

Ústav stavebníctva a architektúry SAV Bratislava
11-04-2014
Číslo: 19/2014

ONLINE SUBMISSION SYSTEM AGREEMENT

THIS AGREEMENT is made as of the 13th day of March 2014,

between

Institute of Construction and Architecture, Slovak Academy of Sciences, with offices at Dúbravská cesta 9, 845 03 Bratislava, Slovakia, holding tax (VAT) identification number 2020830350,
Represented by Peter Matiašovský – Director of the Institute
("Journal Owner")

and

De Gruyter Open Sp. z o. o., with offices at ul. Bogumiła Zuga 32A, 01-811 Warsaw, Poland, entered into the National Court Register kept by the District Court of Warsaw under number KRS 0000055478, NIP (fiscal identification) number [REDACTED] having a share capital of PLN [REDACTED]
Represented by Jacek Ciesielski – President of the Management Board
("De Gruyter Open").

IT IS NOW AGREED by the parties to this Agreement ("the parties") as follows:

1. RECITALS

This Agreement sets forth the terms and conditions between the parties concerning the provision by De Gruyter Open to the Building Research Journal ("Journal") of an online submission system as more fully described herein, contracted by De Gruyter Open from a provider of such a system ("System Provider").

2. OBLIGATIONS OF DE GRUYTER OPEN

De Gruyter Open will provide the following services (collectively, the "Services") in accordance with the terms and conditions of this Agreement:

1. provision of System

a. De Gruyter Open will provide computer systems and software ("System") that facilitate the electronic submission of scholarly manuscripts (the "Content"), and the subsequent management of the process of review and revision of the Content, by the Journal's submitting authors, editors, reviewers, and other individuals reasonably authorized by the Journal Owner (collectively the "Users"), using the World Wide Web, as well as storing and transmission of other information normally collected and used in operation of the System (the "Journal Data").

b. The System shall provide the following features:

1. the software features include:

- i. on-line, Web-based manuscript submission and tracking system,
- ii. Web pages customized to reflect the "look and feel" of the Journal,
- iii. automatic conversion of submission source files (like Word, PostScript and GIF) into a single PDF for review distribution,
- iv. opportunity for the editorial office to customize workflow to the office's particular work processes,
- v. possibility for authors to directly check on the status of their manuscripts without

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- requiring the intervention of the editorial office,
- vi. on-line reports for checking on the status of editor assignments, reviews, and revisions,
2. hosting service features include to the extent required to provide reasonable operation of the System:
- i. provision of required server computers,
 - ii. daily backup and archiving of Content and Journal Data.
 - iii. high speed Internet connectivity for server computers,
 - iv. virus checking of all files uploaded to the System,
 - v. the System will be available to the Users at an average level of no less than ninety-eight percent (98%) of each calendar month, twenty-four (24) hours daily, with the exception of periods of unavailability caused by circumstances beyond the System Provider's control, and of maintenance periods not to exceed four (4) hours weekly,
3. data archiving and storage services include:
- i. storage of the submission files and derivative files thereof (storage allocation per year will be 10 megabytes multiplied by the number of *bona fide* submissions stored in the System),
 - ii. retaining the Content in the System and making it accessible by Users for a period of one (1) year following editor's final decision or final disposition of the submission,
 - iii. maintaining the Journal Data online in the System for the term of the Agreement.
- c. The functions of the System may be modified from time-to-time by De Gruyter Open or the System Provider.
- d. De Gruyter Open may deny access to or use of the System by any User who, by De Gruyter Open's sole determination and with notice to the Journal Owner, makes use of the System that is inconsistent with the provisions of this Agreement, or which use may materially damage the System.
2. Web site preparation
- a. De Gruyter Open will agree with the System Provider that the System Provider shall prepare a Web site for the System to be used by the Users (the "Site").
 - b. The Site design and layout shall conform to the System Provider's then current standards therefor.
 - c. The System Provider will include in the Site visual characterization that reflects the Journal's identity as per point 1.b.1.ii above.
3. User Support
- a. De Gruyter Open shall provide reasonable support to Users of the System, in case they experience problems in operating the System, and those problems have not been resolved by the Journal Editor, as defined in Clause 3.1. herein, or a person appointed by the Journal Editor. Said support shall be provided between the hours of 9 a.m. and 5 p.m. Polish time, Monday through Friday, excluding Polish public holidays.
 - b. De Gruyter Open may request that the System Provider contacts a User directly to further effect resolution of the difficulty the User is experiencing.
4. Training and Support
- a. De Gruyter Open shall provide the Journal Editor with up-to eight (8) hours of training in use of the System in the first three (3) months after the Agreement date ("Standard Training"). Standard Training will be provided remotely.
 - b. Additional training ("Additional Training") may be purchased by the Journal Owner as provided for in Clause 4.4. herein. The Additional Training may include the training provided to the Journal Editor


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other than the one trained in the first three (3) months after the Agreement date.


