



# **Knowledge Unlatched**

## **KU Open Funding: User Guide for Libraries**

**February 2019**  
**Catherine Anderson**



Please click on <https://openfunding.knowledgeunlatched.org/login> to access your account.

If you already have an account in the KU pledging portal then your login is the same.

If you are new to KU when logging on for the first time you will need to reset your password. Do this by clicking on “Forgot Password?” and by following the instructions in the email you will receive (check your spam folder if you do not immediately receive an email!).

Log In

Email

catherine+i@knowledgeunlatched.org

Password

.....

☐ Remember me

[Forgot Password?](#)


Log In

New user? [Register](#)




Once you have reset your password and logged in to the portal you will see the main overview screen. Here you will be able to see submissions by your researchers once they have started using the portal, but for now it will be very white and empty in your account.


The button “submissions” lists all submissions made by researchers at your institution.

 OPEN FUNDING

Submissions


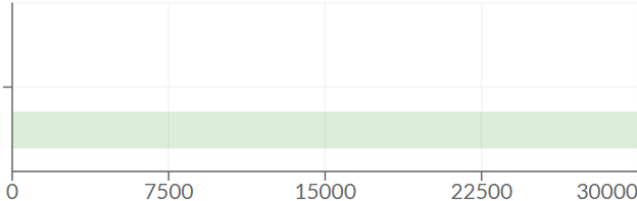
Researchers

My Account 

Log Out 

## Knowledge Unlatched Library Overview

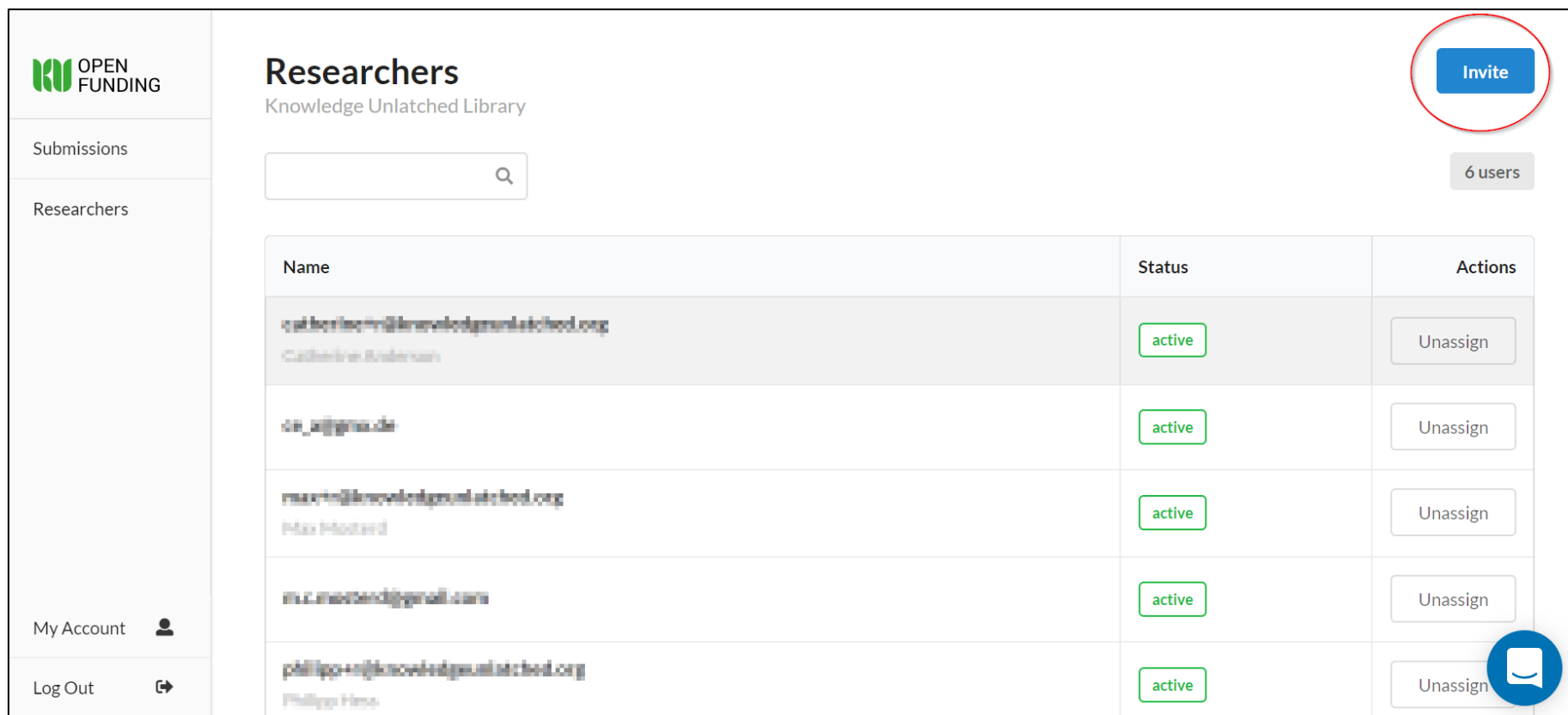
<b>Balance</b>	€970000
<b>Catherine Bestseller test, Catherine Anderson</b> 2019-02-12, 15:30, Demo Publisher	-10000
<b>My Bestseller, Catherine Anderson</b> 2019-02-07, 13:59, Demo Publisher	-10000
<b>Catherine Testing,</b> 2019-02-07, 14:00, Demo Publisher	-10000



