list-style-type: none"> <li>Journals communicate or document their language concept transparently for users of the journal (see → Obligatory journal information).</li> <li>The multilingual concept of the journal corresponds to the template of Hamburg University Press.</li> <li>Language concept is strictly followed by the journal's editors.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Formal professionalism.</li> <li>Transparency.</li> </ul>
Obligatory journal information	<i>standard</i>	Specific information pages or information ensure formal professionalism of scholarly journals.
	<i>policies</i>	<p>The following information pages are obligatory for all journals and must be transparent for users:</p> <p><b>Information pages</b></p> <ul style="list-style-type: none"> <li>About the journal (Aims and Scope, Content, Intended target group), Submit article, Author guidelines, Review process, Editorial team, Publication ethics, Open Access statement, ORCID, Metrics, Contact (with name), Imprint, Data privacy statement.</li> </ul> <p><b>Information</b></p> <ul style="list-style-type: none"> <li>Journal sections, Formatting guidelines, Multilingual concept (if applicable), <a href="#">Creative Commons license</a>, Copyright, Self-archiving policy, Publication costs (no APC), Frequency, Funding, Long term preservation, Hamburg University Press.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Formal professionalism.</li> <li>Research integrity.</li> <li>Prerequisite for successful indexing.</li> </ul>
Open access	<i>standard</i>	Hamburg University Press hosts peer-reviewed open access journals.
	<i>policies</i>	<ul style="list-style-type: none"> <li>Editors are committed to Open Access (OA declaration).</li> <li>Publications of results and supplements are made under a free <a href="#">Creative Commons license</a> (see → Licensing).</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Freely available.</li> <li>Freely reusable.</li> <li>Legal security.</li> <li>Visibility.</li> </ul>

Open science	<i>standard</i>	<b>Hamburg University Press promotes open science.</b>
	<i>policies</i>	<ul style="list-style-type: none"> <li>Dates of <i>Submission</i>, <i>Acceptance</i>, and <i>Publication</i> must be displayed.</li> <li>Conflicts of interest of the author(s) must be disclosed (Conflict of interest statement).</li> <li>Availability of research data must be stated (Data availability statement).</li> <li>If possible, research data are made freely available, but at least in accordance with the <a href="#">FAIR</a> principles.</li> <li>Disclosure of research funding is recommended.</li> <li>Disclosure of reviewers in articles is recommended.</li> <li>Disclosure of individual author contributions is recommended (<a href="#">CRediT</a>).</li> <li>Publication of preprints and documents from the review process is optional.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Transparency.</li> <li>Sustainability.</li> <li>Linkage with research data.</li> <li>Networking with research funders.</li> <li>Appreciation of reviewers.</li> <li>Appreciation and transparency of individual author contributions.</li> </ul>
ORCID	<i>standard</i>	The <a href="#">ORCID</a> (Open Researcher and Contributor ID) is used as the persistent person identifier.
	<i>policy</i>	The ORCID is offered as a person identifier. The journal provides information about ORCID on a page provided by Hamburg University Press in the journal menu.
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Clear identification of authors and reviewers.</li> <li>Linking of independent author and reviewer profiles.</li> <li>Central networking of articles.</li> <li>Transparency.</li> </ul>
Preview images and issue cover	<i>standard</i>	<b>Presentation of issues in OJS complies with formal criteria according to industry standards.</b>
	<i>policies</i>	<p>Use of preview images of articles and issue covers is optional, but must be kept consistent where appropriate:</p> <p><b>Consistency</b></p> <ul style="list-style-type: none"> <li>Consistent use of article and cover images.</li> <li>Consistent relative dimensions (e. g., 1:1).</li> </ul> <p><b>Resolution</b></p> <ul style="list-style-type: none"> <li>Edge length = 250 -500 pixels.</li> </ul> <p><b>Format and file size</b></p> <ul style="list-style-type: none"> <li>Portable Networks Graphics (*.png).</li> <li>&lt; 1MB.</li> </ul> <p><b>Image rights</b></p> <ul style="list-style-type: none"> <li>Image rights must be available without exception.</li> <li>Copyright and license (if applicable) must be stated (image credits).</li> <li>Editors are liable for any potential violation of image rights.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Formally professional presentation.</li> <li>Lossless compressed images.</li> <li>Short loading times of the website.</li> </ul>
Publication frequency	<i>standard</i>	<b>Only actively publishing journals are hosted.</b>
	<i>policy</i>	All journals commit to publishing at least one issue with at least five articles per year.
	<i>benefit</i>	<ul style="list-style-type: none"> <li>Prerequisite for successful indexing.</li> </ul>
Referencing	<i>standard</i>	<b>References are recorded separately as a prerequisite for scientometric value-added services.</b>
	<i>policies</i>	<ul style="list-style-type: none"> <li>References for each article are entered separately line by line in OJS.</li> <li>Each reference contains a DOI as a link, if available.</li> </ul>
	<i>benefit</i>	<ul style="list-style-type: none"> <li>Prerequisite for proof of citations.</li> </ul>

