

Open Science Policy at Leibniz-Zentrum Moderner Orient

Words in blue are links for further reading. A glossary at the end of the document explains important terminology from the text.

1. Preamble

Leibniz-Zentrum Moderner Orient (ZMO) developed this Open Science Policy in a manner that accounts for the diversity and internationality of research fields at ZMO, as well as the distinct requirements and circumstances of its staff, with the goal of providing comprehensive guidance to its employees. As Open Science is an evolving field, it is not possible to provide a concluding definition; instead, ZMO is committed to ongoing discussions and practices within the organization and the scientific community.

1. ZMO is committed to the advancement of science and the wide dissemination of knowledge for the benefit of society by adopting practices on open, reproducible and responsible research according to [FAIR](#) (findability, accessibility, interoperability and reuse) and [CAIRE](#) (collective benefit, authority to control, responsibility, ethics) principles.

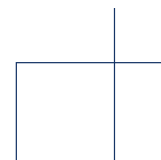
2. ZMO recognizes "openness" as one of its guiding principles and pledges to promote it by, among other things, encouraging and supporting research processes and tools that foster collaboration, enabling new working models and stimulating the dissemination of knowledge and the accessibility and re-usability of research outputs, encouraging publications in the open access model, and building the necessary infrastructure, skills and incentives to support open science.

3. This policy takes the approach of "as open as possible, as closed as needed" recommended by the European Commission as a basis for determining the appropriate level of openness and accessibility for the information collected and disseminated by ZMO. While openness is crucial, so is the protection of personal data, especially sensitive data, which many ZMO projects generate and process. The centre is therefore committed to finding the right balance between the openness and protection of data.

2. Effect of the Policy

The Policy applies to all researchers working at ZMO. In cases where research is funded by a third party, an agreement with that party concerning access rights, deposit and storage takes precedence over this Policy.

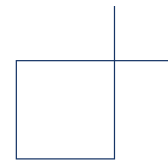
The Policy has been approved by ZMO directorate and open science officers and takes effect from 21 December 2023.



3. Rights and Responsibilities

3.1 ZMO supports:

1. The transition to open science through education, training and awareness-raising actions targeting researchers and other employees, along with the provision of the necessary infrastructure. The acquisition of open science skills should form an integral part of the professional training and career development offered to ZMO researchers.
2. Establishing and operating an institutional [ZMO Repository](#) according to international standards, providing digital content and advanced tools for search, navigation and open access to its content.
3. The use of persistent identifiers (such as DOIs, [ORCID](#) or others) for researchers depositing their publications and research data in the ZMO institutional repository or any other trusted repository.
4. Researchers in all data-related matters, including but not limited to issues related to the development of data management plans (DMPs) and compliance with national and European laws.
5. Developing and providing mechanisms and services for the storage, safekeeping, registration, deposition and sharing of data and other records, in accordance with [FAIR principles](#), as well as their long-term preservation, and providing appropriate guidance to researchers, including DMP templates.
6. Efforts by researchers to embed open science practices in research beyond and the provision of open access to publications and data, such as participation in citizen science projects, experimentation with open peer review or the use of [Open Educational Resources](#) (OER).
7. Engaging in discussions concerning agreements with publishers to include the right to publish all articles open access or make them openly and immediately available via a repository route at the time of publishing.
8. New and innovative open access publishing models, including open access publishers that do not charge article processing charges (APCs).
9. The compliance of the institution's repository and other research infrastructures with certification requirements in relation to OpenAIRE and [CoreTrustSeal](#) guidelines.
10. Knowledge transfer on intellectual property rights (IPR) and data protection policies.
11. The application of an [open licensing policy](#) mandating a coherent and comprehensive set of licenses for releasing content and data.
12. The constant development of open science and related skills.

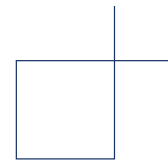


3.2 Researchers are encouraged to:

1. Manage publications, data and educational resources in adherence with the principles and requirements expressed in this Policy.
2. Report new research projects at the proposal stage at ZMO, in order to ensure that they are provided with the appropriate institutional support.
3. To get familiar with the organizational, regulatory, institutional and other contractual and legal requirements related to the production, curation, deposit, management and distribution of publications and data, unless other agreements with third parties take precedence.
4. Ensure that the principles governing the handling of data (in adherence with the present Policy and funders' mandates) are included in a data management plan (DMP).
5. Compile a DMP for every research project they coordinate at ZMO.
6. Choose the appropriate [type of licensing](#) for their research outputs.

4. Open Access to Publications

1. "Gold Open Access": Researchers are required to [deposit in the institutional repository](#) or [any other suitable infrastructure](#) a digital copy of the full text (published article, final peer-reviewed manuscript or pre-print), as well as the related metadata, at the time of publication. Researchers are held responsible for the timely deposit of their publications in the institutional repository.
2. "Green Open Access": Researchers are required to make immediately and publicly available the full text of all publications referred to above under a standard open license ([CC BY](#) or equivalent). For monographs, deposit remains mandatory, but access could be closed. If immediate deposit is not possible, short embargo regulations for publications in the social sciences and humanities are permitted.
3. Researchers are required to make the metadata of their publications openly accessible in the case of 'closed' publications with the aim of increasing their visibility. Metadata should be licensed under [CC0](#) or equivalent, in line with [FAIR principles](#).
4. For the purposes of individual or institutional evaluation of the research output of the institution and its members, ZMO requires that metadata and full texts, in accordance with this Policy, are deposited in the institutional repository according to the above requirements.
5. Authors should retain ownership of copyright and license to publishers only those rights necessary for publication. Authors are recommended to enable open access to the [author accepted manuscripts](#) (AAMs) or the [version of record](#) (VoR) of research articles at the time of publication. Research articles should be published under a Creative Commons Attribution [CC BY](#) license, or an equivalent license, wherever possible.



