

Common Publication Policy

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1. INTRODUCTION

CEITEC (Central European Institute of Technology) is focused on the establishment of a European centre of excellence in the area of life sciences, advanced materials and technologies. Scientific research is the core of our activities, as is the pursuit of knowledge through the activities of education, training, experimental design and publication. These tasks can only be performed at their optimal level in an environment where commonality is understood and scientific norms are upheld. Within this document, The CEITEC Common Publication Policy outlines institutional policies to shape a supportive and responsible research environment.

The document describes the overall policies, organisational responsibilities, and procedures concerning the publication process at CEITEC and belongs to a set of documents together creating the 'CEITEC Common Rules'.

Good research practices including publication and dissemination that are closely related to the publication policy are described in another document from this set: Code of Scientific Conduct and Research Integrity.

2. GENERAL PRINCIPLES

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.
- The authorship is guided by the following criteria (according to ICMJE guidelines for Defining the Role of Authors and Contributors¹):
 - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
 - Drafting the work or revising it critically for important intellectual content; AND
 - Final approval of the version to be published; AND
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged.
- The corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more co-authors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.¹
- In the case of conflict, the respective Research Group Leader is responsible to assess authorship rights.

2.2. CEITEC Affiliation

- In CEITEC scientific publications, the author(s) should always be referred in relation to CEITEC as follows:

¹ <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

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 VUT, 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 an 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.

National Sustainability Programme Acknowledgement

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

English version:

This research was carried out under the project CEITEC 2020 (LQ1601) with financial support from the Ministry of Education, Youth and Sports of the Czech Republic under the National Sustainability Programme II.

If required by the publisher the shortened form could be used:

This research has been financially supported by the Ministry of Education, Youth and Sports of the Czech Republic under the project CEITEC 2020 (LQ1601).

Czech version:

Výsledky tohoto výzkumu byly získány v rámci projektu CEITEC 2020 (LQ1601) za finančního příspěvní Ministerstva školství, mládeže a tělovýchovy České republiky v rámci účelové podpory z prostředků Národního programu udržitelnosti II.

If required by the publisher the shortened form could be used:

Tento výzkum byl finančně podpořen Ministerstvem školství, mládeže a tělovýchovy ČR v rámci projektu CEITEC 2020 (LQ1601).

Other acknowledgement(s) (e.g. reference to grants) shall be mentioned if needed.

2.3. Data Archiving

The corresponding author on the paper is responsible for ensuring all primary data associated with the publication are stored safely, robustly and according to the funding organization's principles. The data

may in the future be required to support an intellectual property claim or, very rarely, to refute a challenge to the integrity of the paper.²

2.4. Classification of Scientific Publications

In order to avoid additional administrative burdens, the scientific publications in CEITEC are classified according to the Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes³ 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).

Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-tied Aid Programmes (Methodology 2017+) in attachment 4 distinguishes these types of scientific publications (and their codes):

- ▶ Article, review and letter in reviewed journals which is the part of Web of Science database (J_{imp})
- ▶ Article, review and letter in reviewed journals which is the part of SCOPUS database (J_{sc})
- ▶ Papers in reviewed journals with ISSN which do not follow into categories stated above (J_{ost})
- ▶ Technical book (B)
- ▶ Chapter in technical book (C)
- ▶ Article in proceedings (D)

2.5. Publication Process Activities

Scientific papers will be handled as follows:

Before a publication is written

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

- ▶ Before a scientific paper is published, the Research Group, represented by Research Group Leader, needs to explore the potential of technology transfer or other beneficial use of its research results. Research Group Leader could apply for assistance from the technology transfer experts of their respective partner institution in this activity.
- ▶ In the case that a potential for technology transfer is identified, further action is governed by the Common Policy for Cooperation with the Application Sphere; the Research Group, represented by Research Group Leader, contacts the Business Development Manager and does not publish the results before the final decision is taken. Business Development Manager has to take the final decision within 10 working days since Research Group Leader sends him/her complete

² UNIVERSITY OF CAMBRIDGE, SCHOOL OF CLINICAL MEDICINE: CODE OF PRACTICE ON AUTHORSHIP;
http://www.medschl.cam.ac.uk/wp-content/uploads/2014/02/CoS14_68-Authorship_Code_of_Practice-FINAL.pdf?04c0fc

³ The current version is available from the Web pages of the Research and Development Council (www.vyzkum.cz).

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 technology transfer, the research team will follow the Common Publication Policy. The final decision is taken by Research Group Leader on the basis of Business Development Manager's recommendation.

After publication

- ▶ Partners of CEITEC (represented by Organisational Unit Directors) are responsible for sending information on scientific publications to the Central Management Structure within Monitoring Report of the CEITEC project.
- ▶ Partners of CEITEC are responsible for sending information on scientific publications to the RIV database.

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.

2.6. Information System on Publications and Publications on CEITEC Webpage

- ▶ CEITEC Information System contains the information on CEITEC scientific publications, e.g.:
 - ✓ title of publication,
 - ✓ type of publication,
 - ✓ list of authors including identification of main author,
 - ✓ name of journal (relevant for articles in journals),
 - ✓ digital object identifier (DOI),
 - ✓ year of issue of publication,
 - ✓ IF of the respective journal and JIF quartile,
- ▶ Data about publications are downloaded from Web of Science database, complemented by data about JIF and JIF quartiles from Journal Scientific Report database and uploaded into CEITEC Information System. Afterward, individual CEITEC researchers and Research Groups are assigned to the publication.
- ▶ CEITEC Information System is connected to CEITEC webpage and thus publications are uploaded to the personal and Research Group profiles automatically. Every researcher has the right to hide any of his/her publication or change the order of the publications in his/her profile on the webpage. If any publication is missing, the author should contact the person responsible for publications.

2.7. Open Access Publishing

CEITEC researchers are encouraged to publish their work in journals with high standards, and allow for open access readership of their publications.