3. OBLIGATIONS OF THE JOURNAL OWNER

The Journal Owner hereby undertakes and agrees with De Gruyter Open to:

1. appoint one of the editors of the Journal ("Journal Editor") as the person that undergoes the Standard Training or the Additional Training and becomes responsible for the execution of the Implementation Plan, and for the operation of the System; the Journal Editor will be the only person appointed by the Journal Owner for this purpose,
2. implement the System as agreed in the Implementation Plan,
3. as its sole expense, provide support to Users of the System, in case they experience problems in operating the System, and to refer those Users to De Gruyter Open only if those problems have not been resolved by the Journal Editor or a person appointed by the Journal Editor, and only if the Journal Editor believes that a User is experiencing a technical difficulty directly and only related to the failure of the System; said support shall be provided between the hours of 9 a.m. and 5 p.m. of the country of residence of the Journal Editor or of a person appointed by the Journal Editor, Monday through Friday, excluding public holidays in that country,
4. provide De Gruyter Open with such materials as are necessary to create the Site, including forms and instructions used by the Journal editors in the solicitation and instruction of authors with respect to authors' submissions of manuscripts,
5. furnish, along with the Users, all equipment and software required to prepare the Content for submission to the System, and required to access the System ("the User Equipment"); such equipment and software may include, but is not limited to, computers, scanners, modems, Internet connections, word processor and image manipulation software, and software required to view materials delivered electronically from the System; De Gruyter Open shall, from time-to-time, publish details of and requirements for the User Equipment certified by the System Provider to be compatible with the System or refer the Journal Owner to such publication by the System Provider ("the Certified Equipment Requirements"); De Gruyter Open shall have no obligation or liability with respect to performance of the System in conjunction with the User Equipment that fails to satisfy these Certified Equipment Requirements,
6. supply to De Gruyter Open information necessary - in the opinion of De Gruyter Open - to be placed at the Site,
7. pay to De Gruyter Open the charges in amounts, dates and according to rules set out in Clause 4. herein,
8. not allow any third party other than a User to use the System or otherwise benefit from the Services.

4. COSTS AND PAYMENT TERMS

1. Set-Up Fee
 - a. For establishment of the Site, and preparation of the System for use by the Journal Editor and other Users, the Journal Owner shall pay to De Gruyter Open the non-refundable Set-Up Fee of five hundred (500) Euro net (plus VAT, if applicable).
 - b. De Gruyter Open issues the invoice for the Set-Up Fee not later than in 30 days from the date of the Agreement. The Journal Owner pays the invoice not later than in 30 days from its date.
2. Per-Submission Fee
 - a. For each event of a *bona fide* submission ("Submission") of a manuscript by a User into the System, the Journal Owner shall pay to De Gruyter Open twenty (20) Euro net (plus VAT, if applicable).


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- b. For purposes of this Agreement, *bona fide* submissions shall exclude submissions which are removed from the editorial process prior to editorial consideration, and submissions initiated by authors but not completed and forwarded to the publication.
- c. For each calendar year, the Journal Owner estimates the number of Submissions. For the calendar year 2014 the Journal Owner estimates this number to be forty (40). For the following years the Journal Owner will inform De Gruyter Open in the manner set in Clause 9.4. herein, not later than 15 days before the end of the preceding calendar year.
- d. The Per-Submission Fees are paid in advance for each calendar year for the number of Submissions estimated by the Journal Owner. De Gruyter Open issues the invoice for the first calendar year not later than in 30 days from the date of the Agreement, and for the following calendar years in December of the preceding year. The Journal Owner pays the invoice not later than in 30 days from its date.
- e. If the number of Submissions in the calendar year exceeded the number estimated by the Journal Owner, De Gruyter Open issues the invoice for those extra Submissions not later than in January of the following year. The Journal Owner pays the invoice not later than in 30 days from its date. If the number of Submissions in the calendar year did not reach the number estimated by the Journal Owner, De Gruyter Open accordingly reduces the following invoice, provided that, as of the date of that invoice, the parties have agreed (pursuant to Clause 6.1. herein) that this Agreement will remain in force for the following calendar year and no party has given notice of termination (pursuant to Clause 6.2 or 6.4 herein).
- f. On an annual basis, in January of the following year, De Gruyter Open will send the Journal Owner a report providing the manuscript submission count.

