



OPEN ACCESS PUBLISHING **AT KIEL UNIVERSITY**

MORE THAN FREELY ACCESSIBLE

Open Access is more than just the free availability of scientific publications.

Open Access is scholarly literature that can be shared, read, and further processed by everyone – ideally 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**



**Faster
communication**



**Efficient research
& innovation**



Open Access publishing

fosters openness, transparency, quality, and collaboration across the research community.

OPEN ACCESS (OA)

- simplifies international, cross-disciplinary networking among 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 wider audience,
- increases the visibility and citation rates of research results.



OA FUNDING

For publishing research results in Open Access with commercial publishers, particularly for OA articles in scholarly journals, Kiel University Library offers various funding opportunities for members of Kiel University (and, in part, affiliated institutions).

- Basic publication costs (excluding additional costs) are eligible for funding.
- Detailed information on funding opportunities and conditions can be found on the University Library [website](#).

DEAL NEGOTIATIONS AND TRANSFORMATION AGREEMENTS

Through ›Open Access transformation agreements,‹ publication costs (e.g., article processing charges, APCs) for OA publications in participating scholarly journals can be covered. These include, for example, Elsevier, Springer Nature, and Wiley through the so-called DEAL agreements, to which Kiel University is a signatory. However, OA transformation agreements are also currently in place with around a dozen other publishers.

GENERAL REQUIREMENTS

- Affiliation with Kiel University (CAU) or UKSH Campus Kiel,
- the applicant is the corresponding author.



DFG PUBLICATION FUND

Kiel University participates in the German Research Foundation's (DFG) funding program ›Open Access Publication Costs‹ (running until 2027). This fund supports the publication of articles in genuine Open Access journals. In addition, it can (co-)fund Open Access book projects (including edited volumes) arising from DFG-funded projects.

CONDITIONS

- **Articles:** Affiliation with Kiel University (CAU) or UKSH Campus Kiel; the applicant is the corresponding author; publication in a genuine OA journal,
- **Books:** At least one of the authors/editors is a member of Kiel University (including UKSH Campus Kiel, GEOMAR, IPN); the publication originates from a DFG-funded project,
- no funding from other sources possible,
- use of Creative Commons licenses,
- journals/books must meet defined quality standards.

Kiel University Publishing delivers professional support and high-quality realization of selected Open Access publication projects.



SERVICES

- personal consultation and project support,
- formal quality control of publications,
- professional design of publications,
- expert metadata management,
- digital production (including print option with book trade distribution),
- global visibility and discoverability of the works,
- measurement of publication reach,
- long-term archiving of the publishing program.

Kiel University Publishing is open to all members of Kiel University, across disciplines and academic status.

OPENNESS

Kiel University Publishing stands for an open publication culture and promotes public access to scholarly information. It provides space for exploring new research fields and developing innovative publication approaches.

DIGITAL TRANSFORMATION

Kiel University Publishing supports the ongoing digital transformation in scholarly communication.

QUALITY

Kiel University Publishing is committed to confirm quality and academic integrity.

RESEARCHER-FRIENDLY CONDITIONS

Kiel University Publishing offers researcher-friendly conditions through its [Diamond Open Access](#) publishing model and a consistently author-centered rights policy.

- Further information and contact details are available on the website: <https://www.universitaetsverlag.uni-kiel.de/en>.
- A [proposal form](#) is available for publication inquiries (in German).

MACAU is Kiel University's Open Access publication service. It includes a wide range of options for publishing. Here, scholarly works with a personal, institutional, or thematic connection to Kiel University can be published independently as first or secondary publications. The spectrum ranges from academic theses (dissertations, habilitations) and other monographs to edited volumes, series, and journals, as well as individual contributions, articles, or project reports.

MACAU is open to hosting its own [series and journals](#). The infrastructure also serves as a platform for publications by [Kiel University Publishing](#) and as a specialist repository for Northern European research ([NordDok](#)).

MACAU

- is freely available to all members of the university as well as affiliated academic institutions,
- makes publications visible and discoverable worldwide – in major search engines, databases, and catalogues,
- provides professional data management according to international standards with persistent identifiers (e.g. [DOIs](#), [ORCID iDs](#), [URNs](#)),
- ensures the long-term archiving of content,
- guarantees compliance with the applicable [legal deposit regulations](#) (in German),
- promotes and documents the OA publication output of Kiel University.

