# Understanding between *Linköping University Electronic Press* and Conference organiser

## Introduction

Linköping University (LiU), through *Linköping University Electronic Press* (*LiU E-Press*) advances scholarly communications and supports open access academic publishing initiatives.

## Parties and definitions

This *Understanding* is entered between *Linköping University Electronic Press,* which is a part of *Linköping University,* referred to as *LiU E-Press.* and the conference representative:

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referred to as *the Organiser* regarding the publication of the conference proceeding:

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referred to as *the Proceeding*. The *Proceeding* can either be a book of abstracts or full conference papers.

## This Understanding and other documents

The *Organiser* needs to be employed or affiliated to LiU according to “Riktlinjer för affiliering till Linköpings universitet” [Dnr LiU-2021-02223](https://styrdokument.liu.se/Regelsamling/Fil/1724348) (in Swedish).

A [Proceeding application form](https://forms.office.com/r/4tdpHKGG4R) needs to be filled in and attached to this *Understanding*.

The *Organiser* warrants that the publication of the *Proceeding* is in line with, and that the *Authors* of respective papers/abstracts complies with their obligations in, the “Terms of publication when publishing electronically via *LiU E-Press*” [DNR UB-2022-00023](https://ep.liu.se/docs/terms-of-publication-en.pdf),

## Copyright

The author(s) retain the copyright of all versions of thepaper or abstract. The *Organiser* shall publish the *Proceeding* with the selected Creative Commons license if applicable (given in the *Proceeding* application form).

## *LiU E-Press*’ Obligations

*LiU E-Press* will within this service perform the following obligations:

1. Assign a series number to the *Proceeding* in a *LiU E-Press* conference series. If applicable, also assign it to other LiU series,
2. Assign an ISBN to the *Proceeding*,
3. Provide guidance in the publishing process in the *Publishing platform*. *LiU E-Press* encourages *the Organiser* to arrange another conference webpage for *the Conference* outside the *Publishing platform*,
4. Deliver the *Proceeding’s* metadata to CrossRef, which includes assigning DOIs and if requested depositing reference lists,
5. Offer a plagiarism check of the *Proceeding*.

*LiU E-Press’* role in publishing conference proceedings is primarily to provide a publication platform and limited administrative resources to make the full conference proceeding and its papers/abstracts available online.

*LiU E-Press* is only a publishing host and its obligations do not include, for example, to check or modify paper formatting and/or referencing system, to do or organise proofreading, to contact authors for corrections, to collect publishing agreements from authors, nor to provide editorial staff in any capacity.

## The Organiser’s warranties and obligations

The *Organiser* will perform the following obligations:

### 8.1 The Organiser warrants that:

1. he/she has the right to publish the *Proceeding* with all its contents in OJS via *LiU E-Press*,
2. the content will be published open access, i.e., allowing completely free access to the papers.
3. if applicable, the licence used will be displayed in the *Proceeding* and its included papers,
4. a clear statement of the peer-review system in use (if any) is included in the *Proceeding*.

### 8.2 *The Organiser* will perform the following obligations:

1. take the responsibility forthe administration of the publishing process of the *Proceeding* and if applicable also the handling of the peer-review process,
2. prior to publication: collect publishing agreements for all papers from authors and sending those agreements to *LiU E-Press* for archiving at Linköping University. By doing so the *Organiser* warrants that the authors complies with their obligations in the “Terms of publication”.
3. deliver the *Proceeding* with metadata to *LiU E-Press* according to the [given guidelines](https://ecp.ep.liu.se/index.php/index/publish),
4. insert the correct Creative Commons information on each paper of the *Proceeding*.

## Signing the Understanding

This *Understanding* is signed by *LiU E-Press* and one or more *Organisers*. Each signee certifies that he/she is authorized to enter into this *Understanding*.

Place/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

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LiU E-press

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