3. Technical Support Costs

- a. If the Journal Owner requests that De Gruyter Open provides technical support as set forth in Clause 2.3. herein, on a quarterly basis De Gruyter Open shall invoice the Journal Owner for such support incidents at a rate of fifty (50) Euro net (plus VAT, if applicable) per incident. The Journal Owner shall pay the invoice not later than in 30 days from its date.
- b. However, no charge will be made to the Journal Owner in the event that De Gruyter Open determines that the incident was caused by a failure or defect in the System.

4. Additional Training


- a. In the event that the Journal Owner requests that De Gruyter Open provides the Additional Training De Gruyter Open shall provide and invoice the Journal Owner for such training at a rate of fifty (50) Euro net (plus VAT, if applicable) per hour. The Journal Owner shall pay the invoice not later than in 30 days from its date.
- b. In the event that such training is provided other than remotely, each training session shall be a minimum of three (3) hours in duration, and actual travel and accommodation, as separately agreed, will be paid by the Journal Owner.

5. Data Load Fee

At its discretion the Journal Owner may request and De Gruyter Open shall provide assistance to load pre-existing people and classification information into the System for a Data Load Fee of five hundred (500) Euro net (plus VAT, if applicable). De Gruyter Open shall invoice the Journal Owner for such services. The Journal Owner shall pay the invoice not later than in 30 days from its date.

6. Extra Storage Space Fee

If the storage space occupied in the System by the submission files and derivative files thereof in a calendar year exceeds the 10 megabytes multiplied by the number of Submissions stored in the System, the Journal Owner shall pay to De Gruyter Open twenty five Euro cents (0.25 Euro) net (plus VAT, if applicable) per each megabyte that exceeds that multiple. De Gruyter Open issues the invoice


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for that extra storage space not later than in January of the following year. The Journal Owner pays the invoice not later than in 30 days from its date.

6. Banking Expenses

All banking expenses associated with the payments will be borne by the Journal Owner.

5. **SYSTEM IMPLEMENTATION**

1. Schedule

Upon execution of this Agreement, De Gruyter Open and the Journal Owner will undertake the Implementation Plan for the System, as set forth in Appendix A hereto. Any delay in completion of a task by one party shall permit a corresponding delay in completion of a dependent task by the other party.

2. Acceptance

De Gruyter Open shall provide notice to the Journal Owner when preparation of the Site is complete and the System has become available for use by the Journal Editor and Users (the "Notice of Completion"). Within thirty (30) calendar days of De Gruyter Open's transmittal of the Notice of Completion to the Journal Owner, the Journal Owner shall either (a) provide De Gruyter Open with a list of deficiencies in the System (the "Deficiency List"), where said deficiencies correspond to material omissions from or failure of the System to conform to the list of features set forth in Attachment A hereto; or (b) indicate the Journal Owner's acceptance of the System for use ("Acceptance"). In the event that the Journal Owner provides De Gruyter Open with a Deficiency List, De Gruyter Open shall correct such items identified in the Deficiency List, and shall notify the Journal Owner when such corrections are complete (the "Notice of Correction"). Provided that said corrections substantially address and resolve the items in the Deficiency List, the System shall be deemed accepted by the Journal Owner upon De Gruyter Open's transmittal of the Notice of Correction to the Journal Owner, and Acceptance shall be deemed complete. In the event that the Journal Owner fails to respond to the Notice of Completion within thirty (30) days of De Gruyter Open's transmittal thereof to the Journal Owner, Acceptance shall be deemed complete. Notwithstanding the aforementioned provisions of this Clause 5.2, Acceptance shall be deemed complete upon the Journal Owner's first use of the System to accept and process submissions in other than a test mode of operation of the System.

