

cOAlition S



The Journal Comparison Service

A Publisher's Guide

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The Journal Comparison Service

A Publisher's Guide

What is the Journal Comparison Service?

The Journal Comparison Service (JCS) is a secure, free service that will enable libraries, library consortia, and funders to better understand your journals and how the fees they pay are commensurate with the publication services delivered. Members of the research community have asked for greater transparency on these issues. Many publishers want to be responsive to this need, but until now there has been no standardized or secure way for publishers to share this information with their customers.

The JCS will enable you to:

- build understanding and trust with customers
- respond to customer requests for more standard, transparent, and granular price and service information
- demonstrate your commitment to open business models and business cultures
- build better awareness of and appreciation for your services and value.

Although participation is not obligatory, a number of institutions and library consortia have indicated that they will be looking to make it a condition of future transformative agreements.

The service has been set up and run by cOAlition S, an international consortium of research funding and performing organisations who are committed to making full and immediate Open Access to research publications a reality, through an Open Access mandate called Plan S. cOAlition S is supported by Science Europe, hosted and administered by the European Science Foundation (ESF).

The JCS was developed in consultation with publishers, and was shaped in a pilot with 10 publishers (Annual Reviews, Brill, The Company of Biologists, EMBO Press, European Respiratory Society, F1000 Research, Hindawi, IOP Publishing, PLOS, and Springer Nature).

Publishers upload data to the service in a standard format. This is held in the JCS database (which is protected by industry-standard security measures). Publishers are only able to access their own data. Access across the full range of publishers' data is granted only to registered users in libraries, who are subject to a strict approval process during registration and bound by strict data usage agreements. A link through to the Plan S Journal Checker Tool will allow authors to see whether transparency data has been submitted for a particular journal but will not grant access to the data itself.

The aim is that the JCS will enable conversations and comparisons that will build understanding and confidence amongst customers that prices are fair and reasonable. It will enable publishers to communicate the nature and price of services in a way that is transparent, practical to implement, and insightful.

JCS data

Data is uploaded in the form of an Excel spreadsheet, comprising one row of data for each journal. Two possible frameworks for the data are available: the [Information Power framework](#) (IPL) and the cOAlition S adaptation of the FAIR Open Access Alliance framework (known hereafter as the [FOAA-based Framework](#)); the choice of which to use is up to you.

The data required relates to the previous year (i.e., the data uploaded in 2022 should relate to the journals in 2021), so in most cases the data entry can be a one-off annual process.

Most of the data is the sort of information that you may make publicly available already:

- Bibliographic metadata about the journals, e.g., journal titles, ISSNs, etc.
- List prices, waiver and discount policies etc. (NB: some data can be provided by simply giving a link to the relevant web page on your site).
- Contextual metadata e.g., acceptance rates, frequency of publication, peer review times.

This information is gathered at title level, but titles can be clustered together if the values are within a range of $\pm 5\%$.

Journal Information	Service Information
ISSN	Number of articles published
Title	Acceptance rate
Discipline	Desk rejection rate
ROR identifier for owner and publisher	Issue publication frequently
List prices and currency for <ul style="list-style-type: none">▶ Article Processing Charges▶ Subscriptions▶ Member of Association of American Universities	Median number of reviews
Links to discount and waiver policies	Median time from submission to first decision
A link to any additional information publisher would like to provide	Median time of peer review
	Median time from acceptance to publication
	COUNTER 5 unique item requests (optional)
	COUNTER 5 total item requests

For the pricing information, in the IPL framework eight categories of service are identified, and for each category the publisher is asked to indicate what percentage of the overall price relates to the different services offered. Note that percentages are used, rather than raw data. Publishers are asked to allocate their surpluses or profits evenly across the categories. Approved End Users will be able to see for example that $x\%$ of your prices are allocated to peer review costs, and $y\%$ to platform development and support, but there will be no indication within that of how much is actual cost and how much is surplus.

In the FOAA-based Framework, seven categories of service are identified, and as with the IPL framework the publisher is asked to indicate what percentage of the overall price relates to the different services offered.

