



central european institute of technology

BRNO | CZECH REPUBLIC

# Common Publication Policy

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# 1. Introduction

CEITEC (Central European Institute of Technology) is a project focused on the establishment of a European centre of excellence in the area of life sciences and advanced materials and technologies.

Common Rules for Quality Management, Human Resources Management, Cooperation with the Application Sphere, Code of Ethics and Common Publication Policy are an integral part of the management and coordination of the centre in all CEITEC Organisational Units and the Central Management Structure. A detailed description is available in Annex 1 Overview of Common Rules and Policies.

## 1.1 Purpose

The Common Publication Policy describes the overall policies, organisational responsibilities, procedures, and the means of ensuring that all items of work are in conformance not only with the obligations connected with the OP RDI grant, but primarily with the project's overall objectives reflected in the specific goals stated below.

## 1.2 Goal

The document identifies and stipulates principle activities of the publication policy and introduces a unified approach on the level of CEITEC Organisational Units and the Central Management Structure.

The top priority of the CEITEC centre is to produce scientific publications of the highest quality. The main goal of the Common Publication Policy is to gradually increase the proportion of publications with an impact factor higher than the median of the respective scientific category in order to reach the overall ratio of at least 50 % (for the period 2011-2015).

Target value of publications with IF higher than the median of the respective scientific field (%)	2011	2012	2013	2014	2015	Average
	27	33	44	55	66	50

### 1.2.1 Specific Goals

The accomplishment of the main goal is assured through the following specific goals:

- ▶ To assure a unified approach for defining authorship, references and acknowledgements
- ▶ To encourage, guide and provide mechanisms for CEITEC researchers to publish their research results in appropriate formats
- ▶ To establish functional publication process with clearly stated responsibilities with respect to technology transfer potential
- ▶ To introduce a unified approach for the monitoring of written publications
- ▶ To ensure production and publication of high quality scientific publications

## 2. Content

### 2.1 Activity Summary

The following table indicates who should pay attention to individual principle activities and specific measures.

	ED <sup>1</sup>	SD	OD	CD	CB	ISAB	OD	RPC	RGL	Researcher
<b>Defining Authorship</b>									•	•
<b>Classification of scientific publications</b>							•		•	•
<b>Publication Process Activities</b>		•	•	•			•		•	•
<b>Monitoring of Written Publications</b>			•				•			
<b>Production of Scientific Publications with IF Higher than Median of the Respective Scientific Field</b>			•				•			

### 2.2 Principal Activities

Scientific publication shall also adhere to ethical principles that are described in the Code of Ethics.

#### 2.2.1 Defining Authorship

- ▶ In the area of copyright, The Common Publication Policy is governed by Act No. 121/2000 Coll., on copyright, on rights related to copyright and amending certain acts, as amended.
- ▶ Authorship should be decided by the researcher(s) most involved in designing and executing the research, and the author(s) should be able to take public responsibility for the content of the publication and its defence. Contributions from persons who had little to do with the intellectual content of the publication, but provided other kinds of assistance, need not be rewarded with authorship. Such assistance may be acknowledged in the appropriate section of the publication.
- ▶ In the case of conflict, respective Research Group Leader is responsible to assess authorship rights.
- ▶ In CEITEC scientific publications, the author(s) should always be referred in relation to CEITEC as follows:

<sup>1</sup> ED Executive Director, SD Scientific Director, OD Operational Director, CD Commercial Director, CB Coordination Board, ISAB International Scientific Advisory Board, OUD Organisational Unit Director, RPC Research Programme Coordinator, RGL Research Group Leader.