6. **TERM AND TERMINATION**

1. Initial Term and Renewals

This Agreement shall remain in force until December 31, 2015. Unless written notice is given by either party at least 6 months prior to expiration of the then current term, the term of this Agreement will automatically renew for additional one (1) year periods.

2. Termination

- a. Either party may terminate this Agreement immediately upon failure of the other party to cure a material breach within thirty (30) days of written notice of the material breach.
- b. De Gruyter Open shall be authorized to terminate this Agreement immediately if the relevant agreement between De Gruyter Open and the System Provider expires or is terminated.
- c. In addition to other rights of termination provided for herein, either party shall have the right by giving three (3) months' prior notice in writing to the other party to terminate this Agreement if an important reason for such termination occurs.

[Redacted Signature]

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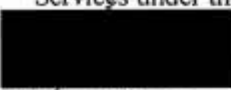
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- d. Each of the following circumstances shall in particular be an important reason for termination of this Agreement by De Gruyter Open:
1. breach by the Journal Owner of Clause 3.8 or 4 hereof,
 2. any representation or warranty of the Journal Owner mentioned in points a, b and c in Clause 7.1 hereof will prove untrue at the date of this Agreement or will become untrue after that date.
- e. Each of the following circumstances shall in particular be an important reason for termination of this Agreement by the Journal Owner:
1. breach by De Gruyter Open of Clause 5.2 hereof,
 2. De Gruyter Open's warranty mentioned in point b in Clause 7.2 hereof will prove untrue at the date of this Agreement.
3. Provision of Journal Data
- In the event of termination of this Agreement, De Gruyter Open will cooperate with the Journal Owner to make the Content and the Journal Data available to the Journal Owner in industry-standard formats, and De Gruyter Open shall provide the Journal Owner with cost and schedule proposals for such work. If delivered in the form of SQL databases as used by the System Provider, the costs for such delivery shall not exceed five thousand (5,000) Euro net (plus VAT, if applicable), plus direct costs of media and shipping. The Journal Owner shall pay the proposed costs for such work to De Gruyter Open upon the Journal Owner's acceptance of said proposals, except that the Journal Owner shall not be required to pay such charges in the event that De Gruyter Open is in default of this Agreement, as provided for in Clause 6.4 hereof.
4. Events of Default
- a. This Agreement may be terminated immediately by either party if the other party or the System Provider enters into liquidation or becomes insolvent.
- b. If the Journal Owner has delayed its payments to De Gruyter Open due under this Agreement for more than sixty (60) days, De Gruyter Open has the right to withhold provision of the Services.

7. REPRESENTATIONS AND WARRANTIES

1. The Journal Owner represents and warrants that:
- a. it exclusively owns the Journal,
 - b. it owns or it has acquired copyright to the Content and Journal Data,
 - c. no claim or action relating to the infringement or misappropriation of any copyright, trademark, trade secret or other intellectual property right currently exists, as may relate to its obligations and rights under this Agreement,
 - d. it will reimburse De Gruyter Open in respect of all costs and will compensate all damages that may result from claims of third parties, if either of the warranties given in points a, b and c above is not or will not be true within the duration of this Agreement,
 - e. it acknowledges that De Gruyter Open is unable to exercise control either over the availability of the Internet or any other data network, and that De Gruyter Open can give no warranty that the content will be available for access by customers at all times on the Internet or on any other data network; accordingly De Gruyter Open shall not be liable, subject to mandatory law, for such unavailability or lack of access.
2. De Gruyter Open represents and warrants that:
- a. its personnel will possess the proper skills, training, experience and background to perform the Services under this Agreement,


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- b. it has entered into an agreement with the provider of an online submission system necessary to perform all Services and to meet all obligations undertaken by De Gruyter Open by this Agreement.

8. CONFIDENTIALITY

Each party hereto shall, except as required by law or to perform this Agreement, keep strictly confidential all information contained in this Agreement and all information resulting from the implementation of this Agreement, and not use this confidential information in any way other than for the performance of its obligations hereunder. This shall not apply to such information as is publicly available when received by such party or then becomes publicly available otherwise than as a result of such party's breach of this Agreement, or to any disclosure or use as authorized by the other party in writing. This Clause 8 shall survive termination or expiry of this Agreement for 3 years.

