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- 1. Please verify that you meet the criteria of support.
- 2. File your application using our <u>online application form</u>. We recommend to apply as soon as possible in the process, latest after your article got accepted. We will inform you as soon as possible if your article fulfills the formal criteria. Commitment will always be preliminary and payment of the article processing charges depends on funds available at the time of acceptance of your article. All applicants will be informed ahead of time, if funds become limited. Further information can be found <u>here</u>.
- 3. Please contact us when your article got accepted (<u>openscience@ub.uni-leipzig.de</u>). We will handle the invoicing and payment process in most cases.
- 4. Please not that the price information fpr APCs provided by the publishers are usually net APCs and that these are generally subject to tax.
- 5. Please do not forget to mention support from the fund, e.g. "Supported by the Open Access Publishing Fund of Leipzig University" or "Gefördert durch den Open-Access-Publikationsfonds der Universität Leipzig".
- 6. Please also note the information and requirements in the publication guidelines of Leipzig University (only available in german).

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