

Scientific Publication Policy of the Africa Rice Center

March 2015

Introduction

This document outlines fourteen (14) points comprising the new AfricaRice-wide policy with respect to the publication of scientific content. The aim of this new scientific publication policy is to set a new standard that ensures quality as well as impact of the research outputs of the Center.

Publication output by AfricaRice can be broadly summarized in the following main categories:

1. Research articles for scientific journals and conferences
2. In-house research publications (e.g. proceedings of conferences and workshops, books and monographs, training manuals, but also multi-media output, such as videos and radio scripts)
3. Public-awareness publications (e.g. posters, brochures, folders, news releases on the internet)
4. General Center documents (e.g. annual and technical reports, MTPs, strategic plan)

The current policy brief only refers to the first category, including scientific publications. With regard to the policy for the other three categories the 2010 policy still applies.

Guidelines for individual scientists on how to adhere to these policy rules can be found on the intranet (Scientific Publication Guidelines).

Policy Rules on Publishing and Reviewing Scientific Work

All scientists at Africa Rice Center are urged to:

- 1. Request approval for submission of a research or review paper to a journal.** Both the manuscript and the journal should be approved by the Program Leader. The PL, in consultation with the Editorial and Publication Review Committee (EPR) and the DDG/Director of R4D, will scrutinize the paper on quality and correctness and assess whether the journal targeted by the authors is appropriate. Based on this assessment the PL is entitled to provide a binding advice to the authors. Turn-around time for this should be max. 1 week, if there is no response from the PL the request should be forwarded to the DDG/Director of R4D for his/her decision. The scientist may decide to ask other AfricaRice scientists, EPR members or colleagues from partner institutions to help with a 'pre-submission internal review'.
- 2. Follow up on the Intellectual Assets and Intellectual Property rights policy.** The intellectual property rights over AfricaRice research are entirely the property of AfricaRice and not individual researchers. However, AfricaRice acknowledges the value of associating authors' names with their work. Before submission to a journal, the research manuscript should be sent to the PL (see point 2), who will evaluate the manuscript for the need of IP protection. If this is not required the manuscript will follow the ordinary route. If IP protection is required, the manuscript will go to the IP Committee who may decide to start a patent application procedure, before the manuscript will be send back to the lead-scientist to proceed with the journal submission process. The Center's IP/IA policy can be found on the AfricaRice website.
- 3. Only use data for publication if all collaborators agree on the use of them and accurately describe how they are collected.** Authors should (a) make honest and clear reference to the source of the

data and acknowledgements of those who have contributed to the collection of these data, (b) pursue honest and full reporting, which implies accurate and complete description of the data collected and (c) present an honest relation of their work to that of others allowing the reader to evaluate their report objectively. Unpublished data drawn from other sources should be identified as such and be appropriately credited, with indication that such acknowledgement is with the consent of the person being credited.

4. **Only include co-authors that have contributed intellectually to the work and mention other collaborators in the acknowledgement section.** Authorship should be decided by the scientist/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 defend it from criticism. Research papers based on collaborative work should show and acknowledge all collaborators. All involved research staff should be provided the chance to contribute to the paper and all intellectual contributions should be awarded by co-authorship on the paper, while other collaborators (e.g. proof-readers, advisors) should be mentioned in the acknowledgements. The PL will critically review the list of authors on publications in that respect (see point 2). AfricaRice reserves the right to publish the results of staff members who have since left the institute, but will acknowledge the input of the originator, either as co-author or in an appropriate section of the publication.
5. **Get the full consent of all co-authors at all stages of publishing.** Allow all co-authors to contribute to, and approve, the manuscript before submission to the journal. Follow this same approach during the revisions required by the journal editors and do not re-submit these revisions without the full consent of all co-authors. Likewise, allow all co-authors to proof-read and correct the proofs sent to the lead-author before final publication.
6. **Ensure that all names of co-authors and collaborators are included and correctly spelled.** All names and affiliations of the co-authors, collaborators and authors of the cited papers should be carefully checked before submission.
7. **Increase the scientific impact of the Center by citing previous work carried out by the Center, in their research articles.** Any research articles by AfricaRice staff should be well embedded in the literature and, as much as possible, references should be made to previous work/publications generated by the Center. This increases consistency, coherence and scientific impact of the Center's scientific achievements.
8. **Only submit journal articles that are carefully and well-written in the appropriate language.** English is the most recommended and most frequently used language for journal articles. For conference papers the language is set by the conference organizers and authors should adhere to these specific guideline. Authors that write in languages other than English or French need to provide a summary in English. Language of any paper should be thoroughly checked for proper spelling and grammar. The science writer can help if language editing will be needed. This may also be the advice of the PL as an outcome of the pre-submission evaluation. The PL may decide to review the paper again at a later stage (after submission). The scientist concerned will then take into account the comments received from the journal and the PL in revising the manuscript.
9. **Only submit papers that are based on sound experimental designs, sampling and surveying methods and appropriate statistical analyses.** A research methodology cannot be changed at the time the paper is being written, so this requires proper planning. Scientists can solicit the help of the

Center's biometrician to follow proper methodological designs and data analyses. This may also be the advice of the PL as an outcome of the pre-submission evaluation.