With the button “Researchers” you will be able to invite your researchers/faculty members to create a user account in order to start using the portal.

For test purposes we recommend you invite yourself or some of your library colleagues to play the role of the researchers, that way you can have a look at the Researcher Portal and understand how the process works. You could for example invite yourself using a different email address from the one you are currently logged on to the platform with.

Click on “Researchers” then “invite” to invite yourself, or a colleague:



**OPEN FUNDING**


## Researchers


Knowledge Unlatched Library


Search

6 users

Name	Status	Actions
<a href="mailto:catherine@knowledgeunlatched.org">catherine@knowledgeunlatched.org</a> Catherine Anderson	active	Unassign
<a href="mailto:ca_j@gmx.de">ca_j@gmx.de</a>	active	Unassign
<a href="mailto:marco@knowledgeunlatched.org">marco@knowledgeunlatched.org</a> Max Hootard	active	Unassign
<a href="mailto:m.c.hootard@gmail.com">m.c.hootard@gmail.com</a>	active	Unassign
<a href="mailto:philipp-n@knowledgeunlatched.org">philipp-n@knowledgeunlatched.org</a> Philipp Hesse	active	Unassign

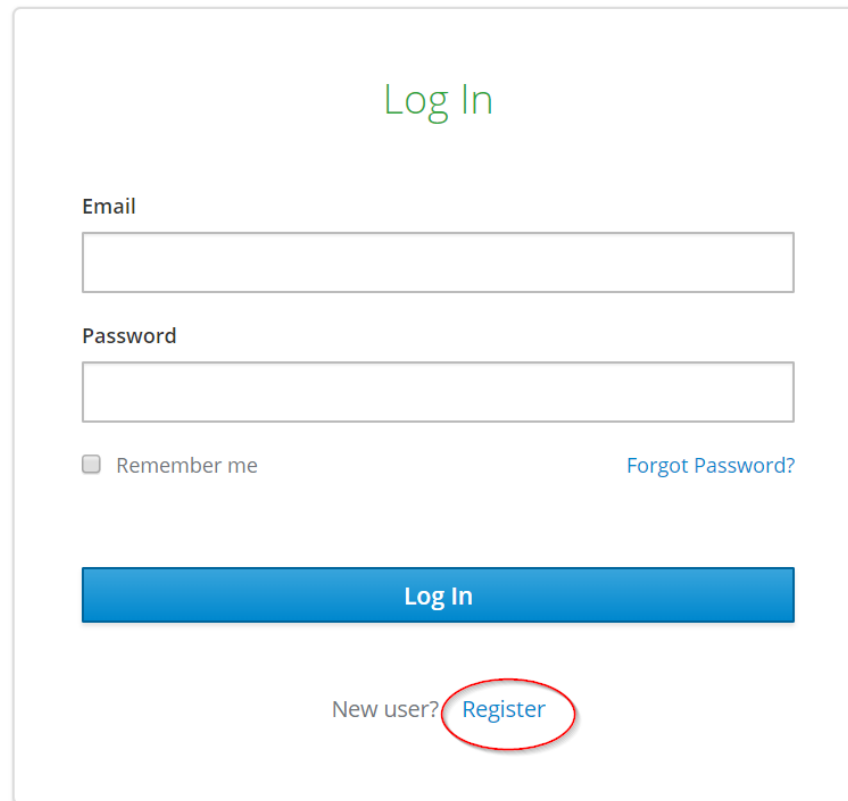
My Account 

Log Out 



The recipient of the email address you entered will then receive an email inviting them to the portal. If they click on the link in the email they are taken to the login page. Please note that if you have invited yourself using a different email address that you first have to log out of the library account in order to log in to the researcher account.

First you need to register as a new user:



Log In

Email

Password

☐ Remember me [Forgot Password?](#)

New user? [Register](#)

The role of “Researcher” now needs to be selected in order to be able to use the platform as a researcher:

## Register

First name

Test New

Last name

Test

Register As

Researcher ▼

Organization


Test Uni

Email

lakeside-house-massachusetts

Password

Once the researcher account has been set up, and let's assume for now that you are logged on yourself as a researcher, the main screen on entry shows the search parameters available to search for the right publisher(s) for a title submission. Several criteria can be selected, including discipline, language, BPC range etc. You could also enter a search into the field at the top of the page, e.g. "comparative literature":



