

Royalties from the VG Wort and the VG Bild-Kunst

– Information and instructions for authors, editors, and photographers of the BIOTA-Books –

General information on VG Wort and VG Bild-Kunst

Verwertungsgesellschaft Wort (VG Wort; <http://www.vgwort.de/>) and Verwertungsgesellschaft Bild-Kunst (VG Bild-Kunst; <http://www.bildkunst.de/>) are non-for-profit organisations that provide royalties (money) to copyright holders (authors, editors, photographers, publishers etc.). The VGs get their money among others from fees paid by copy shops and libraries.

Here, we inform you how this system works and provide you with information that will allow you to effectively apply for your royalties. Note that BIOTA Southern Africa is not responsible for the principles according to which the VGs distribute their money.

The royalties for authors from VG Wort alone will be approximately total to 15,000 € if all authors apply and do so as outlined below. Note that mentioned approximate amounts of money have been calculated based on the rates for 2009, and the rates 2010 may deviate. BIOTA is not liable when you receive a lower amount than indicated or nothing at all. Further, as VG Wort is a German organisation, all the documents are in German, and we (BIOTA) are not in the position to translate them for you (except the few comments on the online forms below).

Of course, you are free not to apply for your personal royalties, but your co-authors will not profit from such a decision.

Applying for royalties from the VG Wort

General principles

VG Wort pays royalties to the authors of printed text. The first fundamental principle of VG Wort is that payment to authors of book contributions is based on so-called “Normseiten” (standard pages), not on printed pages. One **standard page is defined as 1,500 characters of text** (including the spaces). Therefore, typically one printed page corresponds to more than one standard page, depending on the page format and the font size (in the case of the BIOTA books approx. 2 standard pages). Photographs and other figures (but not tables!) are also included in the calculation of the standard pages.

The second fundamental principle of VG Wort is that **the royalties for a contribution are divided by the number of its authors (n)**, and each author will receive on n -th of the overall amount if he applies (even if some of the co-authors do not apply). Therefore, in the case of a book, the smaller the items are that are registered at VG Wort (e.g. sections instead of chapters), the closer will the royalty distribution be to the actual contributions to the book. Also there is an upper threshold, above which the royalties for a book contribution do not any longer increase with the text length (presently approx. 90 standard pages). On the other hand, an item needs to exceed 3,000 characters of text before it becomes eligible for royalty payment.

With these complex regulations in mind, we have developed an application scheme that will result in the highest possible overall amount of royalties and their fair share among contributors. This scheme is attached and it will also be posted on the BIOTA homepage so that in cases of deviations, it is clear for the VG Wort what our official regulation is.

We urge you to **register your contributions exactly as described below** because otherwise you will threaten the payment to you and the other co-authors. PLEASE DO NOT CHANGE OR ABBREVIATE THE GIVEN STANDARDISED TITLES (including the square brackets and their content)! IN PARTICULAR IT IS NOT POSSIBLE TO COMBINE SEVERAL SMALL ITEMS INTO ONE LARGER ITEM! We are aware that for some of you this means that they will have to register numerous relatively short items. However, with the materials prepared by us and the copy-paste function you should be able to upload even such larger number of items within relatively short time. And anyway, if you feel that the potential benefits for you are not worth the efforts to register a particular contribution of you, just let it be. For your information, we have provided the values of the expected payments per item and author.

Note that in the Observatory chapters of Part II, we have added some persons from the Hamburg team as co-authors of certain sections who for the sake of convenience have not been listed as Responsible authors of the section but only as overall main authors of the Part II (Haarmeyer et al., Vol. 1, pp. 5-801, see author list on page 6). These persons have contributed a very significant part to the concept, content and layout of the Observatory description, which goes far beyond normal editorial practice, in particular they developed and prepared most of the figures and tables in the Observatory descriptions. Therefore, it is only appropriate that they receive a fair share of the royalties for this Part. This applies to the following sections:

- General data – Remote sensing and landscape – Climate: + Manfred Finckh & Magdalena Pellowski
- Vascular plants: + Daniela Haarmeyer
- Animal sections: + Ute Schmiedel
- The people – Landuse: + Daniela Haarmeyer
- Site-specific studies: + Jürgen Dengler

These persons are listed in the attached Word file and the official BIOTA document on authorship.

