



POLICY AND PROCEDURES FOR PUBLICATION CHARGES

Background: Article IV, section (d), of the Convention on Great Lakes Fisheries obligates the Great Lakes Fishery Commission (Commission) to pay publication charges for papers resulting from research it sponsored, regardless of whether the project is ongoing or completed. Open-access costs may also be covered and are evaluated on a case-by-case basis.

Purpose: The below procedures are intended to ensure that invoices received for publication charges are eligible for payment and quickly processed.

Procedures

- 1) Principal investigators will be provided this statement of procedures in their research contract package.
- 2) Notification invoices/queries regarding payment of publication charges should be routed to the appropriate Research Program Associate or the Senior Science Program Associate.
- 3) Authors (investigators) applying for payment of publication charges will notify the Commission in writing at the time their papers are accepted for publication.
- 4) Authors must identify (in writing) the citation for the paper and the unique project ID as a part of the notification step described in #3 above. Authors should also state the proportion of Commission financial support that was used in generating the manuscript, and reimbursement will be restricted to that amount (e.g., for a paper 50% supported by Commission funding, the Commission will pay 50% of page charges). Only peer-review journal articles or book chapters are eligible for payment, and they must have resulted from a proposal funded through the Fishery Research, Sea Lamprey Research, or Science Transfer programs. Publications must acknowledge Commission sponsorship to be eligible and should note the project ID.
- 5) Authors will be notified by the Commission regarding approval for payment of page charges after review of information submitted in #4 above.
- 6) When full payment of page charges has been approved, the publishing journal should be requested to mail the invoice directly to the Commission to the attention of the appropriate Program Associate. If only a proportion of the charges will be paid by the Commission, then invoices should be sent to the authors and then forwarded to the Commission. The citation, project ID, and proportion of eligible charges should be attached to the invoice for payment.

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GREAT LAKES FISHERY COMMISSION

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