

## Main Agreement between AUTH Publications - Journal

This document confirms the agreement between the AUTH Publications Department (“the Publisher”) and the Faculty/Department/Association, e.g.: (“the Department”), for the publication, distribution and dissemination of the journal entitled ... *Journal Title* (“the Journal”) through the publishing services provided by the Aristotle University of Thessaloniki. Under the terms of this agreement, AUTH publications will be the publisher of the Journal, and the Faculty, Department, research centre of the University as well as any other research/scientific body in which at least one AUTH faculty member participates in the editorial team and the Board of Directors body, in consultation with the Publisher, shall be responsible for the selection and appointment of an Editor-in-Chief or a team of Editors-in-Chief of the publication. This agreement shall remain in force for a period of five (5) years, starting from ... *exact date* (e.g.: 23/9/2022). After the expiration of the above period, the agreement may be renewed by mutual consent and shall be deemed to be in force, unless written notice is given by either party of its intention to terminate this agreement within six (6) months.

## GENERAL

1. *The Faculty, the Department, the Association* proposes and AUTH Publications confirm the candidacy of... *Capacity, First Name, Surname* as the Editor-in-Chief of the journal. The journal’s scientific committee ensures that there is at least one active Editor-in-Chief on a permanent basis.
2. By signing this agreement, ... *Capacity, First Name, Surname* agrees to perform the duties of Editor-in-Chief during the term of the agreement.
3. The title of the journal belongs to ... *Faculty, Department, Association*.

## MUTUAL OBLIGATIONS

1. The obligations of Editor(s)-in-Chief.  
include the following:
  - a) Proposing, appointing and securing a special, internationally recognised Editorial Board for the journal. Throughout the five-year period, the Editorial Board must be composed of at least 20 members who must represent the journal with an appropriate geographical distribution and must cover with their expertise the thematic range of the journal.
  - b) Attracting suitable articles for the journal, in addition to and together with the Publisher's respective promotional actions.
  - c) Oversee all aspects of the review process for the material to be published, including the final decision on all articles submitted to the journal. Regardless of whether the review process is carried out through the OJS/PKP online system provided by the LIC [Prothiki](#) service or not, the Editor-in-Chief and the team of Editors-in-Chief ensure that a detailed record is kept of all relevant documents and actions related to the review

process for each manuscript and that, if requested, they will be able to make the relevant material available to the Publisher.

- d) Adherence to established rules of ethics on the part of editors (editorial practice), as adopted and described in *Code of ethics of Editors-in-Chief of AUTH publications*. The code is based on guidelines and recommendations issued by bodies such as the Committee on Publication Ethics (COPE) and the International Committee of Medical Journal Editors (ICMJE), constitutes an Annex and is an integral part of this agreement. By signing this agreement, the Editor(s)-in-Chief/Editor(s) confirm that they have studied and understood the said Annex, entitled *Code of ethics of Editors-in-Chief of AUTH publications*, of this agreement and have additionally been informed about the [COPE Core Practices](#).
- e) Timely handling of all queries submitted regarding the journal, including communication and related arrangements with the Publisher.

## 2. The publisher's obligations include:

- a. Publication of the journal under the Open Access system, using the PKP online Open Journals System (OJS) platform on the website with the domain name <https://ejournals.lib.auth.gr>, an exclusive URL address for the journal, and provision of technical support by specialised LIC staff.
- b. Hosting of articles as PDF files on the journal website.
- c. Submission of published articles to free-access repositories.
- d. Assigning unique DOI identifiers to published journal articles.
- e. The staff of LIC's Prothiki service are the first point of contact with the Editor-in-Chief and the Editors-in-Chief team regarding platform management issues, individual articles, journal development plans, and basic journal tasks, including, among others, communication with the Publications Department.
- f. Ensuring that the journal complies with recognised standards of editorial practice as set out in *Code of ethics of Editors-in-Chief of AUTH publications*. AUTH Publications will periodically conduct confidential audits of the journal and provide feedback and assistance to the Editor-in-Chief and the Editors-in-Chief team where required.
- g. Promotion of the journal to the appropriate community in consultation with the Editor-in-Chief.
- h. Cooperation with indexing services, including DOAJ, Clarivate, Scopus, PubMed Central, making every effort to include the journal in their databases and services.
- i. Providing a system of online submission of articles by authors and providing an online infrastructure for the reviewers to make the review, the necessary communication between the involved parties, as well as to take a decision about the manuscripts submitted to the journal.
- j. Providing access to a plagiarism checking tool (e.g.: Turnitin).
- k. Providing user service to authors, readers and other persons interested in the journal.