GENERAL INFORMATION

- The guidelines provide information on the usage criteria for [MACAU](#).
- For hosting series and journals, please refer to the [checklist](#).
- For publishing dissertations, please refer to the [checklist](#).
- For using NordDok, please contact [vifanord](#) (Virtual Research Library Northern Europe).

A NETWORKED SERVICE

The Open Access publication service MACAU is integrated into a broad network of indexing tools and services, such as:

- **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** (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)
- **ZDB** (Serials Database)

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](#) (e.g., Creative Commons 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.

By signing the agreement, the authors or editors grant the operators of MACAU the non-exclusive right to electronic publication under the license terms selected and documented in the agreement. In addition, they consent to the standard dissemination of metadata to library catalogues, search engines, databases, etc., under the Creative Commons [CC0 1.0](#) license. This non-exclusive grant of rights means that authors or editors remain free to retain full control over their publications and may also publish them elsewhere in parallel, if desired.

On the other hand, by signing the agreement, the authors or editors assure Kiel University Library as the operator of MACAU that the publication does not infringe the rights of third parties (see copyright). This should be carefully reviewed 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 non-profit 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,
- guarantee the attribution of authors,
- establish clear legal conditions and enable lawful reproduction, public distribution, and, where applicable, reuse,
- apply irrevocably for an indefinite period until the expiration of copyright.

AN OVERVIEW OF CC LICENSES

THE FOUR COMPONENTS OF CC LICENSES

CC licenses consist of four standard components that can be combined in six different ways.



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 range of uses permitted by the individual CC licenses. As a selection aid, it also presents current recommendations from experts in the OA community, academia, and research funding.

→ The table can be downloaded separately from our [materials](#).

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					
without					

 Definition (2008)	 Open Knowledge Foundation	 Recommendation (2024)	 Recommendation (2022)	 Recommendation (2022)	 Recommendation (2018)
***	***	***	***	*** (articles)	***
***	***			*** (books)	** (as alternative)
				* (possible)	* (exceptionally)
					
					
					
					

METADATA

Information that describes the work to be published at different levels – so-called metadata – is essential for the publication process.

METADATA

- increase visibility in search engines and databases,
- improve discoverability by raising rankings in search engines,
- serve as a mark of quality and add value to the publication,
- secure authorship through the clear identification of contributors,
- ensure integrity through the unambiguous identification of publication versions,
- facilitate reporting, analysis, and forecasting for institutions, funders, and the scholarly community,
- form part of digital long-term archiving and contribute to sustainability,
- promote interoperability through international standards.



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 scholarly publication should be described with around four to five keywords, preferably in multiple languages. Duplications with terms already used in the title should be avoided. It is advisable to base the terminology on the subject-specific language (specialized thesauri, descriptors).

PERSISTENT IDENTIFIER (PID)

PIDs provide internationally unique identification, for example of persons, institutions, or publication versions. They therefore play a key role in visibility, discoverability, and long-term availability. The following list includes identifiers currently supported by MACAU:

Personal identifiers

- [ORCID iD](#) (Open Researcher and Contributor ID)

Publication 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 funding programs. In many cases, providing this information is a requirement of the funding body. Projects supported by the German Research Foundation (DFG) are, for example, listed with project numbers in the [GEPRIS](#) database, while projects of the European Commission are listed in the [CORDIS](#) database. Publications uploaded to MACAU can currently be linked to EU research projects. In addition, the server is 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 [Resources](#) or [re3data](#) databases provide an overview of subject-specific or material-specific repositories.

PDF CREATION

Scholarly works are published on MACAU in Portable Document Format (PDF). The following provides guidance on how documents – particularly in the case of first publications – should ideally be prepared for long-term 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,
- details of the design, if applicable,
- details of the cover picture (picture rights), 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 currently recommended standard is PDF/A version 2b.

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_2025.pdf

Avoid duplicate file extensions (e.g. pdf.pdf), unspecific file names (e.g. dissertation.pdf), overlong titles or additional endings such as ›-print‹ or ›-final‹.

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FURTHER INFORMATION ON THIS TOPIC IS AVAILABLE AT:

<https://www.ub.uni-kiel.de/en/publishing>

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University Central Library

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