**English version:**

Jana Nováková, CEITEC - Central European Institute of Technology, Masaryk University
Jana Nováková, CEITEC - Central European Institute of Technology, Brno University of Technology
Jana Nováková, CEITEC - Central European Institute of Technology, Mendel University in Brno
Jana Nováková, CEITEC - Central European Institute of Technology, University of Veterinary and Pharmaceutical Sciences Brno
Jana Nováková, CEITEC - Central European Institute of Technology, Institute of Physics of Materials of the Academy of Sciences of the Czech Republic
Jana Nováková, CEITEC - Central European Institute of Technology, Veterinary Research Institute

**Czech version:**

Jana Nováková, CEITEC - Středoevropský technologický institut, Masarykova univerzita
Jana Nováková, CEITEC - Středoevropský technologický institut, Vysoké učení technické v Brně
Jana Nováková, CEITEC - Středoevropský technologický institut, Mendelova univerzita v Brně
Jana Nováková, CEITEC - Středoevropský technologický institut, Veterinární a farmaceutická univerzita Brno
Jana Nováková, CEITEC - Středoevropský technologický institut, Ústav fyziky materiálů Akademie věd České republiky
Jana Nováková, CEITEC - Středoevropský technologický institut, Výzkumný ústav veterinárního lékařství

Also shortened form (abbreviations) can be used as follows:

**English version:**

Jana Nováková, CEITEC MU, Masaryk University
Jana Nováková, CEITEC BUT, Brno University of Technology
Jana Nováková, CEITEC MENDELU, Mendel University in Brno
Jana Nováková, CEITEC VFU, University of Veterinary and Pharmaceutical Sciences Brno
Jana Nováková, CEITEC IPM, Institute of Physics of Materials of the Academy of Sciences of the Czech Republic
Jana Nováková, CEITEC VRI, Veterinary Research Institute

**Czech version:**

Jana Nováková, CEITEC MU, Masarykova univerzita
Jana Nováková, CEITEC BUT, Vysoké učení technické v Brně
Jana Nováková, CEITEC MENDELU, Mendelova univerzita v Brně
Jana Nováková, CEITEC VFU, Veterinární a farmaceutická univerzita Brno
Jana Nováková, CEITEC ÚFM, Ústav fyziky materiálů Akademie věd České republiky
Jana Nováková, CEITEC VÚVeL, Výzkumný ústav veterinárního lékařství

It is possible to use alternative dedication if it is required by journal rules (e.g. to refer from the general to specific items, or to add detailed information).

If it is relevant, it is possible to refer to more institutions or workplaces. Reference to Central European Institute of Technology should always be mentioned first.

- ▶ In scientific publications by CEITEC researchers, the author(s) shall acknowledge CEITEC as follows:

**English version:**

This work was realised in CEITEC - Central European Institute of Technology with research infrastructure supported by the project CZ.1.05/1.1.00/02.0068 financed from European Regional Development Fund.

**Czech version:**

Tato práce vznikla v rámci CEITEC - Středoevropského technologického institutu s pomocí výzkumné infrastruktury financované projektem CZ.1.05/1.1.00/02.0068 z Evropského fondu regionálního rozvoje.

- ▶ In case that particular funding agency allows only for one acknowledgement per publication/researcher/institution, CEITEC does not have to be mentioned.
- ▶ Other acknowledgement(s) (e.g. reference to grants) shall be mentioned if needed.

## 2.2.2 Classification of Scientific Publications

In order to avoid additional administrative burdens, the scientific publications in CEITEC are classified according to the Methodology for Research and Development Evaluation<sup>2</sup> of Research and Development Council. This policy does not cover the area of non-scientific publications (e.g. press releases, information brochures, articles in general magazines and newspapers).

The Methodology for Research and Development Evaluation of Research and Development Council distinguishes these types of scientific publications (and their codes):

- ▶ article in journal with IF (Jimp)
- ▶ article in journal without IF (Jneimp)
- ▶ technical book (B)
- ▶ chapter in technical book (C)

<sup>2</sup> The current version is available from the Web pages of the Research and Development Council ([www.vyzkum.cz](http://www.vyzkum.cz)).

- ▶ article in proceedings (D)

### 2.2.3 Publication Process Activities

Scientific papers will be handled as follows:

#### Before a publication is written

This part applies to all researchers of CEITEC centre, the exemption is used only if an objective obstacle occurs (e.g. a researcher has insignificant author share).