This is not meant to be a cost accounting exercise. When allocating percentages to the eight categories of service it may help to reflect on what proportion of your total effort is placed on each category of service.

What use will customers make of the data?

Funders and libraries will use the information to better understand your journals and how the fees they pay are commensurate with the open publication services delivered. They will be able to compare journals and see changes over time. They will also be able to use the data to inform discussions with researchers, for example in offering them advice about their publishing options. They will be able to compare journal publishing services and fees, and better understand the elements of those services, for example, journal community development, peer review, editorial work, sales and marketing, publishing infrastructure, and author and customer support.

Librarians have indicated that the JCS will provide an important additional source of data when making acquisition decisions. As the data is retrospective, the JCS will not function as a current price list, but it will supply the necessary data on which journals' historical performance can be analyzed. Librarians have indicated an interest in being able to interrogate the data for historical trends once the data has built up over time.

Having the information in a central standardized way will help customers enormously. Much of this information is already available to them, but this approach will lower their costs of accessing and comparing the information and will therefore aid competition.

JCS users will be able to compare data across journals and across publishers. The data will be available in a form that will allow them to pull it straight into their own analyses.

Some potential (and non-exhaustive) user stories are listed in Table 1.

As a...	I want to...	So that...
Librarian/library consortium	Compare the prices/services of one publisher against another publisher	I can seek to negotiate a better deal with that publisher (i.e., on average a competitor charges less and provides a better service)
Librarian/library consortium	Compare the prices/services of one journal against another journal	I can advise a researcher on the relative merits of publishing with these journals

Funder	Compare the prices/services provided by journals in one discipline to that of another discipline	I can better understand why different disciplines have different price/service profiles
Funder	Compare and publish anonymised, aggregated information about the prices/services provided by journals in one discipline to that of another discipline	The community at large better understands why different disciplines have different price/service profiles.
Funder/librarian	Understand how publisher prices and services have changed over the years	I can assess mission alignment and bid for additional funds to support OA publishing
Librarian/library consortium	Download all the data in the JCS	I can spot trends in publishing and thus ensure that my institution is able to react to these changes (i.e., secure more funding etc.)

TABLE 1: JCS USER STORIES

Security

The service follows industry best practices regarding securing access to the database servers. While institutional end users will have access to all data across publishers, each individual publisher will have access only to their own data. This is essential to comply with competition legislation in the various territories in which the JCS will be used. ESF, on behalf of cOAlition S, has taken legal advice to ensure that the JCS complies with these legislative frameworks.

Resources required

Participation in the JCS is free of charge, and uploading the data is a straightforward online process. Templates are available for the Excel spreadsheets to be used. The main overhead is in collecting and preparing the data. Most publishers will have most of the data (bibliographic data, list prices, acceptance rates, etc.) already to hand in some form – and if not, there is clear value in assembling the data into usable form in any case.

Allocating prices across the various cost categories may require an initial investment of time, depending on how your systems are set up, but once established it should require less overhead to repeat the process in future years. Again, publishers may find it helpful to have that data documented for their own use, to facilitate inter-journal and intra-journal longitudinal comparisons. (Please share with cOAlition S any use cases that may arise).

The data is annual and retrospective, so it should be fairly stable and, in most cases, should not need more than one annual upload.

Getting started

Each publisher who wishes to participate should appoint an Administrator to oversee the process. Once they have registered (an online process at the publisher end, which will involve a manual check of credentials by cOAlition S – see Appendix 1), you will be sent a legal agreement to sign. Administrators will be able to set up colleagues as users, so that the work of uploading the data can be distributed as required. It would clearly be beneficial for the administrator to set up any necessary processes to ensure that assembling the data in future years is fully integrated into your workflows.

The Journal Comparison Service – an overview

Who runs the JCS?

cOAlition S via its Secretariat based at the European Science Foundation.

How is the service funded?

The JCS is funded by cOAlition S.

Is participation in the service compulsory?

No. Participation is strongly encouraged, and cOAlition S believe it will prove beneficial to publishers who choose to do so. Sharing data through the JCS will enable you to build further understanding and trust with your customers, respond to their requests for more standard, transparent, and granular price and service information and build better awareness of and appreciation for your services and value. Note that institutions may seek to include participation as a requirement for transformative agreements.

