Duquesne University
Academic Affairs Policy Statement

TOPIC: Article Processing Charge (APC)
DATE: November 29, 2021

Purpose
Duquesne University recognizes the importance of faculty continuing to advance their scholarship through research and publication. It is becoming more common for scholarly publishers, particularly university presses, to require a processing charge from authors and/or the institutions that employ them as a condition of publication. In response to the increase in such demands, the Office of the Provost will provide matching support to Duquesne faculty whose manuscripts or books have been accepted for publication if it meets the schools/college eligibility requirements. Each school is required to develop an Article Process Charges (APC) Eligibility Checklist.

Matching Funds
The Office of the Provost will provide matching funds up to a maximum of $2,500 in a dollar-for-dollar match with funding provided by the faculty member and the faculty member’s school or department. Ordinarily, the distribution of funding between author and school or department will be at a 1-to-3 ratio, but a school or department may propose different terms. For example, a subvention request of $4,000 from a publisher would require the author to provide $500 and the school or department to provide $1,500. The Office of the Provost would then match the combined contribution with the remaining $2,000.

Please note that APC should be anticipated and built into grant requests especially for federally funded projects where publishing research in an open access manuscript or repository is expected. Faculty and deans are encouraged to use research indirects and other accounts for APC.

Eligibility
This matching support is available to all faculty from all Duquesne University that meet the schools/college and other units’ eligibility criteria. A condition of receiving funding for article processing or subvention charges either in full or in part is depositing a copy of the open access document in the university’s institutional repository- https://dsc.duq.edu/.

Procedure
A request for support, along with documentation of the publisher’s request for a processing charge, and eligibility checklist (see example), must be submitted to the author’s department chair and dean. If the chair and/or dean approves, the request will then be forwarded to the Senior Vice Provost for Administration with documentation of the dollar amount of support from the author, the department, and/or the school. Requests can be submitted at any time, but will typically require 10 working days for
review and processing. All payments to publishers will route through university accounts payable and will require a copy of the publisher’s request or invoice.

1 Subvention is a term commonly used when the publication will take the form of a book. For articles in scholarly journals, publishers will frequently refer instead to article processing charge (APC). In both cases, these are broad-based fees and thus differ from specific costs (e.g., for copyright permissions) that authors may also sometimes be asked to bear. The latter fall outside the scope of this policy; faculty members faced with such specific costs may discuss them with their dean.