Research data	<i>standard</i>	Research data are published in a suitable place according to <a href="#">FAIR</a> principles (FAIR = Findable, Accessible, Interoperable, Reusable), depending on the research area and data protection guidelines. Whenever possible, the data should also be open access.
	<i>policies</i>	<ul style="list-style-type: none"> <li>Research data must be published as supplements to a scholarly article within the journal or in subject-specific repositories.</li> <li>Research data published in repositories are linked in the article files by using a persistent identifier.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Linking research data and publications.</li> <li>Transparency.</li> <li>Open science compliant.</li> </ul>
Review process	<i>standard</i>	All publications of the journal, except for specific sections, undergo a multi-stage peer-review process according to <a href="#">DOAJ</a> and <a href="#">COPE</a> guidelines.
	<i>policies</i>	<p>Review of all published articles, except for specific sections, is guaranteed.</p> <ul style="list-style-type: none"> <li>Review procedures are presented transparently and, where appropriate, specifically for individual sections.</li> <li>Editorial review procedures are permitted only for arts and humanities journals.</li> <li>Whether an article has been reviewed or not must be evident in the article metadata exposed in the article file.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Formal professionalism.</li> <li>Scholarly Integrity.</li> <li>Transparency.</li> <li>Precondition for successful indexing.</li> </ul>
Rights	<i>standard</i>	Hamburg University Press supports a research-friendly rights policy.
	<i>policies</i>	<ul style="list-style-type: none"> <li>Authors only transfer simple rights of use.</li> <li>Authors may archive their articles themselves in all versions of the publication process (self-archiving).</li> <li>Corresponding statements are to be published on the website.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Prerequisite for successful indexing.</li> <li>Prerequisite for reuse.</li> </ul>
ROR	<i>standard</i>	The ROR ID ( <a href="#">Research Organization Registry</a> ID) is used as a persistent identifier of research organizations for displaying affiliations.
	<i>policy</i>	ROR is used as an identifier of research organizations for displaying affiliations of authors.
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Unique identification of affiliations.</li> <li>Linking to the organization's website.</li> <li>Inclusion in metadata.</li> <li>Recording of publication output of research institutions.</li> </ul>
Social media	<i>standard</i>	Social media channels are integrated subject to data protection compliance.
	<i>policy</i>	Social media channels may only be integrated in a <a href="#">GDPR</a> -compliant manner by using Shariff buttons and direct links in the Open Journals Systems ( <a href="#">OJS</a> ) software platform.
	<i>benefits</i>	<ul style="list-style-type: none"> <li>Visibility.</li> <li>Outreach.</li> <li>Privacy.</li> </ul>

Software updates	<i>standard</i>	<b>Updates of the server operating system and the Open Journal Systems (OJS) software platform are made regularly in the latest stable long-term support version.</b>
	<i>policies</i>	<ul style="list-style-type: none"> <li>Journal activities must be paused in case of necessary software updates of the server and the OJS software platform.</li> <li>Editors are obliged to inform all journal users about upcoming updates.</li> </ul>
	<i>benefit</i>	<ul style="list-style-type: none"> <li>Software maintained as latest stable <b>long-term support</b> version.</li> </ul>
Supplements	<i>standard</i>	<b>The publication of supplements is optional.</b>
	<i>policies</i>	<p>Supplements may only be published in addition to a research article. Permissible contents and formats are:</p> <ul style="list-style-type: none"> <li>Text, tables, figures, graphics = PDF (max. 10 MB).</li> <li>Audio = MP3 (128 kbit/s, max. 64 MB).</li> <li>Video = MP4 (max. 500 MB).</li> <li>Data = TXT (tabstop separated, max. 2 MB).</li> </ul> <p>General conditions are:</p> <ul style="list-style-type: none"> <li>Tables, figures and illustrations contain a description.</li> <li>In case of deviating formats, disproportionate file sizes or increasing file quantities, please contact Hamburg University Press.</li> </ul>
	<i>benefits</i>	<ul style="list-style-type: none"> <li>High-quality audio and video rendering.</li> <li>Concentration of research results and publications.</li> </ul>
URN	<i>standard</i>	<b>All published articles have a uniform resource name</b>
	<i>policy</i>	All published articles are assigned a uniform resource name ( <a href="#">URN</a> ) from the namespace of the Hamburg State and University Library ( <a href="#">SUB</a> ).
	<i>benefit</i>	<ul style="list-style-type: none"> <li>Indexing and long-term preservation of articles at the German National Library (<a href="#">DNB</a>).</li> </ul>
Versioning of articles	<i>standard</i>	<b>Versioning makes changes to articles visible.</b>
	<i>policy</i>	<p>Changes to published articles should be avoided, and only made in exceptional cases. If editorial changes need to be made to an article, the following procedure must be followed:</p> <ul style="list-style-type: none"> <li>The changes must be incorporated into a new version of the existing article.</li> <li>The changes must be identified in the article as an editorial note.</li> <li>The old version of the article must remain available and publicly accessible.</li> </ul> <p>The removal or deletion of published articles is not permitted. However, if there are valid reasons for deletion, this must be clarified with Hamburg University Press.</p>
	<i>benefit</i>	<ul style="list-style-type: none"> <li>Transparency.</li> <li>Credibility.</li> </ul>