Publisher Guidelines
TOME / Digital Publishing in the Humanities Subsidy
Last updated October 29, 2018

Description
The TOME / Digital Publishing in the Humanities subsidy provides funding to Emory University
faculty for the publication of new open access / digital monographs.

The Digital Publishing in the Humanities initiative is based at the Fox Center for Humanistic Inquiry
within the Emory College of Arts and Sciences, and is supported by a grant from the Andrew W.
Mellon Foundation.

In 2017 Emory University joined the TOME (Toward an Open Monograph Ecosytem) initiative and
committed to funding the publication of fifteen open access monographs over five years. TOME is a
collaboration of the Association of American Universities (AAU), the Association of Research
Libraries (ARL), and the Association of University Presses (AUPresses).

Author Eligibility and Funding Levels
All full-time Emory faculty, including tenure-track and tenured faculty, as well as non-tenure-track
faculty with long-term appointments, are eligible to apply.

Faculty within the Emory College of Arts and Sciences
- For ECAS faculty, a baseline subsidy of $15,000 is available to fund the open access
  publication of a standard monograph project (average 90,000 words, with a light illustration
  program). The subsidy may be used to offset publication costs, and its exact amount will be
  negotiated with the publisher depending on the specific needs of the book.
- The recipient’s monograph must have been accepted for publication prior to applying for the
  subsidy. A letter of intent to publish from the press will be requested (see application process
  below).
- Recipients of the TOME / Digital Publishing in the Humanities subsidy may not receive other
  ECAS subsidies for the same book.
- Recipients are expected to be single authors or co-authors of a humanistic monograph. Co-
  authors from other institutions may need to contribute a portion of the subsidy. Non-Emory
  authors whose monographs are part of a series connected to an ECAS institute, center, or
  department may be deemed eligible to apply on a case-by-case basis.
- Recipients may not receive royalties on the subsidy from their publishers.
- Recipients may receive support from this fund once within an academic year. Unsuccessful
  applicants may apply without prejudice to fund a different project. Reapplications for
previously denied projects will be considered only when/if circumstances have significantly changed.

- Adjunct or visiting faculty members, as well as faculty members whose contracts will not be renewed for the following year, and faculty members who plan to resign their appointments at the end of the current year, are not eligible for funding at this time.

**Emory Faculty outside ECAS**

- Home units for Emory faculty outside ECAS are expected to contribute to the open access fee required by individual publishers.
- Non-ECAS faculty may apply for **up to $5,000** to support the publication of an open monograph. Higher amounts will be considered based on demonstration of need from the author’s home unit, or other special circumstances.
- The recipient’s monograph must have been accepted for publication prior to applying for the subsidy. A letter of intent to publish from the press will be requested (see application process below).
- Recipients of the TOME / Digital Publishing in the Humanities subsidy may not receive other ECAS subsidies for the same book.
- Recipients may not receive royalties on the subsidy from their publishers.
- Faculty members may receive support from this fund once within an academic year. Unsuccessful applicants may apply without prejudice to fund a different project. Reapplications for previously denied projects will be considered only when/if circumstances have significantly changed.
- Adjunct or visiting faculty members, as well as faculty members whose contracts will not be renewed for the following year, and faculty members who plan to resign their appointments at the end of the current year, are not eligible for funding at this time.

**Project Eligibility**

Monographs are defined here as long-form scholarly works on a single subject that present evidence, an argument, and conclusions beyond the scope of an academic journal article.

Critical editions, edited anthologies, creative works, textbooks, or translations of previously published works are not eligible for funding.

This fund does not support making previously published (backlist) monographs available as open access.

Three types of open digital monographs are eligible for funding:

1. **Open e-books.** These monographs might include scholarship with a limited audience, for which publication through a traditional sales model is unlikely, or on a humanities topic that could reach a broader audience as an open access publication. A print counterpart may also be made available for sale where possible and desirable.

2. **Digitally enhanced e-books that extend the capabilities of print books.** Examples of enhancement include embedding audio or video, or linking directly to primary evidence from an open e-book. An enhanced e-book might simultaneously be made available in a print form...
without the digital features. It might also link to a companion website developed in conjunction with the book.

3. **Multimodal works that could not exist in a print environment.** Such monographs would integrate text and digital components within a single publishing platform. They must provide evidence of significantly advancing a scholarly question within a field of research. They must also undergo vigorous pre-publication peer review that assesses both the work’s academic quality and the integrity of its digital design.