Will the data be audited?

No, data is taken on trust.

How often will we need to update information?

The data relates to the previous calendar year, so unless the need for corrections becomes apparent, an annual submission is all that's required.

When do updates need to be made?

Any time between January and October following the year to which the data relate.

What if we haven't set prices yet, or they change?

Data applies to the previous calendar year, not the current or following year, so changes are unlikely. However, data can be updated and amended through the system if required.

Will there be an API?

No, for security reasons there won't be an API.

Why are there two different frameworks for the data? What are the differences between them? If we don't have a preference, which one should we default to?

The FOAA-based framework is based on the work by the Fair Open Access Alliance. As this framework was based on providing data at the publisher level, cOAlition S had adapted it to make it compliant with the JCS and to facilitate comparisons between journals, irrespective of which framework is used.

As the IPL framework is more detailed than its FOAA-based counterpart, cOAlition S encourages publishers starting with their data collection to use the Information Power framework.

The frameworks encourage us to have an ROR identifier. What's that?

The Research Organization Registry is a community-led registry of open, sustainable, usable, and unique identifiers for every research organization in the world. A "research organization" is any organization that conducts, produces, manages, or touches research – this includes publishers.

Do we have an ROR ID already?

You can check that easily here: <https://ror.org/search>. If you don't, you can request one here: <https://ror.org/curation/>

How is the system made secure?

The system is made secure by uniquely identifying users so that the restricted data is shared only with those people allowed to see it; i.e. there is a robust login system with multi-factor authentication and tracking and auditing of that access.

How is the database itself secured?

The service follows industry best practices regarding securing access to the database servers and is tested by independent assessors:

- The database resides on encrypted storage.
- Only administrators at Cottage Labs (the developers who built and will maintain the service) who need access to the servers will get it; these are operations people who are fully trained in the service security processes.
- All access will be via Secure Shell (SSH) keys; there are no passwords. SSH keys will be sufficiently strong to mitigate any attacks on them.
- Each developer has their own keys to the server, and the keys are unique to the server (i.e., Cottage Labs doesn't reuse the keys over multiple servers).
- The servers will be secured by firewalls with only the necessary ports open.

Will end users be validated by the cOAlition S office?

The administrator accounts (both Publisher Administrators and End User Administrators) will be validated by the cOAlition S office. Ordinary user accounts (both for publishers and end users) will be validated by their respective Administrators.

Will it be possible for data to be scraped?

Yes. There is no way to prevent data being scraped, and in fact there will be a download function available for end-users (to allow them to import data into their own analyses). The correct use of data will be covered by the strict end-user agreements in place.

How will access for organizations that are both institutions and publishers be managed?

The end-user agreement specifies that a Publisher User and an Institution User can never be the same person, and prohibits use of the system by publishing departments in libraries for example.

How can we be sure participation in the JCS doesn't breach competition legislation?

cOAlition S has taken legal advice to ensure that this is the case. The advice received is that provided publishers are not able to access other publishers' data, there is no issue. The industry-standard security measures in place, along with the strict data use agreements end-users are required to sign, are sufficient to satisfy this requirement.

Do we need to share our data outside the system?

No, there is no requirement for the publisher to share their data outside of the system.

How will title transfers be handled?

The expectation is that publishers will upload data for titles they published in the previous year. It is recommended that this point be discussed and agreed during the transfer process. The template will allow a space for a narrative note indicating the transfer.

What about mid-year transfers?

The default report period is 12 months, but if a publisher sells/acquires/creates a title during those 12 months, then they should only report on that period where they owned/managed the title. The spreadsheet templates allow publishers to add a narrative note indicating the reduced timescale.

Will historical data be displayed to users?

Yes, historical data will be available to users. This functionality is still in development, but the aim is that when multiple years' data is in the system, users will be able to search it by year.

What data will individual researchers be able to access?

The Journal Checker Tool will allow them to see whether a journal has provided data to the JCS or not. Researchers who support the values of openness and transparency can use this information to help determine where to submit their manuscripts. However, researchers will not be able to access the actual data held in the JCS. Publishers are free to share their data on the public web if they so choose.

