



Guidelines for Publishers

(Updated 2 December 2019)

How to determine if an author is eligible to receive TOME funding

If you are considering a manuscript that you believe may be TOME eligible, you are free to raise the subject with the author and with the author's institution at any time in the review process. The following instructions will help both you and the author determine if the manuscript is a candidate for TOME funding. Bear in mind, however, that TOME grants are not awarded until the manuscript has been peer reviewed and approved for publication.

1. Visit the TOME website to see if the author belongs to one of the participating TOME institutions: <https://www.openmonographs.org/publishers/>.
2. Next, check the institution's website for information regarding its participation in TOME. Each institution sets its own rules. Some accept applications from faculty on a rolling basis throughout the year. Others employ a competitive process with a selection committee that makes decisions after set application deadlines. Because each institution has a limited number of grants to award, it is possible that an author might be eligible but still not qualify to receive a TOME grant.
3. If the author is eligible—or if you have any questions about eligibility—reach out to the designated contact person at the institution to learn more about the institution's procedures for awarding TOME grants. The designated contact person is usually named on the website. (N.B. This person is often in the library although some institutions administer TOME through a college or academic center on campus.)

When a TOME-eligible manuscript has been approved for publication by the Publisher

1. Notify the designated contact person at the author's institution that the book has been approved for publication.
2. Formalize terms of the TOME grant with the designated contact person. These terms are usually spelled out in an agreement or MOU—often as an addendum to the publisher's standard author contract or as a separate agreement between the publisher and the author's institution. See here <insert link> for a sample TOME addendum.
3. Once terms of the TOME grant are formalized, you will most likely be asked to submit an invoice to the author's institution via the designated contact person. TOME grants are generally paid directly to the publisher according to an agreed-upon timeline.
4. Finally, see the TOME Publisher Checklist for a detailed list of things to do when preparing a TOME book for publication.

When a TOME book has been published

1. Notify contact person at institution that book has been published.
2. Send cover, book files, and metadata to destinations specified in TOME contract/amendment including:
 - a. Contact person at institution—for uploading to author's institutional repository
 - b. ARL Visiting Program Officer—for uploading to FigShare repository
 - c. Designated OA repositories and platforms—e.g. OAPEN, MUSE Open, JSTOR, etc.



Publisher Checklist

(Updated 2 December 2019)

- TOME contract/addendum completed and signed—copies distributed to author and author’s institution.
- Invoice submitted to author’s participating institution.
- TOME acknowledgment language (below) inserted into front matter of book.
- Creative Commons license selected and displayed in front matter of book. (For best practices on displaying a CC license, see https://wiki.creativecommons.org/wiki/Marking_your_work_with_a_CC_license.)
- Book cover and files (PDF, ePUB3, mobi) delivered to: 1) designated contact person at author’s institution (copying ARL Visiting Program Officer); 2) platforms specified in TOME contract/addendum.
- Metadata distributed to designated contact person at author’s institution (copy ARL Visiting Program Officer).
- Press’s web page for book does the following: (a) clearly mentions OA version of the book, and (b) provides an easily findable link to one or more of the online open versions of the book.

TOME Front Matter Language (Revised April 23, 2019)

“This book is freely available in an open access edition thanks to TOME (Toward an Open Monograph Ecosystem)—a collaboration of the Association of American Universities, the Association of University Presses, and the Association of Research Libraries—and the generous support of [name of participating institution]. Learn more at the TOME website, available at: openmonographs.org.”

[N.B. Digital edition should include hyperlink to <http://openmonographs.org/>]

Metadata (minimal required fields)

Book Title	Peer review status (will assume peer reviewed)
Author name(s)	ISBN (all)
Author affiliation(s)	DOI (if publisher is assigning one)
Author email(s)	Publication Date
CC license	Keywords
Publisher name and imprint (if applicable)	Abstract
Series	

Common OA platforms

OAPEN Library
HathiTrust Digital Library
Internet Archive
JSTOR
MUSE Open