

# **Welcome guide on how to publish books with Open Press Tilburg University**

# Welcome to Open Press Tilburg University!

Thank you for your interest in publishing with Open Press Tilburg University. This guide is designed to help you get started by providing a clear overview of our publishing process, what to expect at each stage, and the support we offer.

We invite you to take your time exploring the guide. If you have any questions or would like to talk through your project, feel free to reach out.

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## Mission

Open Press Tilburg University is a library-based publishing program committed to providing high-quality, diamond open access publishing services that support researchers in sharing their work widely, openly, and responsibly. As a diamond open access press, we do not charge fees to authors or readers. We believe that open access to scholarly knowledge is not only possible, but it is essential. We aim to demonstrate that a sustainable, author-centered publishing model can serve as a credible and innovative alternative to today's scholarly communication landscape.

Established in 2020 as part of Tilburg University's commitment to open science and academic integrity, we provide a publishing environment for Tilburg University affiliated researchers, centered on authors, academic quality, and public accessibility. Our publishing model showcases that it is possible to create alternatives to commercial academic publishing.

## Scope

Our publications reflect the academic strengths of Tilburg University research, rooted in the fields of Law, Social and Behavioral Sciences, Humanities and Digital Sciences, Theology, and Economics and Management. We focus mostly on these fields but also encourage interdisciplinary work and contributions from all fields. We publish a range of scholarly and educational formats, from monographs and edited volumes to dissertations, as well as other types of scholarly and popular publications like essays, and themed series. Our approach values both academic depth and broader societal engagement.

We are a small, flexible team based on the Research Support Team of the Library. This allows us to maintain editorial independence, ensure quality, and stay responsive to new ideas and needs. We focus on experimentation and innovation in digital publishing, prioritizing open formats (PDF, HTML, EPUB), but also with print-on-demand options for those who prefer physical publications. Print-on-demand ensures that titles remain available without the need for large print runs, supporting both sustainability and long-term availability.

As a member of the Netherlands University Presses network, we collaborate with like-minded institutions to strengthen open academic publishing in the Netherlands and beyond.

## Our publishing process

### Proposal

To ensure a smooth process, we ask that all prospective authors to share the following details in advance:



- Type of publication
- Expected title and subtitle
- Aims
- Abstract
- 6 Keywords
- Full author or editor information and list of contributors
- Structure and chapter outline
- Timeline and current status

Please send your proposal to [openpresstilburguniversity.edu](mailto:openpresstilburguniversity.edu). We are happy to discuss your ideas and guide you through the next steps.

### Quality assurance

While we do not currently manage an in-house peer review process, we strongly encourage authors and editors, especially scholarly and edited volumes, to arrange appropriate peer review as part of their preparation. At present, the responsibility for organizing and overseeing peer review lies with the author(s) or editor(s). Although we do not yet provide formal peer review support, we are happy to discuss best practices and offer guidance to prospective editors who wish to strengthen the academic rigor of their publication. Enhancing peer review support is an important area we aim to improve as our publishing program evolves.

### Copyright and open licensing

When publishing with us, authors and editors remain the copyright holders of their work. We do not require copyright transfer. Instead, we use open licenses to ensure your work can be shared, reused, and cited in meaningful ways, while preserving your rights as the creator.

We work with all Creative Commons licenses and will help you select the option that best aligns with your goals. By default, we recommend the CC BY (Attribution) license, which allows for maximum dissemination and reuse with proper credit to the author.

As the copyright holder, you are responsible for:

- Ensuring that your manuscript is original and does not infringe on third-party rights
- Obtaining permission for any copyrighted materials (images, tables, extended quotations, etc.) used in the publication
- Properly crediting all sources and contributors
- Selecting and understanding the implications of your chosen Creative Commons license

Our colleagues at the Copyright Information Point (part of the University Library) are also available to assist with more complex questions around copyright, reuse of third-party content, and permissions.

## **Production**

We collaborate with a trusted network of external professionals to provide the production services once your manuscript is completely finalized.

We coordinate the design of your publication's interior layout and cover in close consultation with you. Our goal is to ensure readability, consistency, and a visual identity that reflects both academic standards and your book's unique character.

While we do not offer in-house copyediting, we strongly recommend professional editing for clarity, consistency, and language quality. We are happy to connect authors with experienced freelance editors who specialize in academic texts. Please note that authors are responsible for the costs and coordination of copyediting services.

Your final manuscript is typeset into a publication-ready format (PDF, EPUB, and/or HTML), optimized for digital access and print-on-demand.

## **Proofing process**

We follow a two-step proofing process to ensure a high-quality final product:

1. First Proof

You receive a complete typeset version of your manuscript. This is your opportunity to review formatting, layout, and minor corrections. Please note that major content changes are not possible at this stage

2. Second Proof

After your feedback is implemented, you receive a second, near-final version for final review. Only minor, non-structural changes are accepted at this stage.

## **Metadata**

We take care of assigning and distributing high-quality metadata to ensure that your publication is properly identified, cited, and widely discoverable across academic and library platforms.

Each publication receives a Digital Object Identifier (DOI), providing a persistent and citable link to your work

We assign one International Standard Book Numbers (ISBNs) to the print version of the publication.

