

De Gruyter Institutional Membership
Scheme for CzechELib Members

WHAT HAPPENS NEXT? GUIDE FOR NEW IM PARTNERS

Mendel
University
in Brno



HOW WILL WE WORK TOGETHER?

Czech ELib and De Gruyter have signed an agreement that provides 20% discount for current participants in the De Gruyter CzechELib Journals Package agreement on De Gruyter APCs for Pure and Hybrid OA journals.

Affiliated corresponding authors are eligible for the discount from 1 January 2019 - 31 December 2022. De Gruyter publishes over 30 Pure OA journals in Humanities, Social Sciences, STEM and Medicine.

In addition, your institution is entitled to publish the following number of Hybrid OA articles per year.

- Complete Package institutions – 2 x Hybrid OA articles per year
- SSH or STM Package institutions – 1 x Hybrid OA article per year

Your institution will be listed as an Institutional Member here:

→ <https://www.degruyter.com/dg/page/institutional-membership-consortia>

We will announce your Institution as a partner on our social media and science pressrooms. You will also receive OA development updates via De Gruyter's quarterly newsletter.

WHAT WE ASK YOU TO DO?

OA Information webpage on your institutional website:

Please place information on the scheme on your website (preferably in the section dedicated to Open Access) and let us know where it is so that we can place the link on our website.

Please also provide the following links on your website:

→ <https://www.degruyter.com/>

→ <https://www.degruyter.com/dg/page/open-access>

→ <https://www.degruyter.com/dg/page/institutional-membership-authors>

We would appreciate if you can assist in sharing information about this opportunity. We will contact you about the best way to do so.

INVOICING

Article Processing Charges

Authors pay discounted APC upfront before publication appears online. Central payment system is set up and the institution is invoiced a discounted APC for each article published on an ongoing basis.

Information Required for Invoicing

In order to prepare your invoice we need the following information to be sent to our Finance Department:

- a. Name of the institution/Payer
- b. Registration address of the institution/Payer
- c. VAT number of the institution/Payer
- d. Name and email of the person to whom we shall provide with invoice
- e. Author
- f. Co-Authors
- g. Title
- h. DOI

De Gruyter's Banking Details

Bank name:	Commerzbank Berlin
Bank owner:	Walter De Gruyter GmbH
Bank address:	Potsdamer Str. 125, 10783 Berlin
IBAN:	DE39 1004 0000 0200 9900 01
Swift:	COBADEFFXXX
Account number:	0200 9900 01
Sort Code:	1004 0000

Important information for the institution/payer: All banking fees are to be borne by the payment sender, therefore please always choose OUR option.

VAT

Please find below applicable VAT rates accordingly to payer’s country of origin:

SUPPLY OF SERVICES		
COUNTRY	TYPE OF ORDERER	VAT rate
EU countries	Supply of services to non-taxable orderer (individual person)	19%
	Supply of services to taxable orderer	Not applicable
Non-EU countries	Supply of services to taxable orderer	Not applicable
	Supply of services to non-taxable orderer (individual person)	Not applicable

IMPORTANT: ORDERERS REGISTERED IN GERMANY ARE ALWAYS TAXABLE AT CURRENT VAT RATE IN GERMANY (19%)

IMPORTANT: IF THE CUSTOMER IS TAXABLE IN EU COUNTRIES, THEY HAVE TO PROVIDE US WITH THE VAT-ID CODE. WITHOUT THIS INFORMATION WE HAVE TO CALCULATE WITH 19% VAT

In practice, this means that in service fees (both for books and journal articles) for tax-payers (and institutions are most likely tax-payers) there is no VAT added – on our side (see ‘Not applicable’ in the table). However, as an institution you will have to process the invoice locally in accordance with your country’s tax regulations. Please contact Jan Eifler, Senior Manager Accounting (email: → Jan.Eifler@degruyter.com), regarding invoicing (contact details provided in the ‘Key contacts’ section).

KEY CONTACTS

Your primary contact is Jacek Lewinson (e-mail: → Jacek.lewinson@degruyter.com)

Your secondary contact is Ewa Dzik, Publishing Specialist,
(e-mail: → Ewa.Dzik@degruyter.com)

Below you will find a list of key contacts by area of responsibility:

PUBLISHING

OPEN ACCESS JOURNALS

Director Open Access Journals

Dr. Aleksandra Nowacka - Leverton

E-mail: → Aleksandra.NowackaLeverton@degruyter.com

OPEN ACCESS BOOKS

Open Access Books Product Manager Dr. Maria Zucker

Email: → maria.zucker@degruyter.com

MARKETING

Maria Hryniewicz

Senior Marketing Manager, Open Access

E-mail: → Maria.Hryniewicz@degruyter.com

PRODUCTION

Team Manager Journal Production Sofie Schenkel

Email: → Sofie.Schenkel@degruyter.com

FINANCE

Senior Manager Accounting Jan Eifler

Email: → Jan.Eifler@degruyter.com