

**-MEMBERSHIP REQUEST FORM-**  
**CENTRE MERSENNE**  
**-Existing Publication-**

**Publication Title:** .....

**Date of the request:** .....

This form should be emailed to :

**[contact-mersenne@listes.mathdoc.fr](mailto:contact-mersenne@listes.mathdoc.fr)**

and printed out and sent with the documentation listed on page 2 to:

**Centre Mersenne**

**Cellule Mathdoc**

**Bâtiment CETA**

**150 rue de la Chimie - CS 40700**

**38 058 Grenoble cedex 9**

For further information about the conditions determining access to Centre Mersenne or about the Membership Request Form, please contact us by writing to [contact-mersenne@listes.mathdoc.fr](mailto:contact-mersenne@listes.mathdoc.fr).

**Required additional documentation:**

- The Centre Mersenne General Terms and Conditions of Use completed, dated and signed.
- The Publisher status
- The list, a short curriculum vitae and affiliation of the main members of the editorial or academic committees (editor-in-chief, editors...)
- A description of how this/these committee(s) operate. How they are consulted, and for what purpose.
- A description of text selection procedures
- A presentation of the standards required to authors

**Procedure:**

The Membership Request Form and Centre Mersenne's Terms and Conditions of Use should be filled in and signed by the publisher's legal representative(s).

The Publishers should send both a paper version and an electronic version of the completed Membership Request Form, and a dated and signed copy of the Centre Mersenne's General Terms and Conditions of Use.

Please find below the evaluation stages:

- 1- Internal assessment of the technical feasibility of the project by Mathdoc
- 3- Presentation of the accession file to the Mathdoc Scientific Committee
- 3- Assessment of the application by the Mathdoc steering committee on the basis of the following criteria: scientific, editorial, operational (organisation and technical capacity of the editorial team) as well as the Centre Mersenne's financial capabilities
- 4- Notification of the Centre Mersenne's final decision by letter to the Publication
- 5- Signature of a contract between the Publisher and the CNRS (Mathdoc's trustee).

## 1- PRESENTATION OF THE PUBLICATION

### 1-1- General information about the Publication

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**Title:** .....

**Url of the Publication:** .....

**Format of the Publication:**       electronic       print

**Date of creation of the Publication:**

Print version (if applicable): .....

Electronic version ..... ..

**ISSN:**      Print ISSN (if applicable):.....

Electronic ISSN:.....

**Have you already submitted your application for an ISSN?**

YES       NO

**Periodicity (existing or planned):**

annual       monthly  
 semiannual       continuously updated  
 quarterly       other: .....

### 1-2- Publisher contact details

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**Email Address:** .....

**Telephone:** .....

**Postal Address:** .....

**Country:** .....

**1-3- Presentation of the Publication:**

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**1-4- If the title changes:**

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**Does the Publication's title change?**  YES  NO

If yes, please precise the previous title: .....

**1-5- If the medium for dissemination changes:**

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**Does/Do the medium for dissemination change?**  YES  NO

If yes, please precise the previous medium for dissemination:

**Print format:**  YES  NO

Medium for dissemination: .....

Price for a single issue (if applicable): .....

Subscription fee (if applicable): .....

**Electronic format:**  YES  NO

Medium for dissemination:  Portal  Individual website

Type of dissemination:  Open Access  Subscription

Marketing mode:  Free  Partial commercial sale (with moving barrier)  
 Commercial Sale

Number of issues available in electronic format: .....

Price / Subscription: .....

## 1-6- Deliveries

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	<b>Upcoming (estimation)</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
Periodicity:					
Number of issues per year:					
Number of articles per year:					
Number of pages per year:					

## 2- PUBLICATION STATUS

### 2-1- Publication Publisher

Name .....

Postal Address: .....

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**Legal Status**       Association/ Scholarly association/ Learned society       Public Institution  
 Private company       Other

### 2-2- Publisher's legal representative

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

### 2-3- In case of a new Publisher:

**Does the Publication's Publisher change?**       YES       NO

Si oui, préciser l'Éditeur précédent:

Name: .....

Url of the website: .....

Postal Address: .....

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Telephone: .....

Name of the legal representative: .....

#### If yes,

Is the ownership of the title transferred to the new Publisher?       YES       NO

Is the ownership of the archives transferred to the new Publisher?       YES       NO

<b>3- EDITORIAL TEAM</b>
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**3-1- Chief Editor**

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Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

**3-2- Copy-editors**

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Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

**3-3- Contact name for the monitoring of the application process:**

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Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

### 3-4- List of the member of the editorial board

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**4- BUDGET INFORMATION**

**4-1- Budget Balance**

Total annual expenditure: .....

