



**OPEN ACCESS**  
PUBLISHING ON  
**MACAU**



# MORE THAN FREELY ACCESSIBLE

**Open Access** is more than just making scientific publications available free of charge.

**Open Access** is scientific literature that can be shared, read and further processed by everyone, preferably without technical or legal barriers.

OPEN ACCESS IN 60 SECONDS:  
[HTTPS://DOI.ORG/10.5446/50832](https://doi.org/10.5446/50832)





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# GOOD REASONS FOR OPEN ACCESS

**Cooperation  
& networking**



**Higher visibility  
& more citations**



**Free & direct access  
to knowledge**



**Transparent legal  
relationships**



**Accelerated  
communication**



**Efficient research  
& innovation**



## OPEN ACCESS

- facilitates the international, multidisciplinary networking of researchers,
- speeds up scientific communication processes,
- strengthens the legal positions of authors and users,
- promotes efficiency and innovation in research,
- facilitates direct accessibility for a larger audience,
- increases the visibility and citation of research findings.

# THE OPEN ACCESS RESPOSITORY MACAU

MACAU is the open access repository of Kiel University. It is available free of charge to all members and affiliates of the university and related academic institutions.

## MACAU

- serves to publish individual scientific papers, series or journals in open access,
- makes publications globally visible and findable – in common search engines, databases and catalogues,
- fulfils the requirements of many research funders,
- offers professional data maintenance according to international standards with persistent identifiers (e.g. [DOIs](#), [ORCID iDs](#)) and long-term archiving,
- supports publication projects with competent assistance and advice,
- ensures compliance with the applicable [legal deposit regulations](#) (in German).

## PROFILE

On MACAU (scholarly) works – first and temporary publications – can be published that have a personal, institutional or thematic connection to Kiel University. The spectrum of publications ranges from doctoral theses, habilitations and other monographs, anthologies, edited volumes and journals, as well as individual contributions, chapters, articles/papers or project reports.

MACAU is open for [hosting](#) own series and journals, it serves as a publication platform for the open access publications of [Kiel University Publishing](#) and as a specialised repository for [Northern European research](#) (NordDok).

- The [guidelines](#) provide information on the MACAU usage criteria.
- For the hosting of series and journals, see the [checklist](#).
- For publishing with Kiel University Publishing, see the [website](#).
- To use NordDok, please contact the [FID Northern Europe](#) team.

## A NETWORKED SERVICE

The open access repository is integrated into a diverse network of verification tools and services, e.g.:

- **BASE** (Bielefeld Academic Search Engine)
- **CORE** (open access aggregator)
- **CRIS** (Current Research Information System at the CAU)
- **Crossref** (DOI registration agency)
- **DDB** (German Digital Library)
- **DeepGreen** (open access delivery service)
- **DINI** (German initiative for network information)
- **DNB** (German National Library)
- **FIS Bildung** (Education Research Portal)
- **Google** (internet search engine)
- **Google Scholar** (search engine for scholarly literature)
- **K10plus** (union catalogue by the GVB and SWB)
- **Kiel-UP** (Universitätsverlag Kiel | Kiel University Publishing)
- **OAI** (Open Archives Initiative)
- **OpenAIRE** (Open Access Infrastructure for Research in Europe)
- **opendata@uni-kiel** (the CAU's research data repository)
- **OpenDOAR** (Open Directory of Open Access Repositories)
- **ROAD** (Directory of Open Access scholarly Resources)
- **ROAR** (Registry of Open Access Repositories)
- **TIB AV-Portal** (portal for scientific videos by the TIB Hannover)
- **TIB LZA** (digital long-term archiving service by the TIB Hannover)
- **Unpaywall** (open database for free scholarly articles)
- **Vifanord** (Specialized Information Service for Northern Europe)
- **WorldCat** (world's largest bibliographic database)



# OPEN ACCESS PUBLISHING

A contribution to more openness,  
more transparency, more quality &  
more networking in science.

- » **RIGHTS / LICENSES**
- » **METADATA**
- » **RESEARCH DATA**
- » **CREATING PDFS**



# THE PATH TO PUBLICATION

## PREPARING PUBLICATIONS

- Check copyright
- Select licenses
- Publish research data
- Collect metadata
- Create a PDF



## LOGIN AND DATA TRANSFER

- Select the type of publication
- Enter the metadata
- Upload the PDF
- Send in the publication agreement



## PUBLICATION



if applicable, notify  
the Dean's Offices  
(dissertations)

publication  
notification via open  
interfaces

if applicable, notify  
the research data  
repository

# RIGHTS & LICENSES

## COPYRIGHT

Authors always have the right to be named as such. Authors of all materials used must agree to their publication. The following questions should therefore be asked in preparation for publication:

1. Are there people involved in the publication process who have to agree to the publication, e.g. co-authors, editors, reviewers, publishers?
2. Were third-party materials used, e.g. illustrations or tables that are not covered by the right of citation?

