

MEMBERSHIP REQUEST FORM

CENTRE MERSENNE

-

Existing Publication

Publication title

Date of the request

Contact

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:

- Centre Mersenne General Terms and Conditions of Use completed, dated and signed
- Publisher status
- A list, a short curriculum vitae and affiliation of the main members of the editorial or academic committees (editor-in-chief, editors...) and description of any other existing committees
- 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
- 2- 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- A quote for the provision of services will be sent to the Publisher
- 6- Signature of a contract between the Publisher and the CNRS (Mathdoc's trustee).

In case of a positive answer, information submitted in this form will be used to create a notice presenting the journal on the Mersenne website, for indexation purposes.

The publisher retains the right to modify information made public.

1- PRESENTATION OF THE PUBLICATION

1-1- General informations about the Publication

- Title of the publication:

- URL of the Publication:

- Discipline :

- Sous discipline :

- Format of publication:

(electronic

(print

- Date of creation of the Publication:

*Print version (if applicable):

*Electronic version:

- ISSN:

*Print ISSN (if applicable):

*Electronic ISSN:

Is the Publication applying for a new ISSN?

(YES

(NO

Date of the request (if already
made)

1-2- Presentation of the Publication

What are the changes compared to the previous journal?:

1-3- Periodicity

- Estimated number of deliveries per year:

- Estimated number of articles per year:

- Estimated number of pages per year:

- Medium of publication:

(Volume (yearly))

(Per issue

(Per article

- Periodicity (existing):

(annual

(monthly

(semiannual

(continuously updated

(quarterly

(other

Please indicate whether the volume of publications and the frequency have changed since the previous publication:

1-4- Format

- Format of the new journal

Print Format: (YES (NO

Medium of Dissemination:

Electronic Format: (YES (NO

- Format of the previous journal

Print Format: (YES (NO

Medium of Dissemination:

Price for a single issue/subscription
(if applicable):

Electronique Format: (YES (NO

Medium of Dissemination: (Portail (Site web individual

Type of Dissemination: (Open (Abonnement

Mode de commercialisation : (Free (Half fee-based (with moving barrier)

(Fee based

Number of issues available
in digital format:

Digital prices / subscriptions:

2- PUBLICATION STATUS

2-1- Publication's publisher

All publications must be backed by a publishing structure, the legal representative of the journal. Ideally, this should be a legal entity (university, association, etc.) that already exists or has been created for the purpose.

- Name:

- Postal address:

- Url:

- Legal status:

(Association/ Scholarly
association/ Learned society

(Public institution

(Private company/Fundation

(Other

2-2 Publisher's legal representative

Family name:

First name:

Email address:

Telephone:

2-3- In case of a new Publisher

If yes, please give information about the previous Publisher:

- Email address:

- Telephone:

- Postal address:

- Country:

- Name of the legal representative:

2-4- Titre et archives

Titre

Please indicate the owner of the title
of the new journal:

. If the title is retained, is ownership (YES
of the title transferred to the new
publisher/other?

(NO

Specify if necessary.

. If you change your title, please indicate
the previous title and its owner:

Archives

Please indicate the owner of the archives
of the proposed journal.

Can the magazine recover its
archives?

(YES

(NO

Specify if necessary.

Would you like to transfer them to (YES
the Centre Mersenne?

(NO

Please specify the transfer
conditions.

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:

3-4- List and affiliation of the editorial board

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-
-
-
-
-
-
-
-
-
-
-
-
-

Describe the process for appointing and renewing members of the Editorial Board.

4- BUDGET INFORMATION

4-1- Budget balance

- Total annual expenditure:

- Total annual revenue:

4-2- Detail of financing sources

Funding sources	Estimated amount
Subscriptions	<input type="text"/>
Subsidies and grants (state, institution, sponsorship...)	<input type="text"/>
Human means	<input type="text"/>
Other	<input type="text"/>

If the funding sources have changed, please precise the previous funding sources:

Funding sources	Estimated amount
Subscriptions	<input type="text"/>
Subsidies and grants (state, institution, sponsorship...)	<input type="text"/>
Human means	<input type="text"/>
Other	<input type="text"/>

Please specify, if applicable:

4-3- Statistics (if applicable)

- Number of visits for HTML

pages:

- Number of PDF downloads:

- Number of pay-per-view sales:

- Number of copy sales

(average):

5- EDITORIAL AND SCIENTIFIC POLICY

5-1- Description of the project

Discipline of the Publication:

Main languages of the Publication:

Other languages (if applicable) :

Set of special characters (if applicable) :

If presence of supplementary materials, please specify formats:

Presentation of la Publication for the Scientific Board, highlighting the scientific field (*French or English*) (or attached file):

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 (or attached file):

5-2- Medium-term objectives and development plans *(if applicable)*

Description of the upcoming Publication programme:

How do you see your publishing developing?