What sort of availability and uptime will the service offer?

The target is 99.5% uptime.

What future changes are planned?

As the service develops, there may be changes to the data requirements. For example, a particular data category may be dropped if librarians are not finding it useful. If such changes are made cOAlition S will ensure that publishers are provided with good notice of impending changes, and changes will not be made more than once per year.

The cOAlition S office has also indicated that, if helpful and volunteers can be found, it will set up a small governance body – comprising publisher and library representatives – to discuss and make recommendations to cOAlition S on any changes to the Frameworks.

How will the success of the system be evaluated?

Success will be evaluated in terms of the number of publishers (who provide publishing services to cOAlition S-funded researchers) who agree to participate in the service and feedback from the library community on the utility of the JCS in helping support OA agreements with publishers.

What feedback will be provided to publishers on use made of the service?

There will be updates on the service provided at industry events and via the service website.

Appendix 1: Information for Publisher Administrators

Publishers should nominate one member of staff to be their Publisher Administrator. The Administrator will be able to upload data, but can also set up colleagues with Publisher User accounts if the work is to be distributed amongst staff. There can only ever be one Publisher Administrator per publisher.

Creating a Publisher Administrator account

Note that the registration process involves both the signing of a legal document by an authorized person within your organization, and a validation process at the cOAlition S office. Once the legal agreement has been signed and returned electronically to ESF, the application will be reviewed within 10 working days. You should sign up to register your account well in advance of when you plan to upload data.

The Publisher Administrator should start the process by visiting the [login/registration](#) page.

Once you have accepted the terms of use, you will need to supply a valid email address, and you will then be emailed a one-time code which needs to be entered to give access to the Registration Form. You will need to provide some details. Note that these will include:

- A mobile phone number to which one-time password codes can be texted.
- The title and ISSN of one of your journals (a single example is sufficient). This should be a journal indexed by DOAJ, PubMed, Scopus or the INASP Journals Online project.
- The name and email address of somebody in your organization authorized to sign legal agreements on behalf of the organization.
- You will also need to know whether your publisher is a member of COPE, OASPA, STM, ALPSP, or other trade bodies. Please check that this information is accurate – applications which incorrectly claim to be from a member of one of these bodies when they aren't will be rejected.

Once you have submitted the form, you will be presented with a page with a QR code to scan and an option to copy a secret key. This is required if you plan to use an app for the authentication process. (If you plan instead to use the option of having a passcode texted to you, you can safely ignore this). You can either scan the QR code to save it to a TOTP app

such as Google Authenticator, Authy or FreeOTP or you can copy the secret key. Make sure you save the secret key in a secure place you will remember, as the approval process may take some days.

Once the form is complete and submitted, the legal agreement will be emailed to the person you have indicated should sign it. Once the signed agreement is received, the application will be checked in the cOAlition S office. Please note that this may take up to 10 days, although of course a faster turnaround will be given wherever possible.

Once the application has been reviewed and approved, you will receive a notification by email.

To log into the system, enter your email address on the [login](#) page. You will be emailed a pass code. On entering this, you will be asked whether you want the second one-time code to be sent by text to your registered mobile number or get access via a third-party authenticator app, such as Google Authenticator. Entering the second code will grant you access to the system.

Once logged in, you will be able to see your account details and add in additional information, such as your job title. You should also be able to edit some of your details, including your mobile phone number. Please note that the email address cannot be updated here for security reasons.

