

Policy on Publication Fee Support

School of Mathematics and Physics

1. Purpose and Scope

This policy outlines the regulations for support for funding of publication-related charges (including article processing charges, mandatory page charges, and submission fees) from departmental/school budgets.

This policy applies to publication cost support by the departmental budgets and the school budget. The policy does not apply to publication costs covered by other internal research grants or external research grants.

This policy applies to all academic staff in SMP and covers peer-reviewed journal articles and reviews; other outputs (conference papers, book chapters, monographs) may be considered on a case-by-case basis when charges are mandatory and aligned with funder or institutional priorities. It excludes payment to predatory or non-reputable journals and optional charges not required for publication.

Types of publication fees typically include:

- Article Processing Charge (APC): A fee charged by some journals for publication services.
- Submission Fee: A fee charged by some journals upon submission, usually non-refundable and independent of acceptance.

2. Eligibility

The department or school may consider supporting publication fees under certain conditions. As a minimum, all of the following conditions must be satisfied:

- a) The applicant is not allowed to use available internal/external funding to pay for the publication fees, or the applicant does not have internal/external research grants.
- b) The research topic of the publication is in the primary research area or the secondary research area of the applicant.
- c) The applicant's first affiliation on the paper is XJTLU.
- d) At least one of the following conditions is satisfied:
 - The applicant is the first author
 - The applicant is a corresponding author. If there are N corresponding authors, the applicant can ask for at most a fraction N^{-1} of the total publication fee costs
- e) The journal has a strong reputation in its research field.
- f) The journal has a reputable editorial board.
- g) The journal has a Clarivate JCR Q1 ranking.
- h) The publication fees are mandatory, and the applicant has selected the journal's publication option with the lowest costs.

Approval of the application is neither automatic, nor guaranteed. The budget owner may choose to reject an application without providing a reason.

3. Procedure

- a) Applicant discusses the possibility of using the department/school budget with the HoD.
- b) Applicant completes the Publication Fee Support Form (Appendix A).
- c) Budget owner reviews the application and informs the applicant.
- d) If the application is approved, then the applicant can proceed with the relevant procedures for payment and reimbursement.
- e) Within two weeks after publication of the article, the applicant submits the DOI and published version of the paper (PDF) to the HoD.

APPROVAL AND REVISION LOG

Date	Approval	Description
10 Dec 2025	SMP-SSMT	Policy created