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.mpdl.mpg.de/journals/oagold/](https://rena.mpdl.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.