PUBLISHER: Registration and Access Process

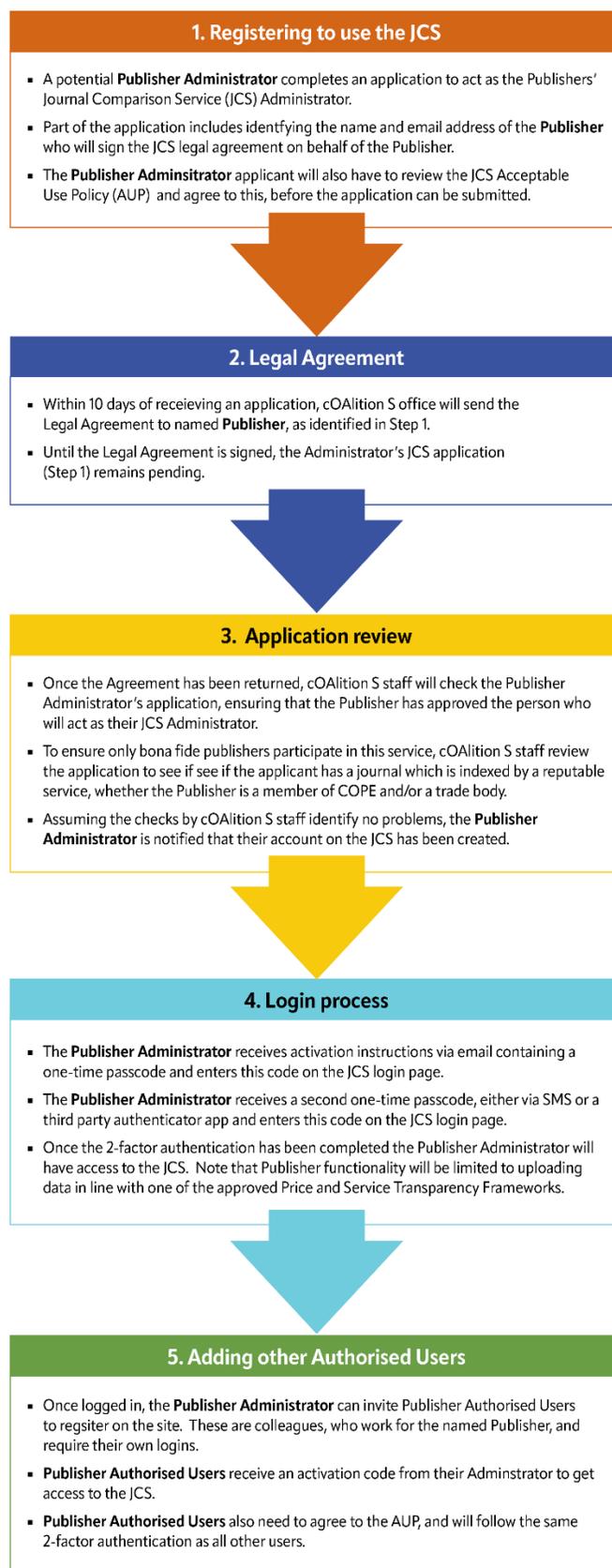


FIG. 1 THE REGISTRATION AND SET-UP PROCESS.

Creating Publisher User accounts

The Publisher Administrator can approve as many Publisher User accounts as are necessary, though good practice will be to limit them to those colleagues who truly need access. (See the note below about overwriting files).

To set up a Publisher User account for a colleague, select the Users tab and enter their email address. The system will generate a one-time link for them, which you should copy and email to them. Figure 2 shows the screen the Publisher Administrator will need to complete to invite a Publisher User.

Steps to invite Publisher User

Step 1: Please enter the email address of the **Publisher User** you would like to invite to use this service.
Note: if the Publisher User accepts this invitation, they will have to enter the email address given in Step 1.

Step 2: Generate activation link. Click the button below to generate an activation link. **Note:** this activation code will be valid for 30 days.

Step 3: Send an email to the Publisher User identified in Step 1, along with the activation link generated in Step 2.

Email of user you want to create an activation link for:

FIGURE 2: PUBLISHER ADMINISTRATOR INVITING A PUBLISHER USER TO REGISTER WITH THE JCS

Once they have been through their initial registration process you will receive an email indicating that the account is ready to approve, which is simply a matter of clicking on the appropriate button in the Users tab. Approval (or not) of such an account is made by the Publisher Administrator. Neither the cOAlition S office or the JCS platform providers will validate Publisher User Accounts. The new Publisher User will be automatically notified that the account has been approved. Note that accounts can easily be deactivated by the Publisher Administrator, for example, when a Publisher User leaves the organisation.

When Publisher User account holders no longer need access to the platform, it is the Publisher Administrator's responsibility to remove that access.