Consent may be given by

- open access licenses,
- obtaining permission for use,
- submitting a request to the responsible clearing board,
- individual agreements.



In case of doubt, the best idea is to always contact the authors or rights holders directly. All agreements should be obtained and documented at an early stage.

Sample requests for permission for use and advice on how to correctly indicate authorships and rights of use in publications can be found in our [resources](#) on publishing in open access.

## **PUBLICATION AGREEMENT**

Completing the publication process on MACAU involves sending in the signed publication agreement.

With the agreement, the authors or editors grant the operators of MACAU the simple right to publish electronically under the chosen license conditions documented in the agreement (see Creative Commons licenses). In addition, this constitutes consent to the standard distribution of the metadata (in library catalogues, search engines, databases, etc.) under the Creative Commons [CC0 1.0](#) license. The simple granting of rights means that authors or editors can continue to freely dispose of their publications and, if necessary, publish them elsewhere in parallel.

On the other hand, the authors or editors assure the operators of MACAU through the agreement that no rights of third parties are violated by the publication (see copyright). This must be thoroughly checked in advance.

## **CREATIVE COMMONS LICENSES**

Open access publications are provided with open content licenses. The world's best-known provider in the field of science, research and culture is the nonprofit organisation Creative Commons. The so-called CC licenses are free, prefabricated and non-exclusive contracts, i.e. encompassing the general public, which transparently regulate the conditions of use of works. The current version in force since 2013 is 4.0 International.

### **CC licenses**

- are established worldwide and internationally applicable,
- are valid for everyone,
- create clear legal relationships.

CC licenses consist of four standard components that can be used in six combinations.

### All CC licenses

- guarantee that the authors are named,
- enable legally compliant reproduction and public distribution,
- apply for an indefinite period until the copyright expires,
- are irrevocable.

## THE FOUR COMPONENTS OF CC LICENSES



### **BY: Attribution**

The authors of the work must be named.



### **NC: NonCommercial**

Use in commercial contexts is not permitted without permission.

**Attention:** This is meant in a broad sense and may thereby exclude uses of the work that are not intended. See: <https://nbn-resolving.org/urn:nbn:de:he-bis:30:3-440662> (in German)



### **ND: NoDerivatives**

No altered or abridged works may be created. Only exact copies may be shared.



### **SA: ShareAlike**







Modified works must be published under the original or a compatible license: open content remains open content.

## THE CC LICENSES AT A GLANCE

The table illustrates the scope for use that the individual CC licenses afford. As a selection aid, it also shows current recommendations from experts from the OA community, science and science funding.

→ The table can be downloaded individually in our [resources](#).

License	Attribution	Copying and distribution possible	Editing allowed	Adjustments to the license conditions possible	Commercial use allowed
CC BY					
CC BY-SA					
CC BY-ND					
CC BY-NC					
CC BY-NC-SA					
CC BY-NC-ND					
ohne					

 Definition (2008)	 Open Definition 2.1	 Certificate (2022)	 Recommendation (2022)	 Recommendation (2022)	 Recommendation (2018)
***	***	***	***	*** (articles)	***
***	***	***	○	*** (books)	** (as alternative)
○	○	○	○	* (possible)	* (exceptionally)
○	○	○	○	○	○
○	○	○	○	○	○
○	○	○	○	○	○
○	○	○	○	○	○

# METADATA

Information that describes the work to be published in more detail at various levels, so-called metadata, is important for the publication process.

## METADATA

- increases visibility in search engines and databases,
- improves findability by increasing the ranking in search engines,
- is proof of quality and adds value to the publication,
- ensures authorship by clearly identifying the people involved,
- ensures integrity through unique identification of publication versions,
- facilitates reporting, analysis and forecasting for institutions, research funders and the scientific community,
- is part of digital long-term archiving and contributes to securing the future,
- serves interoperability through standardisation and global exchange.



Necessary metadata should already be collected during the preparations for publication. It is used in different places, e.g. in the PDF file and on the publication server.

## TYPE OF PUBLICATION

Choosing the right type of publication is necessary in order to correctly classify and describe publications, i.e. to be able to provide them with metadata. What is the work about, how is it constructed, what are the dependencies and staggering (e.g. multi-volume, periodicity, series affiliation)? Corresponding selection options are provided in MACAU.