5-3- Editorial Organisation

Description of the editorial process (or attach a document): which covers the stages of managing submissions, initial assessment, selecting and assigning editors and reviewers, monitoring reviewers, assessing reports, making decisions, final assessment, publication decision, etc.

6- PUBLICATION CONDITIONS

6-1- How does the Publisher shall disseminate the calls for paper?

6-2- Average publishing delay (in weeks)

- Max Decision time and response to authors:
- Publication Deadline (between submission and publication):

6-3- Peer Review Process

Number of reviewers per article:

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

Please indicate the review process for papers:

Editorial review

Peer review

Blind peer review

Double blind peer review

Open peer review

Other, specify:

Will the reviewing procedures be publicly displayed? :

YES

NO

Will the journal provide reviewers with proofreading instructions?

YES

NO

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

6-4- Decision making process

Description of the functioning of the bodies (renewal rules, conflict management...) and decision making process regarding acceptance of acceptance (or join a document):

6-5- Best practises

- Plagiarism detection: would the Publication like to request a plagiarism detection solution?

(YES

(NO

If yes, please specify:

- Does the magazine wish to publish a code of ethics? If so, does it have a text? Posting a code of ethics is recommended by the Centre Mersenne (a model can be provided).

(YES

(NO

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

Please specify:

6-6- Indexation

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

Please also specify which database(s) already referenced your Publication.

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.

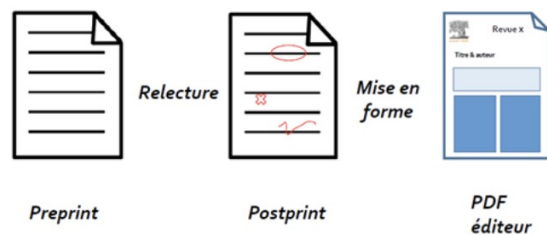
6-7- Policy on Publication Fees

The Mersenne Centre promotes diamond open access and does not support Publications requiring submission fees (fees paid by the author to submit his/her article to the journal) and/or publication fees (APC, fees paid by the author to publish his/her article in the journal). It is therefore understood that no publication fees will be charged to authors.

7- DISSEMINATION POLICY

The Centre Mersenne hosts open access journals in diamond format, with no moving barriers, no submission fees, and in all formats (HTML, PDF, full text).

What licence would you like to apply to the different versions of the articles published on the journal's website (the licence defines the conditions for citing and re-using the journal's content <http://creativecommons.fr/licences/>)?



Pre-print

- | | | |
|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> (CC BY* | <input type="checkbox"/> (CC BY-NC-ND | <input type="checkbox"/> (CC BY-SA |
| <input type="checkbox"/> (CC BY-NC | <input type="checkbox"/> (CC BY-NC-SA | <input type="checkbox"/> (CC BY-ND |
| <input type="checkbox"/> (Other | | |

*(licence recommandée par la déclaration de Budapest <http://www.budapestopenaccessinitiative.org/boai-10-translations/french> et le Plan S https://www.coalition-s.org/wp-content/uploads/271118_cOAlitionS_Guidance.pdf)

Post-print

- | | | |
|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> (CC BY* | <input type="checkbox"/> (CC BY-NC-ND | <input type="checkbox"/> (CC BY-SA |
| <input type="checkbox"/> (CC BY-NC | <input type="checkbox"/> (CC BY-NC-SA | <input type="checkbox"/> (CC BY-ND |
| <input type="checkbox"/> (Other | | |

Publisher version

- | | | |
|------------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> (CC BY* | <input type="checkbox"/> (CC BY-NC-ND | <input type="checkbox"/> (CC BY-SA |
| <input type="checkbox"/> (CC BY-NC | <input type="checkbox"/> (CC BY-NC-SA | <input type="checkbox"/> (CC BY-ND |
| <input type="checkbox"/> (Other | | |

8- COPYRIGHT AND ARCHIVING POLICY

The Centre Mersenne supports journals that respect the principles of Fair Open Access and allow authors to retain their full copyright. However, it is recommended that authors sign a publication agreement formalising their agreement to the publication of their article in the journal and in open access.