Total annual revenue: .....

**4-2- Details of the funding sources**

**Details of the funding sources planned for the Publication (*projection*):**

Funding sources	Estimated amount
Subscriptions	.....
Subsidies and grants (State, institution, sponsorship...)	..... .....
Human means	.....
Other	.....

**Please precise (if necessary):** .....  
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**If the funding sources have changed, please precise the previous funding sources:**

Funding sources	Estimated amount
Subscriptions	.....
Subsidies and grants (State, institution, sponsorship...)	..... .....
Human means	.....
Other	.....

**Please precise (if necessary):** .....

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**4-3- Statistics (if applicable)**

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Number of visits for HTML pages: .....

Number of PDF downloads: .....

Number of pay-per-view sales: .....

Number of copy sales (average): .....

**4-4- Indexation**

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Is the Publication referenced in scientific databases (Web of Science, MathSciNet, ZbMath, Scopus, Latindex...)? Please precise:

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Reminder: the Centre Mersenne can not accelerate or facilitate the indexation of the Publication in databases of scientific journals. These databases are based on scientific and historic criteria over which we do not have control.

## 5- EDITORIAL AND SCIENTIFIC POLICY

**Discipline of the Publication:** .....

**Main languages of the publication:** .....

**Presentation of the Publication in French or in English (600 characters maximum):**

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**Description of the originality of the editorial project of the Publication compared with similar existing journals within the same field or discipline, at both national and international level:**

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**Description of the upcoming publication programme:**

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**How do you see your publishing developing?**

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## 6- PUBLICATION CONDITIONS

How does the Publisher shall disseminate the calls for paper?

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### 6-1- Average publishing delay (*please indicate your goal in weeks*)

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\* **after submission:** .....

\* **after validation:** .....

### 6-2- Peer Review Process (*please indicate your goal*)

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**Number of reviewers per article:** .....

**Average delay required from the reviewers to  
assess papers and write reports :** .....

**Please indicate the review process for papers:**

None

Editorial review

Peer review

Blind peer review

Double blind peer review

Open peer review

Other .....

**Description in detail of the peer review process (or join a document):**

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### 6-3- Decision making process

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**Description of the decision making process** (or join a document):

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### 6-4- Best practices

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**6-4-1- Does the Publication has or plan to have a policy of plagiarism detection?**

YES     NO

If yes, please precise: .....

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**6-4-2- Does the Publication complies with or plan to comply with a code of ethics?**

YES     NO

*Examples of codes of ethics:* [publicationethics.org/resources/guidelines](http://publicationethics.org/resources/guidelines), <http://euro-math-soc.eu/system/files/uploads/COP-approved.pdf>

Please precise: .....

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**6-4-3- Is the Publisher a member or plan to be a member of  
organisms promoting open access (OASPA, COPE...)?**       YES       NO

If yes, please precise: .....

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## 7- COPYRIGHTS AND ACCESS POLICY

### 7-1- Archiving Policy

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#### 7-1-1- Does the Publication authorize the authors to deposit their article in...

open archives?  YES  NO

. If no, does it plan to authorize authors to do so?  YES  NO

. If yes or no, please precise:  HAL  Other (precise).....  
 ArXiv .....

#### 7-1-2- Does the Publication authorize the authors to deposit their article on a personal webpage?

YES  NO

. If no, does it plan to authorize authors to do so?  YES  NO

#### 7-1-3- Does the Publication authorize the authors to publish their article on intranet?

YES  NO

. If no, does it plan to authorize authors to do so?  YES  NO

#### 7-1-4- Does the Publication register its archiving policy in a a deposit policy Directory?

YES  NO

. If no, does it plan to do so?  YES  NO

. If yes or no, please precise:  Sherpa/Romeo  Other (precise).....  
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### 7-2- Right and licensing

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#### How does the Publication manage its copyright policy?