Find Publishing Opportunities

My Submissions

My Account

Log Out

## Find Publishing Opportunities

2219 offers

Publishers

Publishers

Publication Type

Publication Type

Disciplines

Disciplines

Titles per year

0 — 800

Languages

Languages

Publisher	Publisher Source Discipline	Disciplines	Publication Type	Languages	Publication Price / Title
Academic Studies Press	Central & Eastern Europe	Area Studies	Series	English, Russian	€12683
Academic Studies Press	Literary Criticism	English Language and Literature	Series	English, Russian	€12683
Academic Studies Press	Film & Media	Music, Drama, Dance, Performing Arts, Film and Screen Studies	Series	English, Russian	€12683
Academic Studies Press	Gender Studies	Sociology	Series	English, Russian	€12683

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148

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The results shown become more specific the more search criteria which are used:




[Find Publishing Opportunities](#)

[My Submissions](#)

[My Account](#)

[Log Out](#)

## Find Publishing Opportunities




16 offers

Publishers

Publishers

Publication Type

Monograph 

Chinese


French

German


Italian

Russian

Spanish, Castilian

English 

Publisher	Publisher Source Discipline	Disciplines	Publication Type	Languages	Publication Price / Title
Accademia University Press	English Language and Literature	English Language and Literature	Monograph	English, Italian	€1500
Accademia University Press	English Language and Literature	English Language and Literature	Monograph	English, Italian	€2250
Carl Grossmann Publishers	Literature	English Language and Literature	Monograph	English, French, German	€3695
Routledge (Taylor & Francis)	Literature	English Language and Literature	Monograph	English, German, Chinese, Spanish, Castilian, French	€12500





Click on any result to see details of the publisher, their profile and offer as well as the price per publication form/word count. This screenshot only shows the initial information on the page, far more (including information on included or extra services, hosting and discoverability) is available by scrolling down in the portal.

