

-MEMBERSHIP REQUEST FORM-

CENTRE MERSENNE

--New Publication--

Publication Title:

Date of the request:

This form should be emailed to :

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 the Centre Mersenne or about the Membership Request Form, please contact us by writing to 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).

1-3- Deliveries

Estimate of the number of deliveries per year:

Estimate of the number of articles per year:

Estimate of the number of pages per year:

1-4- Presentation of the Publication:

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3- EDITORIAL TEAM

3-1- Chief Editor

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

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:

Family Name: First Name:

Email Address: Telephone :

4- BUDGET INFORMATION

Total annual expenditure:
(*projection*)

Total annual revenue:
(*projection*)

Details of Sources of financing (*projection*):

Sources of financing	Estimated amount
Subscriptions
Subsidies and grants (State, institution, sponsorship...)
Human means
Other

Please precise (if applicable):

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**6-4-3- Does the Publisher plan to become a member of
organisms promoting open access (OASPA, COPE...)?**

YES NO

If yes, please precise:

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6-5- Indexation

Do you plan to index your Publication in reference databases (Web of Science, MathSciNet, ZbMath, Scopus, Latindex...)?

Please precise:.....

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Reminder: the Centre Mersenne can not accelerate or facilitate 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.

7-3- Types of license

Type of license 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/>))

8- ELECTRONIC PUBLISHING PROJECT

8-1- The Publisher's access policy

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

Conditions of online posting:

Per annual volume with periodical issues

Per annual volume continuously updated

Per annual volume without issues

Other

Please precise:.....
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9- PUBLICATION PRODUCTION

9-1- Updating of the website

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- Note on online posting procedure

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"/>	MEMBER 1 PACK – Online Posting - LaTeX Layout - Online Posting by the Centre Mersenne	Free
<input type="checkbox"/>	MEMBER 2 PACK – Online Posting - LaTeX Layout - Online Posting by the Centre Mersenne - OJS for journal management	Free
<input type="checkbox"/>	PACK PARTNER - OJS - OJS for journal management	4 500 €
	OPTIONS	
<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

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
OJS Installation	<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>
OJS Configuration	The Centre Mersenne shall configure the OJS Journal Management Software according to the editorial policy of the Publication.
OJS Hosting	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.
OJS Training	An initial training will be delivered for easier handling of the software by the editorial team.
OJS Maintenance	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.

Online Posting	<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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Website creation	<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>
DOI Attribution	The Centre Mersenne, as a Crossref member (via Mathdoc), attributes DOIs to each published document.
Crosslinking	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.
Archiving	The Centre Mersenne guarantees a long-term preservation of its content via the CLOCKSS solution.
Interoperability	<p>Mersenne platform is interoperable with relevant infrastructures such as Eudml, ABES, 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

Maquette LaTeX	<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.

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

Proofreading	Language Correction.
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6- Plagiarism Detection

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

Managing Editor	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

Printing	<p>Print on demand, printing per volume...</p> <p>The Centre Mersenne offers different solutions :</p> <ul style="list-style-type: none"> • printing per volume to address the archiving needs of academic libraries, • print on demand of open access content.
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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 case your Publication (on a Member or a Partner 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