## PUBLICATIONS

1. All articles published by the journal are licensed under the Creative Commons open license... *fill in the specific licence* that has been selected.
2. No ads shall be posted in the journals' electronic publication environment <https://ejournals.lib.auth.gr>.
3. Whether or not to charge Article Processing Charges (APCs) for articles published in the journal is a decision of the Editor-in-Chief and the Editors. If the journal charges authors with Article Processing Fees (APCs), this information should be displayed with all necessary details on the journal's website.
4. AUTH Publications will not publish any article in the journal before *date*... and the Faculty/Department/Association and the Editor-in-Chief ensure that no article will be published in the journal or on any other website other than the one provided by AUTH publications through the LIC Prothiki service on or after *date*...
5. The Editors-in-Chief represent and warrant that they will be the authors of any article published in the journal and related to the policies and strategies of the journal (editorial content). That they will not publish under their name any material whose rights have been granted or assigned to any other person or entity. That the material will not infringe any copyright, trademark or patent. That it will not violate the right of privacy or publicity of any person or entity. That it will not contain any defamatory content. That all statements which are asserted as facts are true or based on research as required for accuracy. If there is reasonable doubt that the content of any article submitted for publication by the Editors-in-Chief under their name is in breach of this warranty, the publisher has the right to refuse to publish the content.

## VALIDITY PERIOD / TERMINATION

1. In the event that a serious violation of the publisher's code of ethics is identified by the journal's Editors-in-Chief, AUTH Publications reserves the right to suspend further publication of articles in the journal until the issue is resolved. Moreover, AUTH Publications reserves the right to suspend this agreement with regard to the rights and obligations of the Editor-in-Chief defined therein and to require the Faculty/Department/Association to terminate its agreement with the Editor-in-Chief or the team of Editors-in-Chief and to appoint replacement(s).
2. The publisher reserves the right to review and, if deemed necessary, terminate this agreement in any of the three following cases below, i.e. if:
  - a. Fewer than five articles have been accepted for publication and fewer than ten additional articles are under review at the journal within seven months of the publisher making available the electronic article submission system (a maximum of three of these fifteen articles may be from the same author or group of authors).
  - b. Fewer than fifteen articles are published in the journal in a twelve-month period.
  - c. The Faculty/Department/Association or the Editor-in-Chief do not comply with the terms of this agreement, provided that written notice of the alleged violation has been given to the Faculty/Department/Association and that the

Faculty/Department/Association in cooperation with the Editor-in-Chief does not address the violation within 60 days.

3. This journal publication agreement is governed by Greek legislation and is subject to the exclusive jurisdiction of the Greek courts.

