Workflow for the Publication of Journal Articles (financed with personal fund or other unibz funds)

The Author:

- establishes contact with the publisher with whom he defines the details,
- informs the faculty secretariat about the upcoming publication, names all authors involved and employed with unibz and reasons the choice of the publisher or presents the quotations of three publishers. If no quotation is available, the editor presents the payment model e.g. through excerpts of the publisher's website.

The Faculty Secretariat:

- informs the library about the upcoming publication;
- creates the request in the PIS (Purchasing Information System) with all details regarding the planned publication:
  - contact details of the publisher,
  - quotations or payment model,
  - CUP (if available),
  - CIG (requested from the library),
  - exchange rate of foreign currency,
  - cost centre that covers the publication costs,
  - group "Bibliographies";
- checks the invoice and makes sure that the payment form is filled out correctly and signed by the person responsable for the cost centre in the field „für die Ausführung/per l'esecuzione" and finally sends these two documents to the library.

The Library

- ensures that all administrative requirements are fulfilled,
- approves the payment of the invoice.