- ▶ Before scientific paper is published, the Research Group, represented by Research Group Leader, has to explore the potential of the technology transfer or other beneficial use of its research results. Research Group Leader could apply for an assistance of technology transfer experts of the respective partner institution in this activity.
- ▶ In the case that a potential for a technology transfer is identified, further action is governed by the Common Rules for Cooperation with Application Sphere; the Research Group, represented by Research Group Leader, contacts Commercial Director and does not publish the results before the final decision is taken. Commercial Director has to take final decision within 10 working days since Research Group Leader send him/her complete background materials on technology transfer potential or other beneficial use of the research result.
- ▶ In the case that the research results have no identified potential for a technology transfer, the research team follows the Common Publication Policy. The final decision is taken by Research Group Leader on the basis of Commercial Director recommendation.

#### After publication

- ▶ Partners of CEITEC (represented by Organisational Unit Directors) are responsible for sending information on scientific publications to the Central Management Structure (Operational Director) within Monitoring Report of the CEITEC project. The structure of information is stated by Operational Director.
- ▶ Partners of CEITEC are responsible for sending information on scientific publication to the provider of grant, which submits this information to the Database "Results of R&D".

#### Coordination of Publication Process

The Organisational Unit Director is responsible for the correct implementation of the Common Publication Policy within the respective Organisational Unit, i.e. within the partner's Research Groups.

In the case of a dispute over publication matters related to Research Groups of more than one project partner, an ombudsperson is appointed by the Scientific Director to resolve the problem.

### 2.2.4 Monitoring of Published Publications

Monitoring of published scientific publications within CEITEC is the responsibility of the Operational Director. According to the Contract on Cooperation and Partnership, Organisational Unit Directors have a responsibility to send background materials for Monitoring Reports, including information on scientific publications.

#### Information System

- ▶ CEITEC Information System will contain the information on CEITEC scientific publications, e.g.:
  - ✓ title of publication,
  - ✓ type of publication (according to classification of Research and Development Council),
  - ✓ list of authors including identification of main author,
  - ✓ link to research project(s) / grant(s) / contract research,
  - ✓ name of journal (relevant for articles in journals),
  - ✓ code UT ISI<sup>3</sup> (also UT WOS),
  - ✓ date of issue of publication,
  - ✓ IF of the respective Journal / median IF in the respective scientific category.

## 2.2.5 Production of Scientific Publications with an IF Higher than the Median in the Respective Scientific Category

- ▶ This Principal Activity (Production of scientific publications with an IF higher than the median in the respective scientific category) applies only to scientific publications in category: Articles in Journals.
- ▶ Respective scientific category is a research field, in which Research Programme conducts its research activities. For the purpose of this policy, CEITEC use the classification of scientific categories of Web of Sciences database<sup>4</sup>.
- ▶ The decision process of whether an article in a journal has an IF higher than the median in the respective scientific category is as follows:
  - ✓ Two values are compared: (1) IF of journal, where an article was published, (2) median IF in the scientific category, in which the journal is classified.
  - ✓ If a journal is classified in more than one scientific category, it is up to author(s) to select the relevant scientific category of the publication (usually the lower median IF will be used).
  - ✓ It is the responsibility of the Organisational Unit Director to assure that an article in journal has an IF higher than the median in the respective scientific category.
- ▶ IF median in scientific category is taken from Web of Sciences database. The values from the year preceding are used in the above described decision process.
- ▶ Value of journal IF, where an article was published, is given in Web of Sciences database. The values from the year preceding are used in the above described decision process.
- ▶ Target values of scientific publications of the CEITEC centre are given in table below:

	2011	2012	2013	2014	2015	Average	Total
Scientific publications - total (articles in journals, pieces)	74	127	160	206	242	-	809
Target value of publications with IF higher	27	33	44	55	66	50*	-

<sup>3</sup> ISI unique article identifier.

<sup>4</sup> Database of Thomson Reuters company, available at: [www.isiknowledge.com](http://www.isiknowledge.com).



than the median in the respective scientific category (%)							
Target value of publications with IF higher than the median in the respective scientific category (pieces)**	20	42	70	113	160	-	<b>405</b>

\* The average value is counted from the total value of articles in journals, not from the total value of scientific publications.

\*\* In this case, total number of scientific publications is composed only of articles in journals.

