oa.blog – Instructions for Authors

General

Many thanks for writing a post for oa.blog, the blog of the project open-access.network. The blog was created to expand the range of information provided by open-access.network and to stimulate discussion. In your blog posts, we encourage you to express your personal opinions on open access topics. Both authors and readers are invited to comment on and discuss the blog posts. Responsibility for community management lies with the editorial team of open-access.network, which moderates below-the-line discussions and reacts to comments.

To facilitate collaboration, please observe the following instructions for authors when preparing your text.

Manuscript Length and Structure

Thematically, your blog post will be assigned to one of the following **categories**:

- · Diamond open access

- · Open access international

- · Discipline-specific open access

- · Open access transition

- · Open access funding

- · Open access policy

- · Open access in practice

- · Technology and workflows

Formally, the following **types of blog posts** are distinguished:

- · Commentary

  The author comments on current developments or debates from a personal perspective. By adopting an invocational tone, the author encourages readers to reflect or form an opinion on the topic in question or calls on them to take action.

It is up to the author themselves to decide whether their commentary should directly express their own opinions (straightforward commentary), discuss arguments for and against the topic (either-or commentary), or be based on a collection of arguments that underpin their opinions (argumentative commentary).

· One topic, two opinions
 The editorial team selects two authors with differing opinions on a topic. These opinions are then juxtaposed.

· Informational post
 The author informs readers about a previously specified topic. In doing so, the author may, however, also express their own opinions.

· Interview
 The open-access.network editorial team will send you written questions about a previously specified topic. It is also possible to conduct a recorded video interview with you, which will then be transcribed.

· (Experiential) reports (on conferences/workshops)
The author informs readers about open access events that they have either attended or have hosted themselves. Both the substantive focuses and the formal aspects (structure of the event and the individual sessions) should be addressed.

· Workshop reports from open access projects or digital focus groups
 Also known as work journals or portfolios, these reports are produced during the work process. They may present work steps, interim results, methods/good practices, challenges, and results.

· Poster
 The author presents complex topics/issues/relationships in a poster. The poster stimulates a discussion that is continued in the comment section.

The blog post category and type should be clarified in advance with the editorial team. The editorial team reserves the right to add further blog post categories and types.

The length of a manuscript for a blog post should not exceed 10 000 characters, including spaces. The manuscript should include:

· a **title**. Please choose an informative title, which may also be controversially worded.

· a **teaser** of around 100 characters, including spaces, which will also appear on the home page of the open-access.network portal, where it will be linked to the blog post. Therefore, it is particularly important that the teaser be written in a tone that arouses curiosity.

· a **main text with headings**. If you are planning to write a lengthy post, please discuss this in advance with the editorial team. It is possible to publish a two-part post or a series of posts.

· at least one **post image** in landscape format. In the case of reports on conferences or workshops, several images are welcome. Tables, graphics, or images should always be inserted in the corresponding place in the manuscript. In addition, each figure should be delivered as a **separate file**. Figures from external providers must be available under an open licence; self-produced figures/images may also be used (see File Format section below).

· At the bottom of the blog post, cross-links to other interesting, thematically similar posts will be added (by the editorial team).

Please note that the manuscript must be structured according to our guidelines. To structure and format the text, please use the **attached template**.

Language Guidelines

The following language guidelines should be observed:

· Titles of journals and books should be written in italics.

· Links should be created directly in the text.

· In-text references to figures should appear in parentheses, for example "(Fig. 1)".

· Double quotation marks ("…") should be used. Use single quotation marks to enclose quotes within another quotation.

· Gender-inclusive language should be used in the posts.

· Use italics for emphasis and for proper names/titles. Boldface type may be used for especially important text passages.

· Specialised terms or discipline-specific wording should not be written in italics or placed in quotation marks.

· The names of institutions, initiatives etc. should be given in full when they are first mentioned on a page, and the acronym should be given in parentheses. For subsequent mentions, use the acronym.

In-Text Citations and Reference List

APA Style, 7th edition, should be used for in-text citations and the reference list. If a DOI is available, it should be included. For in-text citations, use the author's last name and the year of publication (e.g., "Jensen, 2021"). In-text citations will be linked to the References section.

Netiquette (Blog Posts and Comments)

We look forward to open and objective below-the-line discussions with you about oa.blog posts, and to an objective tone in the posts themselves. We hope for fair cooperation,

friendly language, and tolerance and respect for other opinions. Therefore, please observe our netiquette:

- · Please make sure that you use a friendly tone in discussions.

- · The use of real names is a prerequisite for transparent communication on equal terms.

- · Please keep your comments/posts on topic and objective. If you formulate hypotheses or make claims, please identify them as such to avoid misunderstandings.

- · Data protection is important to us. Please do not publish any personal data in your comments/blog posts.

Readers' comments will be published only after prior checking by the editorial team (as a rule, on the next working day at the latest). open-access.network reserves the right to delete comments or to close the comment function if the netiquette is violated or the comment function is abused.

File Format

Please submit texts, figures and, if applicable, other media in the following formats:

- · Submit the manuscript file as a Word document or another common file format.

- · Submit figures in the file formats JPG, PNG, or EPS. The file name chosen should enable identification (e.g., Diamond Open Access_Abb1.jpg).

- · Title images should be in landscape format. The editorial team reserves the right to crop images, if applicable.

- · The **image size** of the title image should be **at least 1920 x 1080 px**.

- · All other figures/images should be **at least 800 x 450 px** in size.

- · Please provide a link to the source of the respective figures in the manuscript and indicate the author and the licence or legal status.

- · Figures (be they self-produced or produced by third parties) must be available under an open licence: CC BY, CC BA-SA, CC0.

· Example:

Open Access – Grüner Weg. (Image: adege/pixabay.com, CC0)

Translations

English-language manuscripts accepted for publication will be translated into German by a professional translator. Should changes to the English-language version be necessary during translation, the editorial team will inform the author accordingly. If the author does not raise an objection within two working days, the changes will be accepted.

Granting of Rights

After final approval by the author, the text and media will be published under a CC BY 4.0 International licence, unless otherwise agreed. A persistent identifier (DOI) will be assigned to the blog post.

Author Information

The following author information will be visible to readers of oa.blog:

· Name

· Institution

· Activity

· Contact email address

· ORCID iD

If you have any questions regarding manuscript preparation, please contact the open-access.network editorial team: **oa.blog@open-access.network.**