How to register yourself in VG Wort

If you have never applied for royalties from VG Wort before or if you have done so only with paper forms, you need to register as a new author for the online upload (called T.O.M.) at

<https://tom.vgwort.de/portal/index>

with the following steps:

- (1) Select *Neu Registrieren* (register as new) in the menu to the left.
- (2) Click on *Autor* (author), and press *Weiter* (continue).

VG WORT

T.O.M.	04.10.2010	Neuregistrierung
<input type="checkbox"/> Anmeldung Einloggen Benutzername vergessen Kennwort vergessen <input checked="" type="checkbox"/> Neu Registrieren <input type="checkbox"/> METIS (Texte im Internet)		Art der Registrierung <input checked="" type="radio"/> Autor ⓘ <input type="radio"/> Verlag ⓘ <input type="button" value="Weiter"/>

(3) Fill in the following data in the respective fields (fields marked with * are optional):

Karteinummer (personal identification number):

- leave empty if you are completely new
- enter your *Karteinummer* if you have previously applied with paper forms

Anrede (salutation):

- choose Frau (female) or Herr (male)

Akademischer Grad (academic degree):

- choose the appropriate or leave empty

Vorname (first name)

Nachname (surname)

Geburtsdatum (birth date DD.MM.YYYY)

Straße (street)

- normally, the private and not the institutional address is required

Hausnummer (house number)

PLZ (postal code, ZIP code)

Ort (village, town, or city)

Land (country):

- select the country of your private residence

E-Mail Adresse (e-mail address)

- select an e-mail address that is as permanent as possible

Land (country of the e-mail address)

Ortsvorwahl/Telefonnr. (country+area code / number of your phone)

Ortsvorwahl/Faxnr. (country+area code / number of your fax)

Benutzername (username):

- define your username of up to 15 letters or figures

Kennwort and Kennwort (wiederholen) (password 2x):

- define your password of 8-20 letter or figures

(4) Click on the items appropriate for you at the bottom of the screen (but **you have to click the first and the last**, otherwise you cannot apply for royalties):

Ich möchte nur in den Bereichen...:

- click if you only wish to register scientific and internet texts

Ich möchte den Newsletter...:

- click if you wish to receive the newsletter of the VG Wort

Ich bin damit einverstanden...:

- click if you agree that VG Wort contacts you via e-mail

Ich akzeptiere die Bedingungen...:

- click if you accept the conditions of VG Wort (you can read them when you click on the pdf symbol)

(5) After having entered your personal data, press *Weiter*. Then you will get a pdf file that you have to print, to sign, and to send as a paper copy to the given address.

(6) VG Wort will then contact you and provide the access data to you. Afterwards you will be able to register your contributions online.

How to register your book contribution(s) for VG Wort

When you have registered yourself, you can directly go to T.O.M., the online portal for registration of texts: <https://tom.vgwort.de/portal/index>. There you have to do the following steps:

(1) Log in under *Anmeldung: Einloggen* with your personal *Benutzername* (user name) and *Kennwort* (password).

(2) Go to *Wissenschaft: Meldung erstellen* (science: register a contribution)

(3) Select *Art des Beitrages* (Type of contribution) as *Buch-Beitrag* (book contribution).

(4) In the Sections *Werk* and *Auflage*, you have to enter the following values (you can easily do this with copy-paste; Ctrl-C/Ctrl-V):

Titel des Buches:

- For Vol. 1: **Biodiversity in southern Africa. Volume 1: Patterns at local scale – the BIOTA Observatories**

- For Vol. 2: **Biodiversity in southern Africa. Volume 2: Patterns and processes at regional scale**

- For Vol. 3: **Biodiversity in southern Africa. Volume 3: Implications for landuse and management**

ISBN:

- For Vol. 1: **978-3-933117-45-8**

- For Vol. 2: **978-3-933117-46-5**

- For Vol. 3: **978-3-933117-47-2**

Verlag:

Klaus Hess Publishers

Verlagsort:

Göttingen

Erscheinungsjahr:

2010

Erschienen als:

Druckfassung

Art der Auflage:

Erstauflage

(5) Now you should take the attached Excel file, go to the author columns to the right-hand end, select the column with your name, and filter those lines with non-empty cells for you. Then you have a list of all the items you are entitled to register within each of the three volumes with all the relevant data you need for the registration. The information required for VG Wort is in red & bold; all other columns are only for your information. Note that the Euro values are estimates of potential royalties for the individual contributions based on the 2010 rates.