8-1- Copyright

Will the authors retain all their intellectual property rights on all versions of the article (pre-print, post-print, PDF Editor)?

(YES

(NO

Find out if there are any differences in rights between versions.

Under which licences will authors be asked to place their article and metadata when they submit it?

(CC BY (recommended)

(CC BY-NC-ND

(CC BY-SA

(CC BY-NC

(CC BY-NC-SA

(CC BY-ND

(Other

Does this apply to all versions (pre-print, post-print, publisher)?

(YES

(NO

If no, please specify:

It is advisable to have authors sign a non-exclusive publication agreement. Would you like to set up agreements?

(YES

(NO

Specify (if applicable):

8-2- Archiving Policy

Will Publication authorise authors to deposit versions of their articles in open archives (HAL, ArXiv) or other websites?

Pre-print (OUI (NON

Post-print (OUI (NON

Publisher Version (OUI (NON

Please specify if conditions:

8-3- Publication fee Policy

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).

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- Availability of the Publication files

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
2016	<input type="text"/>	<input type="text"/>	<input type="text"/>
2015	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prior years	<input type="text"/>	<input type="text"/>	<input type="text"/>

* *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:

9-3- Note on online posting procedure

LaTeX Format

If you supply articles in Word or Free Office format, they will be LaTeX formatted in a LaTeX template based on the Cedram class designed for this purpose by the Centre Mersenne and made available to the journal for the standardisation (structuring and page layout) of articles and deliveries.

If you provide articles in LaTeX format, a simplified LaTeX class, created by the Centre Mersenne or by the editorial team, will be made available to authors on the journal 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.

Website support

Each journal has its own website which it can update independently. The Centre Mersenne offers support in using this system.

10- ACCESSION TO CENTRE MERSENNE

The fact that a publication benefits from the services of the Centre Mersenne leads to automatic membership of the Centre Mersenne. The Publisher then becomes a Member of the Centre Mersenne.

A contract will be established between the Publisher and the CNRS, Mathdoc's trustee, confirming this agreement and listing the services requested by the Publication.

11- SERVICES

11-1- Services you wish to apply for

PUBLICATION

INSTALLATION (Basic entrance fees, payable once.)	- INSTALLATION for publication (without support to editorial process)	<input type="checkbox"/>
MAINTENANCE (Annual fees renewed every year)	- MAINTENANCE for publication (without support to editorial process)	<input type="checkbox"/>

PUBLICATION + SUPPORT TO THE EDITORIAL PROCESS

FULL INSTALLATION (frais d'entrée à verser au moment de l'accession)	- INSTALLATION for publication + with the support to editorial process service	<input type="checkbox"/>
	- Additional installation for the support to editorial process service (if many tailored adaptations)	<input type="checkbox"/>
FULL MAINTENANCE (frais annuels)	- MAINTENANCE: publication and support to editorial process	<input type="checkbox"/>
	- Additional maintenance for the support to editorial process service	<input type="checkbox"/>

PUBLISHING

Typesetting	- Typesetting – Simple layout	<input type="checkbox"/>
	- Typesetting – Simple Layout with HTML production	<input type="checkbox"/>
	- Typesetting – Complex Layout with HTML production	<input type="checkbox"/>
Copyediting		<input type="checkbox"/>

OTHERS

EDITORIAL SECRETARY	<input type="checkbox"/>
PRINTING	<input type="checkbox"/>
PLAGIARISM DETECTION	<input type="checkbox"/>

11-2- Informations on requested services

Please provide the following information.