*The Centre Mersenne supports journals that adhere to the Fair Open Access principles and that enable authors to retain their copyrights.*

- Does the publisher request exclusive right or licence?  YES  NO

- Does the publisher request non-exclusive right or licence?  YES  NO

- Shall the author provide his/her paper under CC-BY licence?  YES  NO



**- Does the Publication plan to pursue this copyright policy?**

Please precise (if applicable) :.....  
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**7-3- Types of licence**

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**Type of licence applied to papers** (*licenses enables to define the conditions citation and content reuse*

<http://creativecommons.org/licences/>) :

- |                                   |                                      |                                     |
|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> None     | <input type="checkbox"/> CC BY-NC-ND | <input type="checkbox"/> CC BY-SA   |
| <input type="checkbox"/> CC BY*   | <input type="checkbox"/> CC BY-NC-SA | <input type="checkbox"/> Other..... |
| <input type="checkbox"/> CC BY-NC | <input type="checkbox"/> CC BY-ND    | .....                               |

\*(recommended license by the Budapest Open Access Initiative  
<http://www.budapestopenaccessinitiative.org/boai-10-translations/>))

**7-5- Publication fee Policy**

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The Centre Mersenne promote Diamond Open Access and does not support Publications requiring subscription fees (fees paid by authors to submit an article to the journal) and/or publication fees (APC, fees paid by authors to publish an article in the journal).

**Did the Publication required fees ?**

. **Submission fees?**  YES  NO

If yes, please precise the highest amount required and the currency: .....

. **Publication fees (APC)?**  YES  NO

If yes, please precise the highest amount required and the currency: .....

## 8- ELECTRONIC PUBLISHING PROJECT

### 8-1- The Publisher's access policy

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- Open access to all formats without APC or submission fees: Diamond Open Access**

*All formats are accessible to all users: HTML, PDF, ePub*

- Open access after embargo period: moving wall**

*The Centre Mersenne promotes Diamond immediate open access. The Publication should undertake to become fully open access within a deadline set with the Centre Mersenne.)*

*Please precise:.....*  
 .....  
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### 8-2- Online Posting

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**Conditions of online posting:**

- Per annual volume with periodical issues       Per annual volume continuously updated  
 Per annual volume without issues               Other .....

*Please precise:.....*  
 .....  
 .....

### 8-3- Electronic Archives

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**Does the Publication have electronic archives?**                       YES       NO

**- If yes, where are they archived?**    .....  
 .....

**- If yes, do you wish to transfer them to the Centre Mersenne ?**     YES       NO

**Please precise the transfer conditions?**.....  
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## 9- PUBLICATION PRODUCTION

### 9-1- Updating of the website

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Feeding content to your websites on a regular basis is necessary.

As to ensure the Centre Mersenne team has enough time to finalise the documents, produce the issues and integrate them into the platform, articles to appear shall be delivered one month before the planned publication date.

### 9-2- Availability of the Publication files

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If the archives are available in electronic form, they will be transferred to the Centre Mersenne according to the international journals transfer standards.

If the archives can't be transferred, link will be inserted in the Publication website pointing to the archives location.

#### Details for the available files:

Year of original publication	Name of the volumes/issues/articles if applicable	Number of volumes/issues/articles if applicable	Format of the files that are available*
2017			
2016			
2015			
Prior years			

\* *LaTeX, PDF /A source files ... The documents must be the same as the Press Proof ones.*

Please describe the metadata available and the formats used to store them:

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### **9-3- Note on online posting procedure**

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The Centre Mersenne offers a set of modular services.

#### **LaTeX Format**

If you choose the Online Posting Service, articles must be LaTeX formatted, after the Cedram class, which establish the structure for metadata, but allows a creative layout.

A simplified LaTeX class, created by the Centre Mersenne or by the editorial team, will be available to the authors on the publication website.

A LaTeX layout, based on the Cedram class, will be produced by the Centre Mersenne and made available for typesetting of articles and deliveries. Typesetting shall be undertaken either by the Centre Mersenne (paying service) or by the editorial team. A list of typesetting companies can be provided.

#### **OJS Assistance**

If you select the OJS Service, the Centre Mersenne can assist editorial teams to help them handling the software.

## 10- ACCESSION TO THE CENTRE MERSENNE

By benefiting from one or more services offered by the Centre Mersenne, the Publication will become:

- A Member : if the Publication benefits at a minimum from the Online Posting Service.
- A Partner: if the Publication does not benefit from the Online Posting Service, but from one or more other services.

In both cases, a contract will be established between the Publisher and the CNRS, Mathdoc's trustee, confirming this agreement and listing the services (paying or free) requested by the publication. A separate estimate will be sent for paying services.

