

## **JMIR Article Processing Fee Waiver Policy & Application Form**

Dear authors,

congratulations to getting your paper accepted in JMIR.

As we aim to publish widely indexed, carefully copyedited, high-quality manuscripts, that are also deposited in repositories such as PubMed Central, publication of your paper requires further production steps such as copyediting, reference checking and XML tagging that are time-consuming and expensive. In the editing & production stage, JMIR employs professional full-time staff and freelancers, and we have to pay our bills too. To defray these costs (and because we cannot sell subscriptions like toll-access journals) we require authors to pay an Article Processing Fee (APF). In exceptional cases we grant fee waivers, but we have to set the bar high for these exceptions, as any APF waiver means that we have to subsidize the publication, even though we are not a granting agency. Usually the onus is on the author to find funding sources from any entity that benefits from publication of the article. For example, due to the high impact-factor ranking of JMIR, usually your department benefits directly or indirectly from publication of the article, so in the absence of extramural funding we would expect the department to carry the costs.

Article Processing Fees (APFs) for Open Access journals have become an increasingly accepted method to defray the costs for publication, and fortunately most institutions have developed mechanisms and funding sources to cover publication costs in high-quality open access journals.

Most researchers pay APFs from their grants (if you have money to travel to conferences, you also have money to pay for an APF – both are knowledge dissemination activities!). If this is not the case, institutions and departments may have funds or bursaries for such purposes. Some institutions or departments may have purchased (or may decide to purchase retrospectively) an institutional JMIR membership – the APF is automatically waived if the corresponding author is from an institutional member (Note: this applies only to certain institutional membership types and may be subject to an annual limit – see <http://www.jmir.org/support.htm> for details).

**JMIR is waiving APFs only under exceptional circumstances** if all of the following conditions are met:

- 1) neither of the authors (including coauthors) have funding sources enabling them to carry the APF
- 2) or: in case of having a funding source (e.g. a project/research sponsor listed in the “Acknowledgements”), the funding source(s) declined to pay for open access publishing charges,
- 3) the departments/institutions of all authors have no funds, bursaries, or other means to pay for open access charges.

In order to consider an application for a fee waiver, we require in writing *from each coauthor* a written declaration that they have explored all avenues of potential funding. We need these declarations from each co-author, each *counter-signed by the head of the department or university* mentioned in the authors' affiliation lines.

If an author lists multiple affiliations, we need to have the head/chair/director *from each affiliation* sign the form.

If a **funding source (e.g. granting agency, foundation etc.) is named as a project sponsor in the acknowledgement section of an article**, we require a written statement signed by a representative of that sponsor explicitly declining payment of the APF and explaining why (we are not aware of any major funders not covering APFs, so we need assurance that the funder has been approached by the authors). We reserve the right to publish a blacklist and our experiences with certain institutions or funders who have no open access-friendly policies, ultimately to put public pressure on these organizations.

**Requests for APF waivers are usually not granted if any coauthor is from a institution which is a signatory of the “Compact for Open Access Equity” (OACOMPACT) (<http://www.oacomcompact.org/signatories/>)**, as in these cases there is documented and guaranteed institutional financial help available to cover publication fees. In this case it is the responsibility of the author to contact the respective university body (OACOMPACT contacts) to request financial support for the APF. This includes for example authors from the following institutions (check <http://www.oacomcompact.org/signatories/> for an updated list and details - do NOT contact us to inquire about details):

- Cornell University
- Dartmouth College
- Harvard University
- Massachusetts Institute of Technology
- University of California at Berkeley
- University of Ottawa
- Columbia University
- Memorial Sloan-Kettering Cancer Center

If any author has any of these organizations listed in their affiliation lines, and payment of the APF has been turned down by the OACOMPACT contact, we will require a letter from the OACOMPACT contacts addressed to the author detailing why an author-application for financial help has been rejected.

**APF waivers are usually not granted if one author is affiliated with a commercial for-profit organization**, or a commercial organization being acknowledged as sponsor of the project. We will make a case-by-case decision if the CEO or another management-level officer of the company provides us with a compelling reason why payment of APF is not possible.

**If an article has been approved for a fee waiver, the following statement will be added to the “acknowledgements” of the publication:** “Publication of this article was co-sponsored by the *Journal of Medical Internet Research*. All authors declared that they failed to identify any funding source for the project described in the paper to enable coverage of the publication costs. All department/division heads/chairs of the author institutions have declared that no institutional funding mechanisms for knowledge dissemination activities and/or coverage of open access publishing costs at their department or university level exist.”

Note that we will treat any cases of forged signatures or false declarations as scientific misconduct.

---- *The following section needs to be multiplied and signed by each coauthor (and their chairs) ----*

**I. Author section**

(Co)Author name: .....

I, as a (co)author of the paper

.....  
[Title]

which has been accepted in the Journal of Medical Internet Research, the leading ehealth journal (Impact Factor: 4.7), declare that

- I read the above policy on APF (Article Processing Fee) waivers
  - I declare that I failed to identify any funding sources for the project described in the paper to cover the publication costs
  - If the project was supported by a granting agency/sponsor listed in the “Acknowledgement” section of the publication, this sponsor declined to cover the APF. A letter from the sponsor is attached. (Sponsor Name: .....)
  - I have inquired at/ discussed this with my department chair(s) / university official(s) of all of my affiliations, and I declare that there is no institutional funding mechanisms for knowledge dissemination activities and/or coverage of open access publishing costs at any of my affiliations (signatures of my department chair(s) are below).
  - None of my affiliations is a signatory of the “Compact for Open Access Equity” (OACOMPACT) (<http://www.oacompact.org/signatories/>)
- or -
- While my institution is a signatory of the “Compact for Open Access Equity” (OACOMPACT) (<http://www.oacompact.org/signatories/>), my application for financial support has been turned down. A letter detailing the reasons is attached.

Author signature:

.....

## II. Department Chair signature section

Signatures from the department chairs/institution heads of *all* affiliations of above named author (order as listed in the manuscript)

I, the undersigned, have read the APF waiver policy above, and declare as Chair/representative of my department/institution that **there are no institutional mechanisms for knowledge dissemination activities and/or coverage of open access publishing costs at my department or university level**. I am aware of the fact that this statement will be published alongside the JMIR article.

### 1. Affiliation

Institution/Department Name: .....

Signatory (Dept./Institution Chair/Head/Director) Name:.....

Signatory Position: .....

Signature: .....

### 2. Affiliation

Institution/Department Name: .....

Signatory (Dept./Institution Chair/Head/Director) Name:.....

Signatory Position: .....

Signature: .....

### 3. Affiliation

Institution/Department Name: .....

Signatory (Dept./Institution Chair/Head/Director) Name:.....

Signatory Position: .....

Signature: .....

### 4. Affiliation

Institution/Department Name: .....

Signatory (Dept./Institution Chair/Head/Director) Name:.....

Signatory Position: .....

Signature: .....