6. Researchers are encouraged to deposit in the institutional repository publications authored prior to the date of effect of the current Policy and make them openly accessible whenever possible.

5. Research Data

Whenever possible, ZMO and its employees make research data available to the public. However, it is important to note that not all data resulting from research activities may be suitable for publication. As the authors of the data, researchers are responsible for selecting the data to be published. In publishing research data, adherence to the [DFG Code of Conduct](#)'s quality assurance principles for scientific publications is required.

1. ZMO encourages researchers to deposit the data needed to validate the results presented in scientific publications in a suitable repository, such as the [ZMO Repository](#).
2. Data should be provided with persistent identifiers and must be linked to publications where possible.
3. ZMO requires that data and services are handled according to [FAIR](#) principles. Data should also be traceable and, whenever possible, available for subsequent reuse.
4. ZMO follows the principle "as open as possible, as closed as necessary". If data cannot be open due to legal, privacy or other concerns (for example sensitive data or personal data) this should be clearly explained. Provided metadata should ensure that data are findable .
5. ZMO supports researchers to create a [DMP](#) for every research project they coordinate at ZMO.
6. Researchers are required to define usage rights by assigning appropriate licenses.

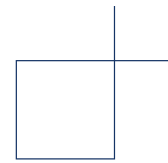
6. Open Science and Citizen Science

1. ZMO actively encourages the uptake of open science practices (beyond open access to publications and data), such as involvement in citizen science projects, open peer review, the use and creation of open educational resources, the release of data and content under open standard licenses, etc., and tracks their uptake.

7. Infrastructure

ZMO is committed to:

1. Ensuring that the [ZMO Repository](#) meets trusted [quality standards](#) (OpenAIRE compatible, meeting FAIR principles, has a transparent repository policy).
2. Ensuring that the [ZMO Repository](#) is registered in [appropriate registries](#) and is interoperable through the OpenAIRE Guidelines.



8. Training

1. ZMO, in cooperation with institutional departments or any other appropriate bodies (such as legal services, research support staff, RDM experts), supports those of its researchers to attend training courses to facilitate the adoption of open science and to equip researchers, librarians and other support staff with the necessary skills and expertise. Such training courses should include the skills necessary for open access publishing, FAIR and open data, data management and research integrity.

2. Adequate funding for these activities should be ensured by seeking synergies with similar research institutions or research alliances and other stakeholders.

9. Monitoring Policy Compliance and Validity of the Policy

ZMO commits to setting up institutional workflows and defining responsibilities at the institutional level for monitoring policy compliance.

This policy will be reviewed and updated by the extended directorate of ZMO and open science officers every year.

ANNEX: GLOSSARY

Gold Open Access: the process of achieving open access through publication in an open access journal (open access publishing).

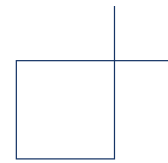
Diamond Open Access: refers to academic texts published/distributed/preserved with no fees to either reader or author.

Green Open Access: the process of providing open access through an open access repository (also known as "self-archiving").

Metadata are the descriptors used for describing, tracing, use and management of the deposited item (indicatively: title of publication, author(s), institutional affiliation, name of journal where the publication has been accepted).

Open Educational Resources (OERs), according to the OECD, are "teaching, learning and research materials that make use of tools like open licenses that permit their free reuse, continuous improvement and repurposing by others for educational purposes".

Open Peer Review may refer to a scholarly review mechanism where both the identities of the reviewer and the author are known to one another during the review and publication process, or to systems where reviewer reports are published alongside the articles, or systems where not only "experts" can comment, or a variety of combinations of the above or other novel methods.



Research Data refers to any digital sources, materials or findings that are collected, generated or analyzed within the framework of a research project, and that can be preserved for future use, citation and analysis. Research data in the humanities can take on different shapes and be created at different stages of the research process. Some examples include digitized copies of cultural objects with accompanying transcriptions, annotations or visualizations, knowledge collections and databases, along with software applications, algorithms and program codes.

Research Data Management encompasses all aspects of handling research data throughout the research lifecycle, including planning, collection, processing, analysis, publication, preservation and sharing. Its main objectives are to ensure the integrity, accuracy and usability of research data, as well as to comply with legal and ethical requirements for data protection and open access.

Data Management Plan is a written and dynamic document that outlines how data will be handled during a research project, from its collection to its final disposal or sharing. It provides a framework for researchers to ensure that data are properly managed, documented and shared in a way that maximizes their usefulness and accessibility while protecting the privacy of individuals and intellectual property rights. A DMP typically includes information on data types, formats, storage, sharing and preservation, as well as any legal or ethical considerations related to the data. It is an important tool for ensuring the long-term value and accessibility of research data.

Research is defined as any creative and systematically performed work with the goal of furthering knowledge.

Researcher is defined as any member of the research staff of ZMO at all levels and irrespective of their employment status, including employees and doctoral students.

A **Suitable Repository** is one that meets quality standards, for example FAIR principles, OpenAIRE compatibility, CoreTrust Seal or DINI.