

MEMBERSHIP REQUEST FORM

CENTRE MERSENNE

-

New 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 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 Mersenen website, for referencing purposes.

The publisher retains the right to modify information made public.

1- PRESENTATION OF THE PUBLICATION

1-1- General informations about the Publication

- Title:

- URL of the Publication:

- Format of publication:

☐ (electronic

☐ (print

- Date of creation of the Publication:

- Discipline :

- Sous discipline :

- ISSN: the ISSN should be requested once the journal has published around ten articles.

1-2- Presentation of the Publication

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 (planned) :

☐ (annual

☐ (monthly

☐ (semiannual

☐ (continuously updated

☐ (quarterly

☐ (other

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

2- PUBLICATION STATUS

2-1- Publication's publisher

Publishing structure

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:

- Legal status:

☐ (Association/ Scholarly

association/ Learned society

☐ (Public institution

☐ (Private company / Foundation

☐ (Other

2-2 Publisher's legal representative

Family name:

First name:

Email address:

Telephone:

Profession:

2-2 Title Property

Who would you like to own the title?

☐ (The publisher

☐ (Other, please specify:

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

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

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

4- BUDGET INFORMATION

- Total annual expenditure (projection):

- Total annual revenue (projection):

Detail of financing sources (projection)

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

Specify, if applicable:

5- EDITORIAL AND SCIENTIFIC POLICY

5-1- Project description du projet

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 editorial line:

Description of the developments envisaged for the future of the publication in the medium term, if applicable (2-year review, 5-year review) :

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 (*please indicate your goal in weeks*)

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

6-3- Peer Review Process (*please indicate your goal*)

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 precise:

- 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.

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

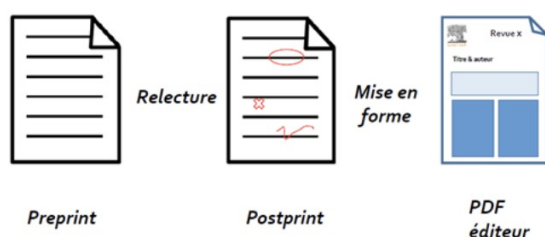
The Mersenne Centre promotes diamond open access and does not support Publications requiring submission fees (fees paid by the author to submit his/her article to the journal) and/or publication fees (APC, fees paid by the author to publish his/her article in the journal). It is therefore understood 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

- ☐ CC BY*
 ☐ CC BY-NC-ND
 ☐ CC BY-SA
☐ CC BY-NC
 ☐ CC BY-NC-SA
 ☐ CC BY-ND
☐ 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

- ☐ CC BY*
 ☐ CC BY-NC-ND
 ☐ CC BY-SA
- ☐ CC BY-NC
 ☐ CC BY-NC-SA
 ☐ CC BY-ND
- ☐ Other

Publisher version

- ☐ CC BY*
 ☐ CC BY-NC-ND
 ☐ CC BY-SA
☐ CC BY-NC
 ☐ CC BY-NC-SA
 ☐ CC BY-ND
☐ 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	☐ (YES	☐ (NO
Post-print	☐ (YES	☐ (NO
Publisher Version	☐ (YES	☐ (NO

Please specify if conditions:

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

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)	☐
MAINTENANCE (Annual fees renewed every year)	- MAINTENANCE for publication (without support to editorial process)	☐

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	☐
	- Additional installation for the support to editorial process service (if many tailored adaptations)	☐
FULL MAINTENANCE (frais annuels)	- MAINTENANCE: publication and support to editorial process	☐
	- Additional maintenance for the support to editorial process service	☐

PUBLISHING

TYPESETTING	- Typesetting – Simple layout	☐
	- Typesetting – Simple Layout with HTML production	☐
	- Typesetting – Complex Layout with HTML production	☐
COPYEDITING		☐

OTHERS

EDITORIAL SECRETARY	☐
PRINTING	☐
PLAGIARISM DETECTION	☐

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

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.

The Publication shall be published in open access.

Centre Mersenne shall take care of the creation of a personalised website for the Publication, according to its visual identity: the Publication Website.

Website creation

The website shall be hosted on the Mersenne platform with an url following the example : journalname.centre-mersenne.org.

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.

DOI Attribution

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.

Mathematics content are also archived on [Numdam](#).

Interoperability

Mersenne platform is interoperable with relevant infrastructures such as ([Eudml](#), [ABES](#), BASE, bases de données indexant les publications scientifiques...) All content can be uploaded via OAI-PMH in oai_dc and XML JATS.

LaTeX Layout

The Centre Mersenne shall create a LaTeX template for the Publication, depending on its visual identity and using a specific Mersenne class.

All documents are produced with the necessary elements for electronic and printed formats (in particular PDF, XML/MathML).

12-2- Support to editorial process with customisation of an editorial management software

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

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.

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*):

Archivage pérenne

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