



How can I have my publication fee paid quickly? A short guide to the workflow at the institute

If you would like to publish your article Open Access please proceed as follows:

1. Check whether the costs can be paid centrally by MPDL Munich.

Prerequisites for the costs to be paid centrally are:

- The MPDL has signed a contract with the publisher (check under: <https://rena.mpdل.mpg.de/journals/oagold/> or consult with the librarians).
- The corresponding author belongs to the MPG and identifies as an MPG member by using an MPG e-mail address when submitting the publication request to the publisher.
- The MPG affiliation is stated correctly on the publication.

The library will be glad to assist you with examining the contracts between MPDL and the publishers.

➔ If these prerequisites are fulfilled, everything will happen automatically. 😊

2. If your publication costs cannot be covered by MPDL Munich or is a non-OA item, please do the following:

- a) Complete a procurement request form (check in the intranet or consult with your department's administrator); check with your Director or project supervisor about which cost center the costs should be paid from.
- b) Print the invoice (make sure the invoice is directed to our institute's address, not to you personally: Max-Planck-Institut für Menschheitsgeschichte; Kahlaische Straße 10; 07745 Jena, GERMANY).
- c) Hand over both documents to the administration for payment as soon as you can (to ensure timely processing).

Please remember: **Your library is glad to help you with any questions relating to your publishing process. Ideally, please inform the library about your intended publication.**