Uploading data

The data should be prepared using the appropriate Excel template (see Appendix 2 for a detailed explanation of the Information Power framework format).

To upload the data, simply select the appropriate framework type, select an Excel file to upload, and click on "Submit". The system will check that data has been supplied in the correct form, and either confirm success or return a list of errors or omissions that need remedying before resubmission.

Once the data has been successfully submitted, you will see the file listed on that same page, tagged with the following:

- Journal year to which it relates
- The framework used
- File upload date and time
- Filename
- Number of journals included

You can also delete the file from here if required. Note that the uploaded data cannot be viewed directly online, but there is a link to download the file so that it can be inspected in Excel form.

Note that there can only be one data file per publisher for each year. Uploading a new file will replace the previous file, so it is essential that, if journals are being added incrementally, the current version is downloaded and the new data added to that file before uploading the amended version. For this reason, it will be preferable to you to limit access to the system to a minimum number of users.

Appendix 2: Completing the Information Power Data Template

The data collection [spreadsheet](#) is structured in three sections:

- **Journal information** in columns A to O, shaded blue.
- **Quality information** in columns P to Z, shaded yellow. These columns provide you with an opportunity to provide both qualitative and quantitative context about your journals and their nature and quality.
- **Price and service information** in columns AA to AH, shaded pink.

Data should be provided for each title in a publisher's portfolio. Please create a new row for each journal in your portfolio.

If you have a range of titles that are very similar to one another, and all the data provided for these would be within $\pm 5\%$, then it is acceptable to average across these titles. In this case you would enter each journal in its own row and provide the same data for each title in the group. You would then complete Column C to indicate which rows have been grouped together to calculate the average figures reported.

For ease of data entry, you might find it helpful to add a column to the spreadsheet so that you can add an internal identifier for each journal. Remember to strip this column out when you upload the spreadsheet.

Guidance on how to complete each column is provided in the spreadsheet. Hover over each column header to show the guidance.

A bit of extra detail might be helpful for a few of the columns:

Section 1: Journal information (columns A – O)

Discipline

Requirement: Required

Validation: Enter value from https://read.oecd-ilibrary.org/science-and-technology/frascati-manual-2015_9789264239012-en#page60 (e.g. 1.6 Biological sciences) or one of the following:

all disciplines

all STEM disciplines

all HSS disciplines

Column M Subscription list price for member of the Association of American Universities

This is a required field. To facilitate the comparison of list prices between publishers, please tell us the subscription list price for a typical research-intensive university in the US.

Section 2: Quality information (columns P – Z)

Column P Price transparency context

This is an optional field to provide a link to any additional context you would like to make available.

This is an opportunity for publishers to share (via a link to a web page) how they have compiled the data for this framework, provide additional insight into how to interpret the figures, or explain why the figures are the way they are.

If your journal price does not cover its costs, for example because it is cross-subsidised or benefits from significant revenue streams that are not related to APCs or subscriptions, then this is the place to provide this context if you wish to do so. Information about how you calculate Read & Publish price offers could also be included.

Column U Median Number Reviews

This is a required field. Median number of reviews for research articles published in the reporting period. If an article goes back to the same reviewer for a second review, then this counts as two reviews. If reviews are cascaded to the journal with a paper, then count this as zero.

Column V Median Time Submission to First Decision

This is a required field. Median time in days from submission to first decision in reporting period. Decision means whether to reject or send for peer review. Include decisions based on assessment by in-house prepublication teams, editorial boards, editorial boards and external referees, subeditors, etc.

Column Y COUNTER 5: Unique Item Requests

This is an optional field. Unique_Item_Requests is a metric in the COUNTER Release 5 standard for usage reporting and which is widely required in library agreements with publishers. If a publisher does not use the COUNTER Release 5 standard, then here is an explanation of how you can make the same calculation:

Total_Item_Requests means all usage requests in all formats (PDF, HTML, etc.)

Unique_Item_Requests means usage of unique content, a journal article for example.

So, if a user views the HTML of an article and also downloads the PDF of the same article, this is counted as:

Total_Item_Requests = 2

Unique_Item_Requests = 1

The data should be aggregated across customers to provide global usage figures.