We deliver publication metadata to major catalogues and discovery services, including:

- **OCLC Knowledge Base**  
This makes your publication visible in library catalogues
- **Tilburg University Research Portal**  
Your publication is registered in Pure, the university's research information system, which also ensures indexing in Google Scholar and OpenAire, and increased visibility within the academic community
- **[In Progress] National Catalogue of the Netherlands University Presses**  
Open Press is contributing to the development of a shared catalogue for further expanding national and international reach of the Netherlands University Presses publications

### Digital Preservation

All publications are deposited in the institutional repository Tilburg University Open Repository. Through this platform, the digital version is automatically preserved via the Royal Library of the Netherlands (KB).

For books that undergo peer review, we also ensure broader and durable preservation through:

- **OAPEN Library**
  - Your full-text publication is deposited in the Open Access Publishing in European Networks (OAPEN) Library, a trusted platform for long-term storage and dissemination of open access books
- **Directory of Open Access Books (DOAB)**
  - The metadata for your peer-reviewed book is submitted to DOAB, enhancing visibility while signalling its quality and academic integrity

### Dissemination

#### Digital distribution

##### Internal Platforms

- [Open Press Tilburg University Platform \(Manifold\)](#)
  - Hosted on our digital publishing platform, Manifold offers an enriched reading experience with features like media embedding, annotation, and chapter navigation
- [Tilburg University Research Portal](#)
- [Tilburg University WorldCat Discovery](#)

##### External Platforms

- [Edusources \(Textbooks\)](#)
- [Directory of Open Access Books \(DOAB\)\\*](#)
- [OAPEN Library\\*](#)



\*For peer reviewed publications

### *Print distribution (print-on-demand)*

#### Internal Channels

- [Open Press Tilburg University Webshop](#)
  - Our own webshop offers direct purchase options for print editions at fair prices. We work in close collaboration with MijnBestseller
  - We kindly request you create an account at [our platform](#) as soon as possible

#### External Channels

- Bol.com (Netherlands and Belgium)
- Boekhandels Nederland
- Amazon (Germany, France, Spain, Portugal, United States, United Kingdom)

### Promotion strategies

While we do not yet offer full-scale marketing services, we are working to expand our promotional support for authors.

We currently offer:

- Each publication is featured in a dedicated post on our [LinkedIn channel](#), highlighting the work and providing direct access to the publication
- We aim to collaborate with Tilburg University's Schools to include featured publications in relevant internal newsletters
- We are developing a format for short author interviews to be published on the [Library Research Support Team blog](#), offering authors a space to discuss the motivation, relevance, and impact of their work in a more personal way
- We encourage authors to organize book launch events, whether in-person or online. We are happy to assist with planning, promotion, and connecting with potential hosts or moderators within the university community

### Author support and resources

We work closely with colleagues from the Library research support team, namely with the Copyright Information Point (for advice on copyright, reuse permissions, and rights clearance, especially when incorporating images, figures, or other external content into your work); and the Open Access Information Point (for questions about open access publishing, funder requirements, and Creative Commons licensing).

#### General publishing guidelines

- Recommended manuscript lengths
  - Monographs: 50,000 to 80,000 words



- Edited volumes: 70,000 to 100,000 words
  - Individual chapters: 5,000–7,000 words
- Textbooks: 60,000 to 100,000 words
- Manuscript elements
  - Title Page
    - Title and subtitle
    - Author(s) or editor(s) names
    - Institutional affiliations
  - Table of Contents
    - Include page numbers and chapter titles
  - Introduction
    - Outline the purpose, scope, and relevance of the work
  - Main Body
    - Organized into chapters or sections with clear headings
    - Consistent formatting and citation style. We recommend using APA Style. More information about this can be found [here](#)
  - Conclusion
    - Summary of key points and potential impact or recommendations
  - References
    - Properly formatted citations using a consistent academic style. We recommend using APA Style. More information about this can be found [here](#)
  - Appendices (if needed)
    - Supplementary material
  - Acknowledgements
    - Optional section recognizing contributions and support
  - Contributor Biographies
    - Short bios for authors/editors
  - Back cover blurb
    - Short description between 100-200 words
- File delivery
  - Full manuscript
    - Please deliver the manuscript in a Word file. For edited volumes, we kindly request that you deliver a separate Word file per chapter
  - Tables and Figures
    - Tables and figures should be delivered as separate files, preferably in TIF, EPS or JPG format
    - Ensure that each figure includes a caption with appropriate source attribution. Authors are responsible for securing permission to use any third-party content.





## Frequently Asked Questions

- Who can publish with us?
  - Our publishing services are primarily available to researchers affiliated with Tilburg University, including faculty and PhD candidates. We welcome proposals across a wide range of scholarly and educational formats, from monographs and edited volumes to theses and textbooks. Other popular publications like essays, and critical editions are also welcomed.
- Is there a cost?
  - No. Open Press operates on a diamond open access model, which means we do not charge authors or readers. Our publishing services are provided as part of the university's commitment to open science. Authors are, however, responsible for arranging and funding optional services such as copyediting or external illustrations if needed.
- How long does the process take?
  - The timeline varies depending on the nature of the project. On average, from final manuscript to publication, it takes 1-4 months.
- Do I retain copyright?
  - Yes. Authors and editors retain copyright of their publications. We do not require copyright transfer. Instead, we apply a Creative Commons license of your choosing, allowing your work to be shared and reused under clearly defined terms. We typically recommend the CC BY license for maximum visibility and flexibility, but we support all Creative Commons licenses and will help you select the one that best fits your goals.

## Contact

### Team

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