9. MISCELLANEOUS

1. Neither party may assign any of its rights or delegate any of its duties or obligations under this Agreement without the other party's written consent. De Gruyter Open may, however, assign all of its rights and obligations hereunder to a company or partnership that is dependent on De Gruyter Open or Mr Jacek Ciesielski, that controls De Gruyter Open or that is controlled by a company or partnership that controls De Gruyter Open (the relation of dependence or control to be assessed according to the Polish Commercial Companies Code), unless such assignee is insolvent at the time of such assignment.
2. Changes of, or supplements to this Agreement shall not be valid unless made in writing. The same rule shall apply to termination of this Agreement and any other notice that this Agreement requires to be given in writing.
3. This Agreement, including the schedule(s), constitutes the full and complete statement of the agreement of the parties with respect to the subject matter hereof and supersedes any previous offers, agreements, understandings or communications, whether written or oral, relating to such subject matter.
4. Any notices and other communication related to this Agreement and the performance thereof (the "Notice") shall be deemed to be given, if the Notice has been delivered to the party in writing in English language (i) by registered mail or courier with a notice of delivery to the address of the respective party provided in the preamble to this Agreement or to another address communicated by the respective party to the other party in writing in accordance with this Clause, or (ii) by e-mail to the address of the respective party communicated by the respective party to the other party in writing in accordance with this Clause. Item (ii) of the preceding sentence shall apply to working documents only.
5. Unless this Agreement expressly provides otherwise, De Gruyter Open's liability for its failure to provide the Services in accordance with this Agreement shall only arise where such failure is due to De Gruyter Open's intentional fault or gross negligence or that of a person for whom De Gruyter Open is liable; such liability shall include loss of profits only if such failure is due to De Gruyter Open's intentional fault or that of a person for whom De Gruyter Open is liable.


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6. If, notwithstanding the other provisions of this Agreement, there shall be any liability of either party to the other that arises out of or is in any way connected to this Agreement, such party's total liability for all damages shall not exceed the total amount paid to De Gruyter Open by the Journal Owner during the six (6) calendar month period immediately preceding the occurrence of the event that gave rise to such damages. The preceding sentence shall not limit any party's liability for its failure to perform an obligation to pay an amount of money hereunder or for damages that such party has caused intentionally.
7. If any provision in this Agreement is held to be invalid or unenforceable, that provision shall be, inasmuch as possible, construed, limited, modified or, if necessary, severed, to the extent necessary to eliminate its invalidity or unenforceability.
8. This Agreement shall be governed by the laws of Poland, and any disputes arising out of this Agreement or related hereto shall be settled by the Polish courts having jurisdiction over De Gruyter Open's registered office.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized officer, as of the date first written above

Signed for and on behalf of De Gruyter Open: **De Gruyter Open Sp. z o. o.**

By: Jacek Ciesielski

Position: President of the Management Board

De Gruyter Open Sp. z o.o.
Warszawa, ul. Bogumiła Zuga 32/1
878738, REGON: 017359274
tel. 22 701 50 15

Signed for and on behalf of the Journal Owner: **Institute of Construction and Architecture, Slovak Academy of Sciences**

By: Peter Matiašovský

Position: Director of the Institute

Ústav stavebníctva a architektúry
Slovenskej akadémie vied
Dúbravská cesta 9
845 03 Bratislava