Column Z COUNTER 5: Total Item Requests

This is a required field. Total_Item_Requests is a statistic in the COUNTER 5 standard for usage reporting and which is widely required in library agreements with publishers. If a publisher does not use the COUNTER 5 standard, then Total_Item_Requests is the same as 'Total Successful Requests' in COUNTER Release 4. If you use neither version of COUNTER, then here is an explanation of how you can make the same calculation:

Total_Item_Requests means all usage requests in all formats (PDF, HTML, etc.)

Unique_Item-Requests means usage of unique content, a journal article for example.

So, if a user views the HTML of an article and also downloads the PDF of the same article, this is counted as:

Total_Item_Requests = 2

Unique_Item_Requests = 1

The data should be aggregated across users to provide global usage figures.

Section 3: Price and service information (columns AA – AH)

Columns AA to AH

Overheads and profit/surplus should be distributed evenly across columns AA through AH, and the total of these columns should add to 100 (or zero for Diamond journals where no payments are received). All are required fields.

For society-owned journals published by a partner, both organizations are likely to need to provide information. Be sure to factor in the percentage of price for each organization in columns AA through AH. For example, societies might receive payments for their development of the journal (column AA), their contributions to peer review (column AC), etc. Any one-off costs should be amortized over the lifetime of the agreement and the relevant portion for the reporting period included in the relevant column.



Visualization based on the Plan S Price Transparency Framework Scoping Project by Information Power.

Column AA Price Breakdown: Journal Community Development

In this column, please include activities to establish or develop the journal so that articles can be submitted (i.e. identify a need for the journal, its aims and scope development, investment in funding for the field, editorial board costs, commissioning content, competitor analysis, benchmarking, policy development, and portfolio development).

Column AB Price Breakdown: Submission to First Decision

In this column include activities that move an article from submission to a first decision about whether to reject or send for peer review (e.g., triaging). For information, this column is separated from the next in order to accommodate the Open Platform publishing model.

Column AC Price Breakdown: Peer Review

In this column include all peer review activities including specialist reviews but please do not factor in time or resources donated by editors or reviewers (i.e. recruiting and training peer reviewers and the editors who work with them, peer review management and tracking systems). If the journal operates post-publication peer review, please enter 0% in this column.

Column AD Price Breakdown: Services Acceptance to Publication

In this column please include activities from the time an article is accepted to the time it is published (i.e. copyediting, formatting, typesetting, proofreading, assigning and depositing DOIs, XML file conversion (if content is not born XML), tagging, quality assurance checks, integration with abstract and index databases/aggregators/repositories/APC management systems, figure re-lettering or other improvements, dealing with article enhancements such as video abstracts, proofing process and author engagement around this, issue compilation, issue line up, printing, alignment with synchronous articles, vendor management, article pipeline management; addition of ORCIDs and other IDs to support funder/institutional disambiguation, checking references, design).

Column AE Price Breakdown: Services Post-Publication

In this column, please include post-publication activities (i.e., handling ethical queries, provision of usage statistics, long-term preservation and access, reader services, postage, inventory and stock control).

Column AF Price Breakdown: Platform Development and Support

In this column, please include platform development, hosting, and support costs including vendor management. One-off development costs should be amortized over 3 years and figures for the relevant reporting period included.

Column AG Price Breakdown: Sales and Marketing

Please include all sales and marketing activities (i.e. sales teams, sales administration, legal costs for contracts, negotiations with consortia and libraries, sales agents, invoicing, payments collection, debt recovery, bad debt write-offs, integration with and promotion on social media networks, sponsorship).

Column AH Price Breakdown: Author and Customer Support

Please include activities related to non-editorial author support and library customer support (e.g., helpdesk, usage/impact/other reports, training, author queries about copyright or CC licenses).

Appendix 3: Completing the FOAA-based Data Template

The data collection [spreadsheet](#) is structured in three sections:

- **Journal information** in columns A to O, shaded blue.
- **Quality information** in columns P to R, shaded yellow. These columns allow you to provide both qualitative and quantitative context about your journals and their nature and quality.
- **Price and service information** in columns S-Z, shaded pink.