Included Services

English

English

### Offer from transcript Verlag

transcript is one of Europe's leading independent academic publishers. We focus on publishing in cultural studies and the social sciences, in history, philosophy, and in cultural management. We offer more than 100 series and release about 400 new German- and English-language titles every year. Our backlist catalogue includes more than 3,500 titles in print and digital formats.

We were established in Germany in the late 1990s in order to provide an editorial service for innovative and critical research, and this commitment has formed our unique and broad yet well-balanced program that contributes high-quality publications to the latest debates in various academic

FORM OF PUBLICATION

Monograph

PUBLISHER SOURCE DISCIPLINE

English Language and Literature

DISCIPLINES COVERED

English Language and Literature

LANGUAGES PUBLISHED

English, German

PAGES

WORDCOUNT

33571

PUBLICATION PRICE PER TITLE

Apply

Close

Verlag

Language and


Language and

Monograph

English, German


As a real researcher you could now click on “Apply” in order to submit your book proposal/manuscript to the selected publisher, we would however like to request that you only select the publisher “Demo Publisher” in order to try out the functionality and in order to avoid our publishing publishers receiving “test” submissions! We have set up the publisher “Demo Publisher” for this purpose, which you are free to select as often as you wish.


Return to the main selection page and select “Demo Publisher” from the dropdown menu of publishers:




Find Publishing Opportunities

My Submissions

My Account 

Log Out 

## Find Publishing Opportunities



Publishers

Demo Publisher ✕

Academic Studies Press

Accademia University Press

CRC Press (Taylor & Francis)

Carl Grossmann Publishers

Duke University Press

IntechOpen

0


800

Languages

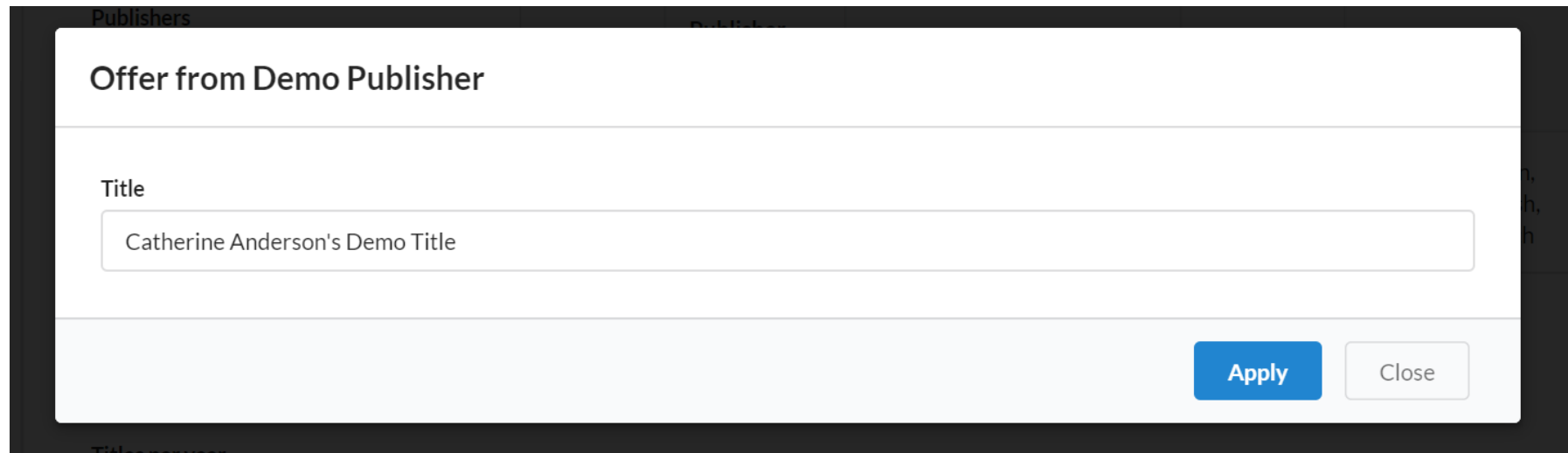
1 offer

Publisher	Publisher Source Discipline	Disciplines	Publication Type	Languages	Publication Price / Title
Demo Publisher	Filmmaking & Post production	Music, Drama, Dance, Performing Arts, Film and Screen Studies	Monograph	English, German, Chinese, Spanish, Castilian, French	€10000