## 11- SERVICES

### 11-1- Services Packs

Please select the required pack:

<input type="checkbox"/>	<b>MEMBER 1 PACK – Online Posting</b> - LaTeX Layout - Online Posting by the Centre Mersenne	<b>Free</b>
<input type="checkbox"/>	<b>MEMBER 2 PACK – Online Posting</b> - LaTeX Layout - Online Posting by the Centre Mersenne - OJS for journal management	<b>Free</b>
<input type="checkbox"/>	<b>PACK PARTNER - OJS</b> - OJS for journal management	4 500 €
	<b>OPTIONS</b>	
<input type="checkbox"/>	- Typesetting	7€/p.
<input type="checkbox"/>	- Proofreading	4€/p.
<input type="checkbox"/>	- Managing Editor	20 €/h
<input type="checkbox"/>	- Plagiarism Detection	Free until 50 submissions Beyond: 0.75c/art
<input type="checkbox"/>	- Printing	Depending on volume

## 11-2- Information on requested services

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Please provide the following information.

### OJS

*Details of your needs:*.....

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*Contact information:*

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

### Online Posting

*Details of your needs:*.....

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### Typesetting

*Details of your needs:*.....

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*Contact information:*

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

### Proofreading

*Details of your needs:*.....

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*Contact information:*

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

**LaTeX Layout**

*Details of your needs:*.....  
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*Contact information:*

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

**Plagiarism Detection**

*Details of your needs:*.....  
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**Managing Editor**

*Details of your needs:*.....  
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*Contact information:*

Family Name: ..... First Name: .....

Email Address: ..... Telephone : .....

*If NO, please precise who is going to take care of it.*

**Printing**

*Details of your needs:*.....  
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## 12- SERVICES OFFERED BY THE CENTRE MERSENNE

### 1- Journal Management Assistance (OJS)

The Centre Mersenne shall install, configure, hosts and maintain the Journal Management Software ([OJS](#)), developed by [Public Knowledge Project](#).

The Centre Mersenne shall create a user account for the Publisher with login and password. Once the OJS Instance is delivered to the Publisher, the latter can edit and manage its login information on its OJS admin space.

Services	Centre Mersenne's undertakings
<b>OJS Installation</b>	<p>The Centre Mersenne shall install an instance of the OJS software for the Publisher.</p> <p>The Centre Mersenne can install, upon the Publisher's request, a test OJS Instance.</p>
<b>OJS Configuration</b>	The Centre Mersenne shall configure the OJS Journal Management Software according to the editorial policy of the journal.
<b>OJS Hosting</b>	The Centre Mersenne shall host the OJS Instance for each Publication, allowing an independent management of its editorial system and of its datas by the editorial team.
<b>OJS Training</b>	An initial training will be delivered for easier handling of the software by the editorial team.
<b>OJS Maintenance</b>	Maintenance is provided by the Centre Mersenne for a three-month period, from the installation date.

### 2- Online posting and dissemination

The Centre Mersenne shall take care of the online posting of articles on the Mersenne Website and of the dissemination of articles through the platform. This platform is interoperable and makes the metadata of the content available through an OAI-PMH repository.

This service is also comprised of the following services: creation of a personalised Publication website, DOI attribution and registration via CrossRef, crosslinking and archiving.

This service constitutes the use of a specific LaTeX class.

<b>Online Posting</b>	<p>The Centre Mersenne shall publish the content of the Publication online through the Publication Website, hosted by the Mersenne Website, according the the publishing rhythm of the Publisher.</p> <p>The Publication shall be published in open access.</p>
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<b>Website creation</b>	<p>The Centre Mersenne shall take care of the creation of a personalised website for the Publication, according to its visual identity: the Publication Website.</p> <p>The website shall be hosted on the Mersenne platform with an url following the example : journalname.centre-mersenne.org.</p> <p>The Centre Mersenne creates a user account for the Publisher with login and password. Once the Publication Website is delivered to the Publisher, it will be able to edit its login credentials and manage independently its website.</p>
<b>DOI Attribution</b>	The Centre Mersenne, as a Crossref member (via Mathdoc), attributes DOIs to each published document.
<b>Crosslinking</b>	For each reference of article published by or cited in one of the Centre mersenne's articles, matches will be automatically searched in appropriate databases for identifiers.
<b>Archiving</b>	The Centre Mersenne guarantees a long-term preservation of its content via the <a href="#">CLOCKSS</a> solution.
<b>Interoperability</b>	<p>Mersenne platform is interoperable with relevant infrastructures such as <a href="#">Eudml</a>, <a href="#">ABES</a>, BASE, and other databases indexing scientific publications...)</p> <p>All content can be uploaded via OAI-PMH in oai_dc and XML JATS.</p>

### 3- LaTeX Layout

<b>Maquette LaTeX</b>	<p>The Centre Mersenne shall create a LaTeX template for the Publication, depending on its visual identity and using a specific Mersenne class.</p> <p>All documents are produced with the necessary elements for electronic and printed formats (in particular PDF, XML/MathML).</p>
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### 4- Typesetting

LaTeX Composition and XML structuration. Typesetting with Cedram class.