APPENDIX A

Journal Implementation Plan

Task	Days*		Responsibility	Activity Description
	Pre-Forma	Journal		
1	0	0	De Gruyter Open	De Gruyter Open provides Journal Owner with: - <i>Pre-configuration Checklist (PCL)</i> ; - specifications for <i>People Import File</i> (editor and reviewer details, with email addresses) and for optional <i>Topical Classification File</i> (keywords and areas of reviewer expertise) - optional; - sample workflows; and - suggested equipment specifications for the editorial office.
2	1-5		Journal Owner	Journal Owner reviews and completes this <i>Implementation Plan</i> and the <i>Pre-configuration Checklist</i> . This provides De Gruyter Open and the Journal Owner staff with an agreed upon project plan and schedule. Also, this provides De Gruyter Open with the necessary information to customize and configure the OSS site for the Journal.
3	1-15		Journal Owner	Journal Owner begins preparing <i>People Import File</i> , and optionally the <i>Topical Classification File</i> . Samples of these files for validation are provided to De Gruyter Open by Day 16. Journal Owner acquires DSL-or-better Internet connection, and suitable flat-bed scanner if necessary (recommendations are attached).
4	6-10		OSS provider	OSS provider prepares baseline OSS system, based on pre-configuration checklist.
5	11		De Gruyter Open & Journal Owner	De Gruyter Open provides Journal Owner staff (administrative and editorial) with Level I training (2 hours). This training will be provided remotely. This introduces key Journal Owner staff to the framework, potentials and flexibility of OSS operations. This session allows De Gruyter Open and Journal Owner staff to identify customizable areas of the site. The Journal should begin thinking about alterations to their Instructions to Authors. It also introduces the concept of system self-administration to the Journal.
6	12-15		Journal Owner	Journal Owner completes the Worksheets from Level I Training packet and prepares additional materials to be incorporated into Web site – Contact details, special instructions, release forms, etc. The journal Owner will have to alter their Instructions to Authors at this time.
7	15		De Gruyter Open & Journal Owner	De Gruyter Open provides Journal Owner administration with Level II training (2 hours). This training will be provided remotely. Using the completed worksheets from the Level I Training packet, De Gruyter Open and the Journal Owner staff will begin to configure OSS to conform to Journal's specific workflow. By focusing on the details of the administrative aspects of the system, the Journal will understand how to implement appropriate workflow policies and permissions within OSS. It also encompasses features and procedures to be used by editor, reviewer, author and De Gruyter Open roles.
8	15		Journal Owner	Journal Owner creates "practice" authors, reviewers and editors. They also create "practice" submissions. Using the practice submissions, the Journal Owner staff assumes all roles and tests the configured workflow, including the letters.
9	16		Journal Owner	Journal Owner delivers sample <i>People Import File</i> and <i>Topical Classification File</i> files to De Gruyter Open for analysis.
10	17-20		De Gruyter Open	De Gruyter Open validates sample <i>People Import File</i> and <i>Topical Classification File</i> , and confirms any required modifications to Journal Owner.

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11	20	De Gruyter Open & Journal Owner	De Gruyter Open provides Journal Owner with Level III training (1 hour). This training will be provided remotely. This provides the Journal Owner with an opportunity to test their OSS configuration with De Gruyter Open representative available to answer questions. The Journal Owner staff assumes all of the key roles of OSS operation and will submit and processes sample submissions. The training includes testing of Journal workflow and encompasses testing of features and procedures to be used by reviewer and author roles. Based on the results of this session the Journal Owner should be able to customize the Editor Tutorial packet and the Author Tutorial packet. The Journal Owner should also schedule training (to be done by Journal Owner staff) with their content editors.
12	15-25	Journal Owner	Journal Owner organizes training sessions with content editors. Journal Owner will instruct the content editors as to OSS features and functionality as it pertains to the editor's responsibilities (assigning editors, requesting reviews, making decisions).
13	25	De Gruyter Open & Journal Owner	De Gruyter Open coordinates Level IV training (1 hour). This training will be provided remotely. The Journal Owner further tests their OSS configuration with De Gruyter Open representative available to answer questions. A look at reports and reviewer reminder functions should be covered. Any final data import issues are discussed.
14	26	Journal Owner	The Journal Owner incorporates any required configuration changes to the system.
15	26	Journal Owner	The Journal Owner provides the final version of their <i>People Import File</i> and <i>Topical Classification File</i> .
16	27-30	De Gruyter Open & OSS provider & Journal Owner	De Gruyter Open delegates to OSS provider import of the <i>People Import File</i> and <i>Topical Classification File</i> , and the Journal Owner checks the data to be sure it is correct.
17	31-35	Journal Owner	If data problems exist the Journal Owner corrects their <i>People Import File</i> and <i>Topical Classification File</i> .
18	36-40	De Gruyter Open & OSS provider & Journal Owner	De Gruyter Open delegates to OSS provider import of corrected <i>People Import File</i> and <i>Topical Classification File</i> , and the Journal Owner checks the data to be sure it is correct.
19	45	Journal Owner	The OSS submission system is ready for live operation. Journal Owner may initiate live operation or may hold off on live operation until notice has gone out to authors and reviewers. Some journals will implement a 'soft launch', where submissions are entered into OSS by the journal office in proxy for authors. The actual launch of OSS is then at the discretion of the journal.

* Number of working days from start of implementation – "Pro-Forma" = Optimal, "Journal" = Journal-preferred time-line.

* OSS = online submission system



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