Data should be provided for each title in a publisher's portfolio. Please create a new row for each journal in your portfolio.

For ease of data entry, you might find it helpful to add a column to the spreadsheet so that you can add an internal identifier for each journal. **Remember to strip this column out when you upload the spreadsheet.**

Guidance on how to complete each column is provided in the spreadsheet. Hover over each column header to show the guidance.

A bit of extra detail might be helpful for a few of the columns:

Section 1: Journal information (columns A – O)

Discipline

Requirement: Required

Validation: Enter value from https://read.oecd-ilibrary.org/science-and-technology/frascati-manual-2015_9789264239012-en#page60 (e.g. 1.6 Biological sciences) or one of the following:

all disciplines

all STEM disciplines

all HSS disciplines

Column C Cluster

This is an optional field. If you have a range of titles that are very similar to one another, and all the data provided for these would be within $\pm 5\%$, then it is acceptable to average across these titles. In this case you would enter each journal in its own row and provide the same data for each title in the group. You would then complete Column C to indicate which rows have been grouped together to calculate the average figures reported.

Column M Subscription list price for member of the Association of American Universities

This is a required field. To facilitate comparison of list prices between publishers, please tell us the subscription list price for a typical research-intensive university in the US. If there is no subscription price, please enter 0.00.

Section 2: Quality information (columns P – R)

Column P In-house or Outsourced Journal Operations?

This is a required field. Using one of three values, indicate how journal operations are managed for each title:

- In-house
- Out-sourced
- Both

Section 3: Price and service information (columns S – Y)

Columns S-Y: General comments

The total of these columns should add up to 100 (or zero for Diamond journals where no payments are received).

For society-owned journals published by a partner, both organizations are likely to need to provide information. Be sure to factor in the percentage of price for each organization in columns S through Y. Any one-off costs should be amortized over the lifetime of the agreement and the relevant portion for the reporting period included in the relevant column.

Column S: Price Breakdown: Journal Operations

This is a required field. Please enter as a percentage with two decimal places. Journal operations might include aspects such as:

- Journal support and submission system
- Platform development and maintenance
- Helpdesk and other support staff

Column T: Price Breakdown: Publication

This is a required field. Please enter as a percentage with two decimal places.

Items covered by this heading include:

- Triaging
- Organisation peer review
- Other editorial assistance, e.g.:
 - Indexing
 - Archiving
 - Typesetting
 - Copy-editing
 - Language editing
 - Proofreading

Column U: Price Breakdown: Fees

This is a required field. Please enter as a percentage with two decimal places.

Items covered by this heading include:

- Scientific editors fees
- Scholarly societies fees

If you do not pay any fees, please enter 0.00 in this field.

Column V: Price Breakdown: Communication

This is a required field. Please enter as a percentage with two decimal places.

Items covered by this heading include:

- Dissemination
- PR & Marketing
- Community support
- Advocacy

Column W: Price Breakdown: General

This is a required field. Please enter as a percentage with two decimal places.

Items covered by this heading include:

- Management & administration
- Other business costs
- Taxes

If these general costs may have already been distributed between the other categories, please enter 0.00 for this field

Column X: Price Breakdown: Surplus / Other Revenue

This is a required field. Please enter as a percentage with two decimal places.

Use this field to indicate % of the price for surpluses or other revenue. If the surplus has already been distributed between the other categories, please enter 0.00 for this field.

Column Y: Price Breakdown: Discounts & Waivers

This is a required field. Please enter as a percentage with two decimal places.

Use this field to indicate % of the price allocated to support discounts and waivers. If there are no Discounts & Waivers, please enter 0.00 for this field.

Column Z: Notes

This is an optional field to provide a link to any additional context you would like to make available.

This is an opportunity for publishers to share (via a link to a web page) how they have compiled the data for this framework, provide additional insight into how to interpret the figures, or explain why the figures are the way they are.

If your journal price does not cover its costs, for example, because it is cross-subsidised or benefits from significant revenue streams that are not related to APCs or subscriptions, then this is the place to provide this context if you wish to do so. Information about how you calculate Read & Publish price offers could also be included.