1 offer



Now you can click on the publisher in the results screen and click on “Apply” in order to make a submission. Enter the title of your manuscript and click on “Apply”:



The screenshot shows a web interface with a dark header bar containing the word "Publishers" on the left and "Publisher" on the right. Below the header is a white modal window titled "Offer from Demo Publisher". Inside the modal, there is a label "Title" above a text input field. The input field contains the text "Catherine Anderson's Demo Title". At the bottom right of the modal, there are two buttons: a blue "Apply" button and a white "Close" button with a grey border.


You immediately see a confirmation that your submission has been sent.

Now in the background we at KU receive a notification of the submission and make contact with the publisher. It will of course take some time for the publisher to evaluate the submission, but as this is a demo, let us assume that the publisher has agreed to publish the title at the agreed BPC. At this point, the researcher receives a confirmation that the submission has been accepted, as do you at the institution. The researcher can see an overview of all his or her submissions, whether open or approved/declined by clicking on the button “Submissions” in the researcher account.

Let us now return to your library account so see what happens next. Please log out of your researcher account and log in again with your library account.


Click on “Submissions” in order to see an overview of all submissions from researchers linked to your institution’s account. Here you can see the submission which I just made from my researcher account. As long as demo submissions are made using “Demo Publisher” then we at KU will make sure that these test submissions are accepted so that you can continue to test out the portal.


As a library you can now decide whether or not your institution will pay the BPCs for the accepted submission. You can click on “Approve” or “Not approve” accordingly:





Submissions


Researchers

My Account 




Log Out 

## Submissions

18	Catherine Anderson's Demo Title	Demo Publisher	
accepted	DISCIPLINES PUBLICATION TYPE Monograph	RESEARCHER Catherine Anderson RESEARCHER EMAIL catherine+r@knowledgeunlatched.org	SUBMITTED 2019-02-18, 19:01 ACCEPTED 2019-02-18, 19:09
			<div>ApproveNot Approve</div>
17	Catherine Bestseller test	Demo Publisher	
approved	DISCIPLINES PUBLICATION TYPE Monograph	RESEARCHER Catherine Anderson RESEARCHER EMAIL catherine+r@knowledgeunlatched.org	SUBMITTED 2019-02-12, 15:25 ACCEPTED 2019-02-12, 15:27 APPROVED