## BRIEF ABSTRACTS

Brief abstracts of publications should be similar in length and style to book cover texts. They serve to decide relevance and should therefore be aimed at the potential users of the publication. They should be multilingual if possible in order to increase international visibility. Generally speaking, less is more. The abstract should be short and sweet. Attention: the use of formulas, special characters and markings



can lead to display errors. The use of ›copy-paste‹ when entering metadata forms can lead to incorrect line breaks or hyphenation.

## **KEYWORDS**

Each scientific publication should be described with roughly four to five keywords, preferably in several languages. Avoid duplications with keywords from the title. It makes sense to orientate the terminology on the specialist language (subject-specific thesauri, descriptors).

## **PERSISTENT IDENTIFIER**

Persistent identifiers are used for the internationally unique assignment of people, institutions or publication versions, for example. They therefore play a central role for visibility, findability and long-term availability. The following list includes identifiers that are currently supported by MACAU:

### **Personal identifiers**

→ [Orcid iD](#) (Open Researcher and Contributor ID)

### **Publication-related identifiers**

→ [DOI](#) (Digital Object Identifier)

→ [URN](#) (Uniform Resource Name)

→ [ISBN](#) (International Standard Book Number)

→ [ISSN](#) (International Standard Serial Number)

## **PROJECT NUMBERS AND ACRONYMS OF FUNDING PROGRAMMES**

Project numbers or acronyms can be used to assign publications to specific research funding programmes. This is often one of the requirements for project funding. Projects supported by the German Research Foundation (DFG) are listed with project numbers e.g. in the [GEPRIS](#) database, projects of the European Commission in the [CORDIS](#) database. Publications in MACAU can currently be assigned to EU research projects. The server is also connected to the pan-European research information system OpenAIRE.

## RESEARCH DATA

If research data is generated in the course of scientific work, it should be handled in accordance with the subject-specific recommendations and published in a subject-specific, material-specific or institutional data repository. If own or third-party research data or samples are referred to in the publication, they should be referenced via a Digital Object Identifier (DOI) or an International Generic Sample Number (IGSN).



The CAU's central [research data management](#) team is available to answer questions about handling research data. The DFG's [RIsources](#) or [re3data](#) databases provide an overview of subject-specific or material-specific repositories.

## CREATING PDFS

Scientific works are published on MACAU in Portable Document Format (PDF). The following is a summary of how the documents, especially in the case of first publications, should ideally be set up for permanent publication.

### Cover page

The cover page is the visible figurehead of every publication. It can therefore be designed accordingly. The following must be indicated:

- the title of the work,
- authors and/or editors and/or publishing institutions.

PLEASE NOTE: official seals or similar (e.g. of the CAU) may not be used.



### Special case for dissertations

In the case of dissertations, the design of the title page(s) must comply with the respective provisions of the CAU's [Doctoral Degree Regulations](#) as well as any supplementary regulations of the faculties.

## IMPRINT

In addition to the information mentioned about the title of the work and the people/institutions involved, the publication should contain the following elements:

- the year of publication
- the selected license
- publication-related identifiers (DOI, URN, ISBN, ISSN or similar)
- a data availability statement, if applicable
- specification of the version/edition
- correspondence addresses
- person- or institution-related identifiers (ROR, ORCID iD or similar), if applicable
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- details of the cover picture (picture rights), if applicable
- metadata for subsequent use in literature management programmes (e.g. in BibTeX format), if applicable



Information about people should be limited to a professional-academic context. Detailed CVs or private correspondence addresses should be avoided.

## PDF METADATA

It is helpful to also name document properties of the PDF file for the visibility and findability of a publication (e.g. search engine ranking). This includes general information on the document title, authors/editors, description of the work (e.g. brief abstract), keywords and copyright or license information.

## PDF FILE FORMAT

Not all PDFs are identical in form. Specific PDF standards have been developed for certain applications. Using the PDF/A standard is recommended for digital publications that are to be kept available for long-term use. This is divided into different versions (1, 2 and 3) and three different levels of conformity (a, u, b). The use of PDF/A version 2b is recommended.

## **FULL TEXT SEARCHABILITY**

All documents posted in MACAU must be searchable to realise their full potential in terms of visibility and usability. Textual content should therefore not be embedded as graphics. Scanned or photographed materials may need to be edited for this purpose.

## **DOCUMENT STRUCTURE**

For optimal usability, it is recommended to provide the documents to be published with chapter or structure elements and corresponding bookmarks. These are displayed in the PDF viewers and make it easier for readers to find their way around. The function requires correct labelling, e.g. by means of format templates in the text processing programme used.

## **DIGITAL RIGHTS MANAGEMENT / COPY PROTECTION**

The use of copy protection or digital rights management measures is not permitted.

## **FILE NAME**

Choose a meaningful name for the file uploaded for publication on MACAU, e.g. in the following form:

→ Dissertation\_Samplename\_2023.pdf

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