(5) Under *Beiträge* (contributions): *1.Beitrag* you now enter the first item with your co-authorship in the respective volume. You need the following information:

Titel des Beitrags (title of contribution):

Copy here the content of the Excel column **Title of contribution**

Umfang in Normseiten (size in standard pages):

Copy here the content of the Excel column "**Standard pages**" (**Normseiten**)

Art der Beteiligung (kind of authorship): If you are the sole author (i.e. 1 in Excel column **Number of authors**)

Allein-Autor/in

Art der Beteiligung: If you have one or several co-authors (i.e. value > 1 in Excel column **Number of authors**)

- Select **Mit-Autor/in**

- Enter the **Number of authors** in the field *Anzahl der Urheber*

- Optionally, you can enter the *Vornamen* (first names) and *Nachnamen* (surnames) of your co-authors (but this is not obligatory)

(6) Repeat (5) by pressing *Beitrag hinzufügen* until you have entered all items with your co-authorship from one volume.

(7) When you have entered all contributions from one volume, press the button *Meldung absenden*.

(8) On the results screen you see the content of your registration and you can download it by clicking *Download der Meldung als PDF*.

(9) You can continue with your items in another volume by pressing the button *Weitere Meldung abgeben* (then repeat 1–9).

(10) When you are finished with everything you can log out by pressing *Ausloggen*.

How you will get your money

While on the VG Wort homepage it is said that only citizens of the European Union and residents of Germany are entitled apply for VG Wort royalties, the responsables at VG Wort in various phone calls confirmed that actually citizens of any country can do so when a book is published in Germany.

When you have applied for your royalties by 31 January 2011, VG Wort will send them to you as a cheque for deposit on 30 June 2011. Therefore, you have to ensure that the address provided by you is still valid then. If you should not receive your cheque in July 2011, please contact VG Wort.

We do not have experience whether and to which conditions banks outside Germany cash such a cheque. If you have problems in cashing such a cheque, you have the option to sign it on the backside and give it to a German colleague who can cash it for you at a German bank and give you the money then. Alternatively you can inform the VG Wort before June 2011 that they should transfer the money to an account in Germany (or any other country of the

European Union) instead of sending a cheque to you. You can do this by a formless letter or fax to the “Abteilung Wissenschaft” (Science Department) of the VG Wort. However, an original signature of you is needed for this.

An alternative way to apply for royalties

The normal scheme of VG Wort is that all n authors of an article receive one n -th of the overall royalties. It is not possible to have the money distributed by VG Wort according to another scheme among the authors.

The only exception is that VG Wort will pay the whole amount of a multi-author article to a single person if all co-authors agree that this person should be the receiving person. This option might be reasonable particularly in cases of items with mostly African authors who decide that it is easier for them if one of the German co-authors gets the money (and then distribute their share in cash among them).

If you choose this option, all authors have to agree and designate one receiving author. This receiving author then will have to collect the filled-in and signed transfer agreements of all co-authors (this needs to be done for each single item of the Excel list!). A form of such a transfer agreement is attached (Freistellungserklärung.doc). According to VG Wort it is possible to sign this agreement with a scanned signature and send it as pdf to the receiving author. The receiving author will have to collect the transfer agreements of all co-authors, print them and send them per regular mail to VG Wort. When this is done, the receiving author can register the item online as if he was the sole author of it.

Applying for royalties from the VG Bild-Kunst

If you have photographs in the BIOTA books (including the cover photos) and you are neither author nor editor of the respective part, you can apply for royalties from the VG Bild-Kunst. By contrast, photographs contained in your own text contributions will be covered by your application(s) to VG Wort.

As this case applies only to few contributors of the books and the application scheme of the VG Bild-Kunst is less complicated than that of the VG Wort, we refer you to the homepage of the VG Bild-Kunst if you want to apply. An English version of the homepage is available at:

http://www.bildkunst.de/html/index_e.html