

ISBD Guidelines for Requesting Open Access Fees for Task Force Manuscripts

The ISBD recognizes the vital role that Task Force (TF) manuscripts play in advancing the Mission “*to foster international collaboration in education, research and clinical care to improve the lives of those with bipolar disorder and related conditions.*” Therefore, a key strategic priority for ISBD is to reserve a budget to support the cost of Open Access for a subset of eligible TF manuscripts targeted toward BDJ, or with justification any other high-impact journal.

Eligibility

1. The Manuscript derives from an approved ISBD TF and has followed the [Guidelines for Manuscript Development](#)
2. [The Notice of Manuscript Submission form](#) has been completed and returned to ISBD Administrative Office
3. A justification has been proved to support that the manuscript will have broad appeal to the membership of the ISBD and is of critical importance for clinical care of patients suffering from bipolar disorder and related conditions, and/or is a strategic priority of the ISBD.

Process to request Open Access fee support

1. The Chair and/or Deputy Chair of each Task Force should decide in collaboration with the TF members whether to request Open Access Fee support from ISBD and in the case of multiple manuscripts in the same budget year, priority rank these.
2. Chairs and/or Deputy Chairs will send the VP Research a Manuscript submission form via email close to planned submission of TF manuscripts indicating whether or not they will be requesting Open Access Fee support and a brief justification.
3. The ISBD Executive Committee will make final decisions in regard to accepting responsibility for Open Access Fees for TF manuscripts, based on the ranking by the TF, priorities of ISBD, and the recommendation of the VP Research.
4. In the event that several manuscripts are requested for consideration of Open Access Fee support in the same fiscal year from the same TF, effort will be made to ensure that manuscripts from other TFs submitted in the same period and of equal importance to ISBD and its members have priority in fairness.
5. In cases of split decisions or appeal, the full Board of the ISBD in an open meeting with the Executive and VP Research will review and recommend a decision.