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OFFICIAL GUIDE · EP-G-04

APC Waiver Request Guide

Who can request a full or partial waiver of the USD 97 APC, how to apply, how requests are assessed, and how they are kept separate from editorial decisions.

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CONTENTS

· Purpose and scope
· At a glance: ten key requirements
· Benchmarked standards and basis
01 What the APC covers
02 Who may request a waiver
03 Full and partial waivers
04 Before you apply: other funding sources
05 How to apply
06 How requests are assessed and kept separate
07 Confidentiality
08 Compliance checklist
09 Frequently asked questions

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Purpose and scope

PURPOSE

To explain who can request a full or partial waiver of the USD 97 article processing charge, how to apply, how requests are assessed, and the safeguards that keep waiver requests entirely separate from editorial decisions.

SCOPE

Applies to all accepted and under-review research articles. It does not cover book production or distribution costs, which are agreed separately with the book division.

AUDIENCE

Authors for whom the article processing charge would be a barrier to publication.

At a glance: ten key requirements

1. The APC is USD 97, charged once, only after acceptance; there is no submission fee.
2. Any author for whom the APC is a genuine barrier may request a waiver.
3. Both full and partial waivers are available.
4. Request a waiver at submission in the form; if your circumstances change later, email the editorial office.
5. A short explanation of your funding situation is enough; elaborate documentation is not normally required.
6. Requests are assessed by the editorial office, never by reviewers or the handling editor.
7. A waiver request never influences the peer-review outcome.
8. An approved waiver does not delay production.
9. Check grants, institutional open-access funds and library agreements before applying.
10. Information you share in a waiver request is kept confidential.

Benchmarked standards and basis

This guide is benchmarked against the external standards below. “Aligned with” describes the standard each requirement follows; it is not a claim of membership in, or certification by, the issuing body.

STANDARD AND ISSUING BODY	EDITION	HOW THIS GUIDE APPLIES IT
Principles of Transparency and Best Practice in Scholarly Publishing COPE, DOAJ, OASPA and WAME https://doaj.org/apply/transparency/	Version 4 (2022)	Fees and waiver policies are published in advance, and editorial decisions are not influenced by an author's ability to pay.
Plan S Principles cOAlition S https://www.coalition-s.org/plan_s_principles/	2018, with implementation guidance	Expectation of waivers or discounts for authors from lower-income economies, and of transparent, reasonable fees.

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STANDARD AND ISSUING BODY	EDITION	HOW THIS GUIDE APPLIES IT
World Bank country income classifications World Bank https://datahelpdesk.worldbank.org/knowledgebase/articles/906519	Current fiscal year	Reference point for assessing requests from authors based in low- and lower-middle-income economies.
Research4Life eligibility Research4Life partnership https://www.research4life.org/access/eligibility/	Current country lists	Reference point: authors in Research4Life Group A and B countries are strongly encouraged to apply.
COPE Core Practices: journal management Committee on Publication Ethics https://publicationethics.org/core-practices	2017	Separation of business and editorial decisions.

01 What the APC covers

The USD 97 APC funds editorial and peer-review coordination, DOI registration with Zenodo, production into PDF, HTML and JATS XML, permanent open-access hosting and indexing, and eligibility for the syndication network and book division. It is invoiced once, after acceptance. There is no submission fee and no charge for pages, colour or revisions.

02 Who may request a waiver

Any author for whom the APC is a genuine barrier may request a waiver. We particularly encourage requests from authors based in low- and lower-middle-income economies, as classified by the World Bank, and in countries eligible for Research4Life; from early-career and independent researchers without institutional funding; from students; and from authors working in fields or regions where open-access funding is scarce.

These are reference points, not exclusive categories. A researcher in a high-income country without access to funding is equally entitled to ask.

03 Full and partial waivers

A full waiver removes the APC entirely. A partial waiver reduces it to an amount you can manage, and is appropriate where a full waiver isn't warranted but the full fee is still a genuine burden. Ask for what you need rather than assuming it is all or nothing; the editorial office can suggest a partial waiver where it fits.

04 Before you apply: other funding sources

Many authors can have the APC paid without a waiver. Before applying, check:

- Your research grant, which may list publication costs as an eligible expense, particularly if your funder mandates open access.
- Your institution's open-access fund or library publication budget.
- Any transformative, read-and-publish or membership agreement your institution holds.
- Your department, research centre or professional society, some of which fund publication costs.

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05 How to apply

The simplest route is at submission: switch on “Request an APC waiver” in the submission form and briefly explain your funding situation. If you did not request a waiver at submission, or your circumstances change while the manuscript is under review or after acceptance, email the editorial office at editorial@eleventhpress.com with your submission ID and the same information, before the APC invoice is paid.

A few sentences are enough: your position, whether you have access to grant or institutional funding, and whether you are requesting a full or partial waiver. Elaborate documentation is not required for standard requests, although the editorial office may occasionally ask a follow-up question.

06 How requests are assessed and kept separate

Waiver requests are reviewed by the editorial office, not by your reviewers or your handling editor. Reviewers never see whether a waiver has been requested, and the handling editor's decision is made on the merits of the manuscript alone. A pending or approved request never affects the peer-review outcome, and an approved waiver does not delay production.

Decisions are communicated to the corresponding author. If a request is declined or only partially granted and your circumstances have been misunderstood, you may write to the editorial office with additional information.

07 Confidentiality

Information you provide in a waiver request is used only to assess that request, is visible only to the editorial office staff who handle it, and is not shared with reviewers, editors or third parties.

08 Compliance checklist

Use this checklist before you submit, review or report. Every item reflects a requirement set out above.

- ☐ I have checked my grant, institution and library for APC funding.
- ☐ I know whether I need a full or a partial waiver.
- ☐ I have written a short explanation of my funding situation.
- ☐ I have submitted the request through the submission form, or by email with my submission ID.
- ☐ I understand that the request will not affect the review of my manuscript.

09 Frequently asked questions

Will requesting a waiver affect whether my paper is accepted?
No. Requests are handled by the editorial office, separately from reviewers and the handling editor, and play no part in the editorial decision.

When should I request a waiver?
Ideally at submission, using the waiver option in the form. If your circumstances change later, email editorial@eleventhpress.com with your submission ID before the APC invoice is paid.

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What documents do I need?
Usually none. A brief explanation of your funding situation is enough for a standard request.

Is a partial waiver possible?
Yes. Partial waivers are available where the full fee is a genuine burden but a reduced amount is manageable.

I am in a high-income country but have no funding. Can I apply?
Yes. Country income classifications are a reference point, not an exclusive list. Any author for whom the APC is a genuine barrier may apply.

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- **EP-G-06 — Publication Ethics & Research Integrity Statement**
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