## ANNEX

### Code of Ethics for Editors-in-Chief

1. Editors-in-Chief must declare on the journal's website any financial, personal or other relationships that may constitute a conflict of interest with the duties of the journal's Editor-in-Chief.
2. The Editors-in-Chief must ensure that all articles accepted for publication in the journal have been reviewed in accordance with the review policy as stated on the journal's website. A review is usually carried out by at least 2 reviewers. In rare cases, a decision on an article may be made following the referral of a single reviewer in combination with a review made by members of the editorial board. Comments, book reviews and opinion articles by Editors (editorials) can be accepted without additional requirements, although it is suggested that the comments be evaluated by a specialised reviewer / Editorial Board Member, as long as they do not fall within the area of expertise of the Editor-in-Chief.
3. Editors-in-Chief should not make a decision on articles with which there may be a conflict of interest. In similar cases, an experienced member of the Editorial Board (e.g. Joint EiC, Deputy Editor, Associate Editor) is assigned to supervise the review process and decide on the acceptance or rejection of the submitted article.
4. Although Editors-in-Chief are permitted to publish their studies in the journal in which they are Editors-in-Chief, they must ensure that the majority of publications are from other authors. An experienced member of the Editorial Board (e.g. co-Editor-in-Chief, Deputy Editor, Associate Editor) must oversee the review process and the decision to accept or reject articles submitted by Editors-in-Chief or articles in which Editors-in-Chief are co-authors.
5. Editors-in-Chief must ensure that the members of the Editorial Board, for whom there is a conflict of interest regarding submitted articles, are not involved in the process of review and decision regarding the specific articles.
6. The Editors-in-Chief should be satisfied that the authors follow international practices on the ethics and conduct of Science.
7. Editors-in-Chief of biomedical journals should be satisfied that all scientific research involving living humans which is accepted for publication in the journal is ethical and complies with the Declaration of the *World Medical Association Declaration of Helsinki*. The research should comply with the requirements of each author's country of origin and the relevant Institutional Review Board regarding its reliability and quality (ethics approval) as well as regarding the participants' informed consent to it. In countries where there are no local or national Ethics and Conduct Committees or established regulations, the editor-in-chief should use the standards set out in the Declaration of Helsinki in order to decide whether there are ethical objections to carrying out the research that would preclude publication. Any research that violates the Declaration of Helsinki should be reported to the institution with which the

authors work, regardless of whether or not it received approval from the local Research Ethics and Conduct Committee. The editor-in-chief should seek guidance from AUTH publications for all difficult cases.

8. Editors-in-Chief of biomedical journals should be satisfied that all experimental research on live animals complies with the national regulations of the authors' countries of origin regarding animal research and ethics. As long as there are no corresponding national regulations, the Editors-in-Chief shall decide at their discretion whether ethical concerns are raised which lead to the preclusion of publication of the research.
9. The Editors-in-Chief of biomedical journals should be satisfied that all research on human or animal tissue, which is accepted for publication in the journal, complies with national legislation and the requirements of local Research Ethics and Conduct Committees regarding the use of such tissue for research, with particular attention to consent to the use of human tissue. In the absence of national regulations, the Editor(s)-in-Chief should use their discretion when deciding whether there are ethical concerns about the research that might preclude publication. The responsible editor-in-chief should refer to AUTH publications for difficult cases.
10. Editors-in-Chief must consult AUTH publications if they believe an article contains libellous or defamatory content.
11. Editors-in-Chief must provide professional services to authors. The handling of correspondence should be timely and respectful, and the review process should be adequate and thorough. Special care should be taken to provide seamless service to the authors.
12. Editors-in-Chief are encouraged to use the system for the online submission and review process. In any case, they must maintain an offline tracking system in order to be able to retrieve the full history of an article's review process.
13. Editors-in-Chief must comply with the following standards:
  - α. The World Association of Medical Editors (WAME) statement on geopolitical bias in editorial decisions. The statement, which is available on the WAME website, states that *"Decisions of Editors-in-Chief should not be influenced by the origin of the article, including the nationality, ethnicity, political beliefs, race or religion of the authors. Editing and publication decisions should not be determined by the policies of governments or other bodies outside the journal itself."*
  - β. The policy of AUTH publications on the conflicting interests of authors. The policy, which appears on the page "About This Journal", states: *"[the Journal] requires authors to declare any competing financial or other interests in relation to their work. All declared competing interests will be listed at the end of published articles. Where an author declares no competing interests, the entry will be "The author(s) declare no competing interests"*.
  - γ. The [Core Practices](#) and [Ethics toolkit for a successful editorial office](#) published by the Committee on Publication Ethics (COPE).
14. The journal is a member of COPE, and Editors-in-Chief must follow COPE guidelines and workflows when managing publication and research ethics issues, such as author

disputes and misconduct. The Editors-in-Chief can consult ATh publications on how to follow the COPE guidelines in difficult cases, but the Editor-in-Chief has the final say on the required decisions and actions. ATh publications have the final responsibility for ensuring adherence to publication ethics in accordance with COPE standards.

15. The Editors-in-Chief must establish a written complaint handling procedure for the journal, in order to deal with complaints against decisions, as well as other complaints related to the journal. In the event that a complainant's request remains unsatisfied, a mediator may be asked to investigate it. Complaints against the Editor-in-Chief are initially referred to a mediator but, if necessary, the issue may be escalated to COPE.
16. Editors-in-Chief are not allowed to send comments or write editorials declaring that they represent ATh publications without prior permission from ATh publications.