<b>Typesetting and prepress</b>	<p>The following services are offered:</p> <ul style="list-style-type: none"> <li>- Prepress,</li> <li>- Metadata checking and structured encoding, ,</li> <li>- bibliography checking and structured encoding,</li> <li>- graphical objects checking and editing,</li> <li>- mathematical formulae checking and editing,</li> <li>- LaTeX typesetting according to the Publication layout.</li> </ul>
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## 5- Proofreading

<b>Proofreading</b>	Language Correction.
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## 6- Plagiarism Detection

<b>Plagiarism Detection</b>	As a CrossRef member, the Centre Mersenne provides access to <a href="#">Crossref Similarity Check</a> 's tool, <a href="#">iThenticate</a> to help the Publication to detect plagiarism in the articles that are submitted to its platform.
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## 6- Managing Editor

<b>Managing Editor</b>	The Centre Mersenne can help the Publication's editorial team manage the editorial flow using the Open Journal System software (OJS).
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## 7- Printing

<b>Printing</b>	<p>Print on demand, printing per volume...</p> <p>The Centre Mersenne offers different solutions :</p> <ul style="list-style-type: none"> <li>• printing per volume to address the archiving needs of academic libraries,</li> <li>• print on demand of open access content.</li> </ul>
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## 8- Other upcoming services

- Statistics on consultation of the Publication (free)
- Digitization

### 13- TYPES OF FINANCING THE PAYING SERVICES CHARGES OF THE CENTRE MERSENNE

Access to the Centre Mersenne incurs costs, which amount depends on the editorial project (required services, volume of publication). As to ensure a long-term support to the publications, a financial contribution shall be requested.

In cases where your Publication (on a Member or aPartner base) requires paying services, two payment options to Publishers are available (It is possible to combine both options)\*:

- **Fee-for-service billing:** a quote, based on fee base below and on the editorial project (required services, volume of publication) will be provided and a billing will be issued twice a year to the Publisher.
- **Annual subscription:** a fixed annual amount based on the editorial project (required services, volume of publication) will be set in agreement with the Publisher.

This annual subscription option can be considered if, for example, the Publication benefits from subsidies from an institution, tutelages or other source supporting the Publication (university, foundation, research library...) The subscription can then be directly paid to the Centre Mersenne.

Please contact us if you have any question relating to the financing modes.

Choice of financing type                     Fee-for-service billing  
     Annual subscription  
     Both

Please precise, if applicable, your financing plan:

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\*Regardless of the financing type, the total fee may be reduced or rebated based on the consideration of resources available at the Centre Mersenne.

## AUTHORIZATION

### DOI

The DOI is a unique and long-lasting identifier for an electronic document or a dataset assigned by [Crossref](#). The DOI system is designed for interoperability.

[ ] The Publisher accepts that Mathdoc/the Centre Mersenne is responsible for the *Digital Object Identifier* (DOI) assignation to every article of the Publication and of the registration of that DOI with Crossref.

[ ] The Publisher declares that it already owns a DOI prefix being for the Publication (*Please complete*):  
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### Long-Term Archiving with CLOCKSS

Mathdoc uses the non-profit solution [CLOCKSS](#) (the *Controlled-Lots of Copy Keep Stuff Safe*) to archive the Publications of the Centre Mersenne. This archiving solution is based on a geographically dispartate preservation model.

CLOCKSS is a not-for-profit joint solution.

[ ] The Publisher accepts that Mathdoc/the Centre Mersenne should provide access to the content of the Publication to the CLOCKSS solution (Controlled-Lots of Copies Keep Stuff Safe) for the purposes of long-term archiving.

## GENERAL TERMS OF USE OF THE CENTRE MERSENNE

Reminder: a complete accession form should include this Membership Request Form signed and the General Terms of Use dated and signed. The accession to the Centre Mersenne has an initial term of three (3) years.

Place .....

Date .....

Publication Director  
Signature

The Publisher  
Signature