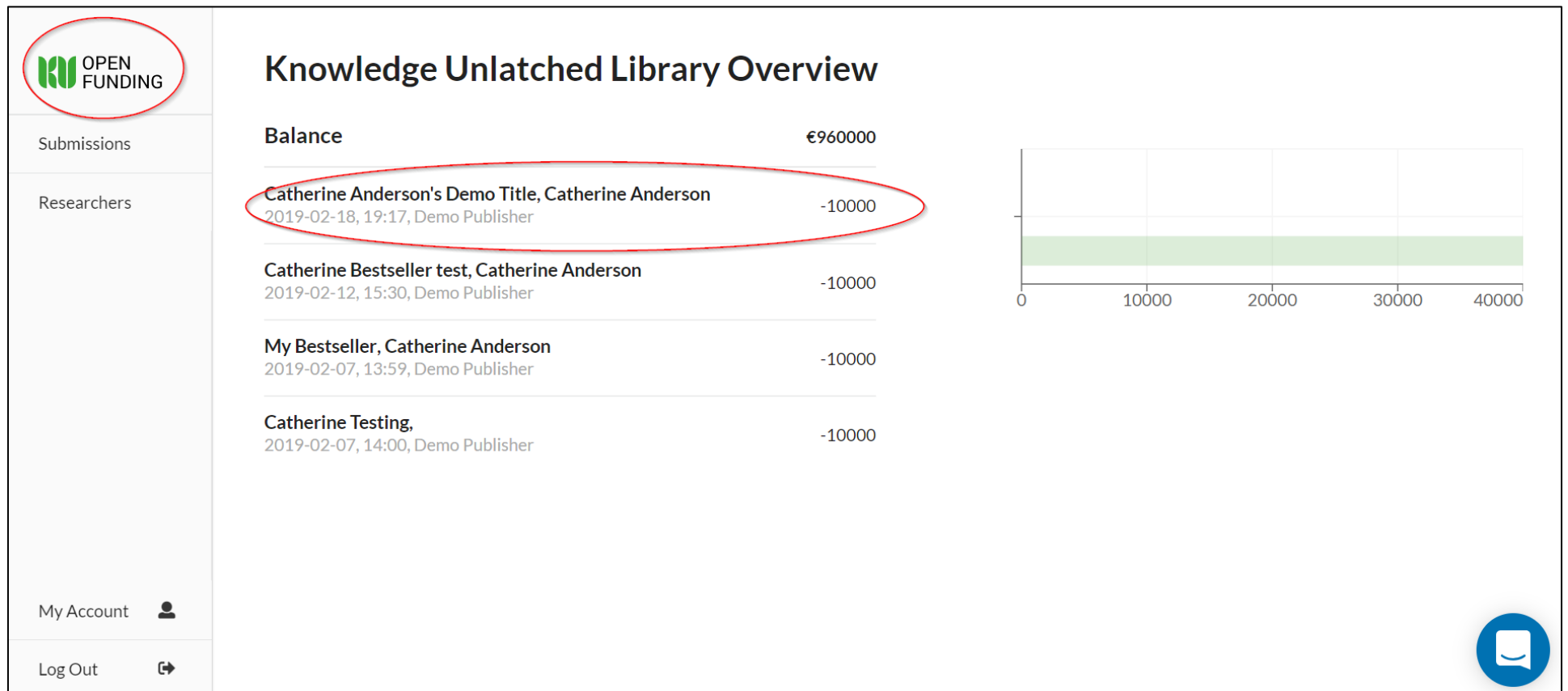


If you accept the submission, you will be asked to confirm your choice, then you will see in the overview that the submission has changed from “accepted” to “approved”:

 Submissions Researchers  My Account  Log Out 	Submissions		
	18	Catherine Anderson's Demo Title	Demo Publisher
	approved	DISCIPLINES PUBLICATION TYPE Monograph	RESEARCHER Catherine Anderson RESEARCHER EMAIL catherine+r@knowledgeunlatched.org
			SUBMITTED 2019-02-18, 19:01 ACCEPTED 2019-02-18, 19:09 APPROVED 2019-02-18, 19:17
	17	Catherine Bestseller test	Demo Publisher
	approved	DISCIPLINES PUBLICATION TYPE Monograph	RESEARCHER Catherine Anderson RESEARCHER EMAIL catherine+r@knowledgeunlatched.org
			SUBMITTED 2019-02-12, 15:25 ACCEPTED 2019-02-12, 15:27

And of course should you decide to decline the submission then this status will also be updated in the overview.