## Fees and Charges

1. AUTH Publications (“the Publisher”) charge the author with Article Processing Charges (APC) for each article accepted by the Editor-in-Chief or by a member of the Editorial Board Member authorized by the Editor-in-Chief to make the final decision on the acceptance of articles for publication in the journal *Journal Title* (“the Journal”).
2. The current Article Processing Charge (APC) for the Journal is € ... and may from time to time be changed by the Publisher.
3. The Article Processing Charge (APC) paid for each article by the authors is shared between the Journal and the individual cooperating units that make up AUTH publications at the following ratio: Journal ... %, AUTH PDMC ... %, AUTH Library Information Centre (LIC). ... %.
4. The Publisher ensures that the Article Processing Charge (APC) remains competitive with the charges of comparable open access publishers and at a level considered reasonable by major funding bodies such as Horizon Europe.
5. As long as the author submitting an article (corresponding author) is linked to an institution that is a member of the Hellenic Academic Libraries Link (HEAL-Link), the Article Processing Charge (APC) will be covered at a rate of 50% through membership. These authors may request an additional discount/exemption provided they present valid documentation supporting insufficient funding for their research.
6. Authors who do not have sufficient funds to pay the Article Processing Charge (APC) may request a discretionary full or partial exemption. The responsibility for handling APC exemption requests lies with the Publisher. The Publisher shall attempt to grant exemptions in all cases of an actual lack of funds and to ensure that such lack of funds is not an impediment to publication.
7. If the journal’s Editorial Board imposes an additional charge above the standard APC of AUTH publications, so that the APC for articles published in the journal is set above the standard APC of AUTH publications in order the Editorial Board to be able to cover administrative or other expenses related to the journal, AUTH Publications will pay the Editorial Board of the journal the balance within 3 months before the end of each calendar year during which this agreement is valid. For each article published in the journal where the above surcharge applies, the Scientific Committee of the journal shall receive a proportional share of the realised Article Processing Charge (APC) of the article. The percentage is determined by the ratio of the surcharge to the total, nominal value of the journal’s Article Processing Charge (APC) at the time of submission of the article.

This indicatively means that if, for a given article, the nominal value of the Article Processing Charge (APC) is paid in full, the full nominal surcharge will be paid to the Editorial Board of the journal.
8. The Editorial Board of the journal chooses to impose an Article Processing Charge (APC) surcharge of € ... which is included in the Article Processing Charge (APC) in paragraph 2 of this section of the agreement.



9. In each calendar year, Editors-in-Chief are allowed to publish or accept for publication up to six articles (mainly non-research articles such as Editorials or Reviews) for which no Article Processing Charge (APC) will be paid.
10. A special article processing charge (APC) will apply to all articles which were submitted to the journal before the AUTH publication submission system became available, but are published by the Publisher after ... *agreement start date*. For the first 10 articles of this case, as determined by the Editor(s)-in-Chief to the Publisher, the Publisher waives the Article Processing Charge (APC) and no fee will be paid. If the journal requests fewer than 10 article processing charge exemptions, the Editor-in-Chief may use the remaining number of exemptions to publish additional articles in the journal during the first 12 months after the submission system is made available by the Publisher. If the journal requests more than 10 article processing charge exemptions, the Editors-in-Chief will pay the Publisher a reduced article processing charge of ... € for each article above 10.
11. For each calendar year in which the journal published more than 25 articles, an annual remuneration is paid to the Editor(s)-in-Chief. The payment is made annually, no later than 1 April of the calendar year following the year for which the payment is made. The remuneration is set at €... and may be revised annually in line with the growth of the journal. If there is more than one Editor-in-Chief, the remuneration shall be divided equally between the Editors-in-Chief, unless they instruct the Publisher to apply a different proportional method of payment. Payments will be made directly to the Editor(s)-in-Chief unless otherwise agreed. If the Agreement expires before the end of the year and is not renewed, or when the Editor(s)-in-Chief leave before the end of the year, the fee will be paid proportionally.
12. The figures and percentages mentioned in this agreement may be modified according to the recommendation of the Review Board.