

Publication Fee Policy

School of Mathematics and Physics

1. Purpose and scope

This policy establishes requirements for the management and use of publication-related payments at the School of Mathematics and Physics (SMP), with the aim of enabling high-quality research outputs and ensuring the responsible and effective use of research funding resources.

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.

This policy should be read in conjunction with the *XJTLU Policy on Research Publication Funding*, the *XJTLU Guidelines on Institutional Affiliation in Research Publications*, and the *XJTLU Early Warning Journal List*. In the event of any inconsistency, the XJTLU policy shall prevail.

2. Publication fee payment restrictions (for all internal/external research grants)

This section outlines the regulations for payments of publication fees **from any internal/external research grant**.

- a) Payment requests for publication fees exceeding US\$ 3,000 (or equivalent) per publication will not be approved.
- b) Payment requests for publication fees for articles in journals listed in the *XJTLU Early Warning Journal List* will not be approved.

Exceptions to these regulations may be granted in rare cases. Approval should first be obtained by email from the Associate Dean for Research, and subsequently from the School Dean. Both email approvals must be added as attachments to the relevant application in the Expense Control System.

3. Publication fee support from Departmental budgets and School budget

This section outlines the regulations for support for funding of publication-related charges **from the departmental budgets and the school budget**.

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

This section 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.

Eligibility for publication fee support from the departmental/school budget

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 or 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 a first author. If there are N first authors, the applicant can ask for at most a fraction N^{-1} of the total publication fee costs
 - 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 (JIF) ranking; see <https://jcr.clarivate.com/>
- h) The publication fees are mandatory, and the applicant has selected the journal's publication option with the lowest costs.

Publication fee support is normally limited to a maximum of 20,000 RMB per staff member per academic year.

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

Procedure for publication fee support from the departmental/school budget

- a) Applicant discusses the possibility of using the budget with the budget owner. The budget owner of the departmental budget is the HoD. The budget owner for the school budget is the Dean. Applicants should be aware that the outcome of this discussion does not give any guarantee for publication fee support.
- 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 (if the departmental budget is used), or to the HoD and Dean (if the school budget is used).

APPROVAL AND REVISION LOG

Date	Approval	Description
10 Dec 2025	SMP-SSMT	Policy created
16 Apr 2026	SMP-SSMT	Added upper limits to publication fee support (per application and per academic year). Minor procedural updates, minor updates in the requirements, and language improvements.
6 Aug 2026	SMP-SSMT	Policy name changed from “Policy on Publication Fee Support” to “Publication fee policy”. Restructured and renamed policy. Added section outlining constraints on high publication fees. Minor language and formatting updates.