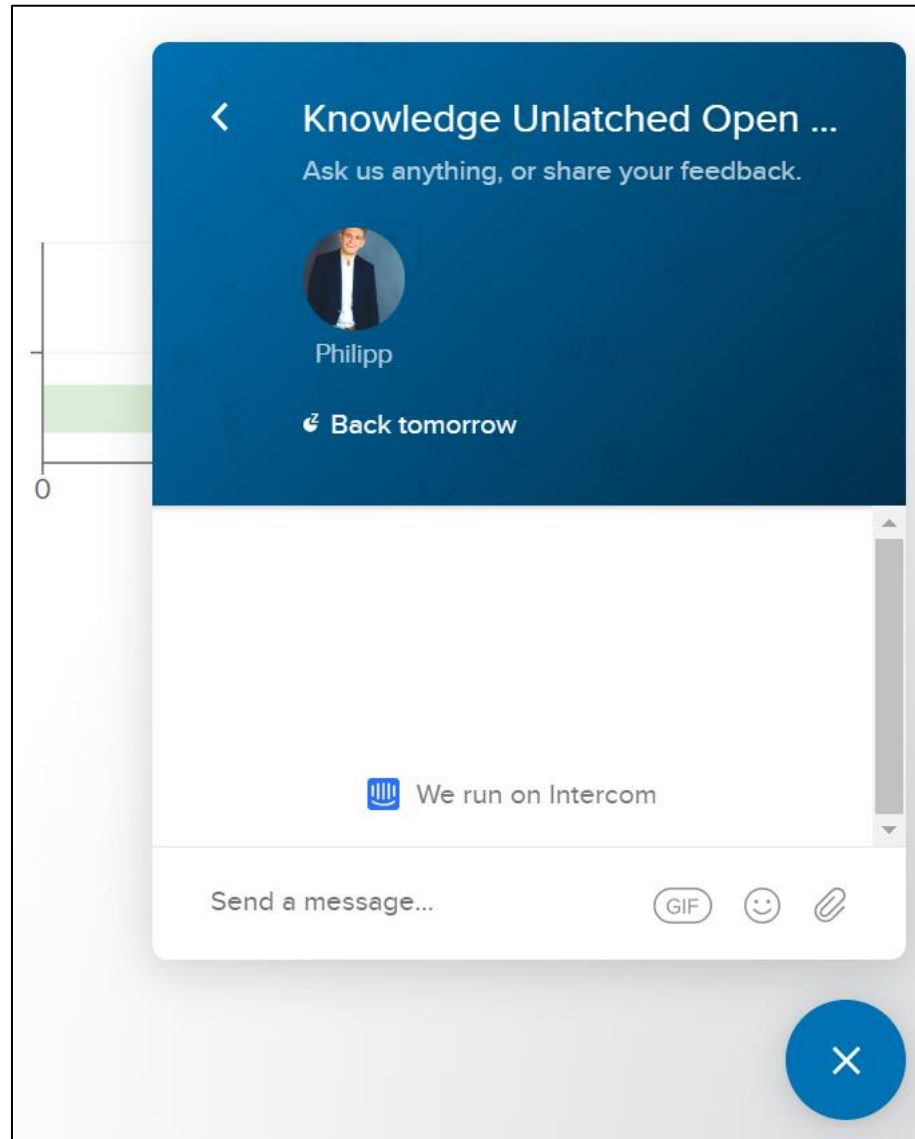
Once you have approved a submission this confirms that your institution will cover the BPC charge for this title. You can see this in the overview if you click on the KU Open Funding logo, and at the same time you see your institution's balance.



In this demo case the Knowledge Unlatched Library has already made a large deposit into KU Open Funding in order to cover all accepted submissions seamlessly and without any time delay. You could of course make a payment as and when you approve a submission, but please note that it is not possible to approve a real submission without any balance in the library account.



If you have any questions at any time when you are in the portal use the chat icon to get in touch with us:



If you would like to arrange a short online demo with us, or require any further information, please let us know:

Catherine Anderson

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Tel: +49 (0)174 321 7785

**Knowledge Unlatched GmbH**

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10825 Berlin

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**Shortlisted: Digital Publishing Award 2019**

Shortlisted: ALPSP Awards for Innovation in Publishing 2016

Winner: Curtin University Award for Best Innovation in Education 2015

Winner: IFLA/Brill Award for Open Access 2014



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