Support to editorial process with Open Journal System (OJS)

Details of your needs:

Contact information:

Family name: First name:
Email address: Telephone:

Online Posting

Details of your needs:

Typesetting

Details of your needs:

Contact information:

Family name: First name:
Email address: Telephone:

Copy editing

Details of your needs:

Contact information:

Family name: First name:
Email address: Telephone:

LaTeX layout

Details of your needs:

Contact information:

Family name: First name:
Email address: Telephone:

Service Détection de plagiat

Details of your needs:

Indiquer le contact :

Family name: First name:
Email address: Telephone:

Editorial Secretary

Details of your needs:

Contact information:

Family name: First name:

Email address: Telephone:

If NO, please indicate who is going to take care of this task:

Printing

Details of your needs:

12- LIST OF MERSENNE SERVICES

See <https://www.centre-mersenne.org/en/services/>

12-1- Online posting and dissemination

This package includes all the services needed to publish articles online and promote the visibility of publication.

Online Posting	<p>Centre Mersenne shall publish the content of the Publication online through the Publication Website, hosted by the Mersenne Website, according the publishing rhythm of the Publisher.</p> <p>The Publication shall be published in open access.</p>
Website creation	<p>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>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	<p>Centre Mersenne, as a Crossref member (via Mathdoc), attributes DOIs to each published document.</p>
Crosslinking	<p>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.</p>
Archiving	<p>The Centre Mersenne guarantees a long-term preservation of its content via the CLOCKSS solution.</p> <p>Mathematics content are also archived on Numdam.</p>
Interoperability	<p>Mersenne platform is interoperable with relevant infrastructures such as (Eudml, ABES, BASE, bases de données indexant les publications scientifiques...) All content van be uploaded via OAI-PMH in oai_dc and XML JATS.</p>
LaTeX Layout	<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>

12-2- Support to editorial process with Open Journal System (OJS)

Editorial management tools make it easier for the editorial team to monitor the process (from submission to publication) (centralisation of exchanges, automatic reminders to reviewers and editors, management of revision cycles, etc.).

The Centre Mersenne offers to install, configure, host and maintain editorial management software, in particular [OJS](#), developed as part of the [Public Knowledge Project](#), depending on the specific organisation of the journal.

Installation of an editorial management software

Centre Mersenne shall install an instance of the Editorial Management Software for the Publisher. Centre Mersenne can install, upon the Publisher's request, a test Instance.

Configuration of an editorial management software

Centre Mersenne shall configure the Editorial Management Software according to the editorial policy of the Publication.

Hosting of an editorial management software

Centre Mersenne shall host the Editorial Management Software for each Publication, allowing an independent management of its editorial system and of its datas by the editorial team.

Training

Initial support is offered to help the journal get to grips with the editorial management software. The Centre Mersenne provides the necessary documentation and technical support.

Maintenance of an editorial management software

An initial training will be delivered for easier handling of the software by the editorial team.

12-3- Typesetting Service

LaTeX Composition and XML structuration. Typesetting with Cedram class.

Typesetting and prepress

The following services are offered:

- 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.

Copy editing

Language correction.

12-4- Plagiarism detection Service

Détection de plagiat 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.

12-5- Managing editor Service

Managing editor The Centre Mersenne can help the Publication's editorial team manage the editorial flow using the Open Journal System software.

12-6- Printing Service

Print on demand, printing per volume...

The Centre Mersenne offers different solutions :

Impression

- printing per volume to address the archiving needs of academic libraries,
- print on demand of open access content.

Please indicate if you wish to benefit from services that are not listed here above.

13- TYPES OF FINANCING THE FEE-BASED SERVICES

Bringing your journal to the Mersenne Centre involves costs that depend on the editorial project (services required, volume of publication). With a view to providing long-term support for publications and sustainable development, the Mersenne Centre asks each journal to make a financial contribution towards the installation, maintenance and optional services it receives.

The amount of the payments linked to the journal's financial contribution will be calculated in advance and sent to the journal in the form of an estimate*. The payment must be made at the beginning of the year by the Publisher directly to the Mersenne Centre.

Please specify, if applicable, your financing plan:

*Invoicing may be subject to a discount depending on the circumstances and the resources available (i.e. depending on the sources of funding obtained by the journal from institutions or libraries, the resources available at Mathdoc, the priorities or recommendations of the steering committee, et

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*):

Long-Term Archiving

*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 disparate preservation model.*

CLOCKSS is a not-for-profit joint solution.

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 CENTRE MERSENNE (GTU)

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