## 3. List of Abbreviations

BUT	Brno University of Technology
CB	Coordination Board
CEITEC	Central European Institute of Technology
CD	Commercial Director
ED	Executive Director
IF	impact factor
IPM	Institute of Physics of Materials AS CR
ISAB	International Scientific Advisory Board
MENDELU	Mendel University in Brno
MEYS	Ministry of Education, Youth and Sports of the Czech Republic
MU	Masaryk University
OD	Operational Director
OP RDI	Operational Programme Research and Development for Innovation
ODD	Organisational Unit Director
RGL	Research Group Leader
RPC	Research Programme Coordinator
R&D	research and development
SD	Scientific Director
ÚFM	Ústav fyziky materiálů AV ČR / Institute of Physics of Materials AS CR
UT ISI / UT WOS	unique article identifier of Web of Science
VFU	University of Veterinary and Pharmaceutical Sciences Brno
VRI	Veterinary Research Institute
VUT	Vysoké učení technické v Brně / Brno University of Technology
VUVEL	Výzkumný ústav veterinárního lékařství, v.v.i. / Veterinary Research Institute
WOS	web of science

## 4. Glossary

CEITEC centre	CEITEC centre is formed by Organisational Units of the CEITEC project, including Central Management Structure.
CEITEC project	CEITEC (Central European Institute of Technology) is a project financed through the Operational Programme Research and Development for Innovations focused on the establishment of a European centre of excellence in the area of life sciences and advanced materials and technologies.
impact factor	a measure reflecting the average number of citations to articles published in science journals; IF of journals and median IF in scientific categories are used in this policy
ombudsperson	a person responsible for solving disputes over publication matters related to Research Groups of more than one project partner, appointed by the Scientific Director
respective scientific category	research field, in which Research Programme conducts its research activities; for the purpose of this policy, CEITEC use the classification of scientific categories of Web of Sciences database
scientific publication	CEITEC scientific publication is defined according to the Methodology for Research and Development Evaluation <sup>5</sup> of Research and Development Council which distinguishes these types of scientific publications: article in journal with IF (Jimp), article in journal without IF (Jneimp), technical book (B), chapter in technical book (C), article in proceedings (D)

<sup>5</sup> The current version is available from the Web pages of the Research and Development Council ([www.vyzkum.cz](http://www.vyzkum.cz)).

## 5. Changes from Previous Version

Date of origin version / Date of change	Chapter	Description
2011-05-12 / 2011-07-21	2.2.1	correction of english title of University of Veterinary and Pharmaceutical Sciences Brno
2011-05-12 / 2011-07-21	3	new abbreviations added

## 6. Annexes

Annex 1 Overview of Common Rules and Policies.

## 6.1 Annex 1 Overview of Common Rules and Policies

Document	Issues covered in the document
<b>Common Rules for Quality Management</b>	Independent Evaluation of the Scientific Excellence
	Evaluation of complementary projects
	Risk management
	Procurement management
	Project monitoring
	Change management in the OP RDI project
	OP RDI project irregularities
	Scheduling and result-oriented planning
	Confidential and other data processing
	Document control
	Communication among partners and the Central Management Structure
	Communication to third parties
	Marketing documents
	Infrastructure exploitation
	Violation of the Code of Ethics
	Support of publications
	<b>Common Rules for Cooperation with Application Sphere</b>
Quality management control, update and training	
Marketing strategy	
Cooperation with regional partners in the area of technology transfer	
System of identification, assessment and protection of IP	
Contract research, collaborative research and other forms of cooperation with the application sphere	
Services provided by CEITEC centre	

	Common rules for using CEITEC infrastructure
	State aid compliance
<b>Common Rules for Human Resources Management</b>	Recruitment policy
	Career development and further education of CEITEC employees
	Ensuring of merit based non-discriminatory remuneration policy
	Mobility of CEITEC researchers
	Equal opportunities
<b>Common Publication Policy</b>	Defining authorship
	Classification of scientific publications
	Publication process activities
	Monitoring of written publications
	Production of scientific publications with an IF higher than the median in the respective scientific category
<b>Code of Ethics</b>	Ensuring ethical conduct in research and development and management of the centre