**Expectations for Publishers**

As stated in its [Open Access Policy](#), Emory University is committed to disseminating the research and scholarship of its faculty as widely as possible. As a signatory of the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities and as a member of SPARC, Emory expects that the following criteria for open access be met for monographs supported through its institutional open access subsidies:

- An open monograph will be available free of charge to read and download immediately upon publication.
- Eligible publishers must maintain a high standard of peer review, editorial support, and marketing for open monographs. All members of the Association of University Presses (AUPresses) are automatically eligible.
- Commercial academic, scholarly trade, and textbook publishers may be deemed eligible on a case-by-case basis with a detailed description of the publisher’s peer review and editorial selection process.
- Authors retain copyright of their books.
- The institutional subvention will be treated as a subsidy and not as a sale of electronic rights upon which the author will receive royalties.
- The book should be published under a Creative Commons (CC) license, selected by the author in consultation with the book’s publisher and Emory Libraries’ Scholarly Communications Office. Emory’s preferred choice of license for monographs is either **CC BY-NC 4.0** or **CC BY-NC-ND 4.0**.
- The digital format of the e-book should be accessible to those with print disabilities and free of digital rights management. EPUB3 is preferred.
- The open access version should be the electronic version of record.
- We encourage publishers to make a print counterpart simultaneously available for sale where possible and desirable. Authors should receive appropriate royalties on sales of a print edition.
- The open version should be the electronic version of record, and not a pre-publication draft. We generally expect that publishers accepting this subsidy will not sell an electronic version of the book with significant enhancements beyond those available in the open version.
- Potential buyers of the printed book should be made aware that an open version is available. Conversely, when a print version is available for sale, we encourage publishers to post purchasing information for the bound book alongside the open access version.
- We expect publishers to ensure wide distribution of the open version, along with robust metadata, to appropriate platforms, including the publisher’s own platform (where applicable), Directory of Open Access Books, HathiTrust, JSTOR’s Open Content, MuseOpen, and OAPEN.
• We further expect that publishers will provide to authors and/or Emory, upon request, usage metrics (e.g., number of downloads over time; demographic and geographic analysis) at the chapter and book levels, as well as altmetrics that measure the book’s overall impact.
• A copy of the final digital files for the monograph, as well as any individual multimedia files used in its composition, must be deposited with the Emory Library for long-term preservation (in the OpenEmory repository or elsewhere, as circumstances require). The Library will work with authors and publishers to facilitate these preservation activities.

Additional Support for Digital Components and/or Multimodal Monographs
As more faculty at Emory experiment with digital humanities tools as part of their research, we anticipate that some will also seek new ways to publish the resulting scholarship. In addition to the subsidy, Emory offers development support for projects with technical requirements beyond the capabilities of a conventional e-book.

The Digital Publishing in the Humanities initiative works closely with the Emory Center for Digital Scholarship to provide consultations and/or development assistance for companion websites and fully integrated digital monographs. The staff of ECDS welcomes the opportunity to collaborate with academic publishers and Emory authors who are open to exploring new modes of monograph production. Authors may need to seek additional funding for such projects, depending on the complexity and scope of the digital publication.

Application Process
1. Applications are currently accepted on a rolling basis. Authors are encouraged to schedule a consultation with Sarah McKee (smckee2@emory.edu), the senior associate director for publishing at the Fox Center for Humanistic Inquiry, prior to submitting an application.
2. Authors must complete and submit the online application form with supporting documentation. The documentation should be collected into a single PDF and include:
   • a letter of interest from the publisher, on publisher letterhead, stating its intent to publish the book and the level of support expected to make the work open. The letter should also describe the publisher’s plans for distribution and marketing of the open monograph, as well as any significant deviations from the guidelines described in the TOME@Emory Guidelines for Publishers. Presses who are not members of AUPresses must also articulate their review and editorial selection processes and confirm their capacity to produce and market an open digital monograph to a high standard;
   • for ECAS faculty a budget statement from the publisher for any requested level of support above the $15,000 baseline;
   • for non-ECAS faculty an explanation from the administration of the author’s home unit for any requested level of support above the $5,000 cap;
   • a one-page statement from the author explaining how the project benefits from open and/or multimodal publication;
   • a copy of the book proposal, or an abstract of the project, along with sample digital extracts or links where relevant;
• copies of all readers’ reports as evidence of robust peer review, as well as a copy of any author responses to those reports.

3. A selection committee based in ECAS will review each application to ensure that a thorough peer review of the book has been or will be conducted, and that the publisher is prepared to execute the publication in a way consistent with the eligibility standards.

4. Upon approval of the project, the selection committee will draft a letter of award to the author and the press, outlining any contingencies to be addressed prior to the release of funding.

5. Funding is released upon presentation of a signed publisher contract, or an addendum to an existing contract, which outlines the agreement for open access publication. Sample contracts are available on the TOME Resources page (https://www.arl.org/focus-areas/scholarly-communication/toward-an-open-monograph-ecosystem/resources). Publishers should also provide an invoice to expedite processing by Emory’s financial departments. Authors are encouraged to consult with Emory’s Scholarly Communications Office before signing any contracts or agreements.

Please contact Sarah McKee (smckee2@emory.edu) with questions.