- 10. Only submit original work to a journal for publication, and never submit the same manuscript to more than one journal at a time.** It is strictly prohibited by journals as well as by the Center, to submit the same manuscript, or a manuscript purely based on the same data - presenting the same results - to more than one journal at a time. Only if the paper is not accepted by a specific journal, a revised/improved version of it can be submitted to another journal. Moreover, unless the data have been updated and the conclusions modified, the same manuscript should not be published in more than one outlet. For example, a paper published in the proceedings of a conference - where the proceedings have been published as a book with ISBN or ISSN number - should not be published as such in a journal, but it may be sent to a journal if its content has substantially changed since it appeared in the conference proceedings. Authors should always read individual Instructions to Authors for confirmation of the journal-specific policy.
- 11. Submit research papers to international high-quality peer-reviewed journals listed in the Science Citation Index.** AfricaRice requires all research staff to strictly submit their scientific output to journals listed in the Science Citation Index (SCI). The journals listed in the Science Citation Index can be consulted through: <http://ip-science.thomsonreuters.com/cgi-bin/jrnlst/jlresults.cgi>. The EPR can be consulted at all times for help with the identification of a good journal.
- 12. Refrain from submitting work to so-called 'predatory journals', and refrain from reviewing for and citing of papers such journal papers.** Related to the above rule, it is strictly forbidden to submit research papers to any journals featuring in the List of Publishers or List of Standalone Journals exhibited by Beal's list: <http://scholarlyoa.com/publishers/>. These journals are known or suspected to be 'predatory journals' that have a commercial rather than a scientific objective. Center scientists are also strongly advised not to accept any review requests coming from journals that are not in the SCI and in particular from journals (and publishers) in the Beal's list. Scientists should also not cite any papers from predatory journals in their research manuscript. They should also alert partners about this policy at AfricaRice and avoid being listed as co-author on a paper published in a predatory journal.
- 13. Acknowledge all funding sources in the official and appropriate way in the acknowledgement section.** Most donors have a specific way requiring beneficiaries of their grants to be acknowledged in outputs derived from their funding. Authors should inquire with the communication departments of donors on the official acknowledgement phrasing and adopt this. If such a standard phrase does not exist, the full and correct name of the donor, the name of the project and the grant number should be mentioned.
- 14. Publish work as Open Access or make published work accessible post-publication, through online article repositories and peer networks.** Adhering to the CGIAR consortium guidelines ([CGIAR Open Access and Data management policy](#)), all center scientists are strongly encouraged to make their publication freely accessible to the public domain. Two routes are available to achieve this: Open Access publishing ('Gold' open access) or self-archiving ('Green' open access). Whether an author has published in a restricted or Open Access journal, he/she should self-archive in an Open Access repository a digital version of the final accepted manuscript (the 'pre-print version') as soon as possible after first publication, and in any event within 6 months of publication. All center scientists are strongly encouraged to open accounts at ResearchGate.net, Mendeley, Academia.edu and other

online science networks that enable them to self-archive their published work when the relevant journal policy allows that, or 'pre-print versions' of this publication. Publishers' copyright conditions as they relate to authors archiving their work on-line can be verified via the searchable RoMEO database www.sherpa.ac.uk/romeo/.

Oversight, relevance and impact

The Editorial and Publications Review Committee (EPR), convened by the DDG, will oversee and monitor the implementation of the publications policy and procedures. It will evaluate the following aspects:

- Adherence to quality-assurance mechanisms;
- Periodic review of publication output of AfricaRice as compared to other institutions;
- Periodic review of choice of target journals versus impact factors;
- Periodic assessment of the relevance and impact (citations) of the publications output of AfricaRice;
- Publication record and citation metrics of individual Center scientists, for performance evaluation purposes

As of January 2015, the EPR is composed of Jonne Rodenburg (chair), Savitri Mohapatra, Cara Raboanarielina, Ibnou Dieng and Kazuki Saito.