

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 its 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 priority for ISBD is to reserve a budget to support the cost of Open Access for a subset of eligible TF manuscripts targeted toward Bipolar Disorders, the official Journal of the ISBD.

Eligibility

1. The Manuscript derives from an approved TF of the ISBD and follows the [*Guidelines for Manuscript Development*](#)
2. [*The Notice of Manuscript Submission form*](#) has been completed and returned to ISBD
3. The target Journal is Bipolar Disorders, the official Journal of the ISBD
4. A justification has been provided to support the request for Open Access Fee exemption; for example that the manuscript will have broad appeal to the membership, 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
5. Manuscripts will not be considered for Open Access Fee subsidy unless the Notice of Manuscript Submission form, together with a copy of the manuscript, are received by the ISBD prior to submission to the Journal

Process to request Open Access fee support

1. The Chair and/or Deputy Chair of each TF should decide in collaboration with the TF members whether or not to request Open Access Fee support from ISBD and in the case of multiple manuscripts in the same budget year, priority rank the requests.
2. Chairs and/or Deputy Chairs will send the ISBD Administration a [*Notice of Manuscript submission form*](#) close to the submission of the MS 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 of Research.
4. In the event that several MS 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 of Research will review and recommend a decision.