



CENTRAL
EUROPEAN INSTITUTE
OF TECHNOLOGY

Information on publications and related activities for employees of CEITEC MU

Department of Strategy and Science

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Introduction

The aim of this document is to inform the employees of CEITEC MU about selected procedures related to the publishing activities that influence bibliometric data and research results evaluation at CEITEC MU. The valid recommendations published at RMU level – *Good practice of Scientific Publishing* and *Academic and Professional Employee Code of Ethics* are complemented and expanded in this document. References to other relevant documents are set forth at the end of this document.

1. Affiliation in publications

The guidelines follow the recommendations of Rector's Office of MU, which aim to unify the use of affiliation in MU publications. Inconsistency in the affiliation can lead to incorrect records in electronic databases and therefore to distortion of data for bibliometric and research evaluation. The acquiring of quality data is crucial for performing accurate analysis on the institution level, as well as among the individual authors and for the elimination of „lost” records, which will positively reflect in the evaluation on national level (RIV) and in the related institutional financing.

It is recommended to focus on correctness and format of the affiliation already during the phase of preparing the publication, as well as in the subsequent phases of proofreading and reviewing procedures and to consistently request its correct format from the publisher.

In the vast majority of cases, the information in the article is transmitted to the Web of Science (WoS) database automatically. The bibliographical information of the article is usually acknowledged by the database and it is usually shortened into abbreviations. In case of WoS the following forms are used:

- ▶ Institution (new in category Organization-Enhanced): **Masaryk Univ;**
- ▶ Section: Fac Med, Fac Sci, Fac Econ, Fac Arts, Fac Social Studies, Fac Informat, Fac Law, Fac Educ, **Cent European Inst Technol**

1.1. Affiliation form

The requested form of affiliation is usually established by the journal publisher. If the form of the affiliation is not expressly provided, it is recommended to provide the affiliation in the following succession:

to institution →
(MU)

to organizational unit →
(faculty/institute)

to specific workplace
(department programme, group)

If it is necessary to shorten the affiliation, **the lower levels (workplace) are always shortened first in order to retain the institutional (Masaryk University) and unit (faculty, institute) affiliation.** A different procedure can lead to affiliation misinterpretation causing that the publication would not be assigned to MU at all¹.

¹ An example of incorrectly provided affiliation is e.g. „*Department of Pathological Physiology, Brno, Czech Republic*”. This affiliation will probably be listed on WoS as: *Dept Pathol Physiol, Brno, Czech Republic*, which does not show any relation to the Faculty of Medicine, MU.

1.2. Corresponding author

The corresponding author always provides the workplace address and contact. This information must coincide with the information provided by the author in the affiliation – i.e. the institution and the address provided as a contact address must be stated also in the author's affiliation.

It is not possible to provide an institution and its address as contact information and at the same time to provide a different institution in the affiliation. If there are two different addresses provided in the affiliation and for correspondence, it is problematic to assign the publication to any institution not explicitly mentioned in the affiliation and this procedure subsequently distorts the bibliometric data.

1.3. Recommended procedure for affiliation

1.3.1. Author with a single affiliation

Jan Novák^a

^a institution 1: CZ: **název pracoviště, název fakulty, Masarykova univerzita, adresa**²
EN: **name of department, name of faculty, Masaryk University, address**

Example

Affiliation in publication	Affiliation on WoS
^a CEITEC – Central European Institute of Technology, Masaryk University, Brno, Czech Republic	^a Masaryk Univ, CEITEC Cent European Inst Technol, Brno, Czech Republic
Affiliation in publication	Affiliation on WoS
^a Masaryk Univ, CEITEC, Ctr Mol Med, Brno, Czech Republic	^a Center of Molecular Medicine, CEITEC, Masaryk University, Brno, Czech Republic

1.3.2. Author with two or more affiliations

Jan Novák^{a, b, c}

^a institution 1: CZ: **název pracoviště, název fakulty, Masarykova univerzita, adresa**
EN: **name of department, name of faculty, Masaryk University, address**

^b institution 2

^c institution 3

If the author has two affiliations (e.g. the Faculty of Medicine and the University hospital), he/she must demand to have these two affiliations stated separately already at the time of the article publishing in the journal. Otherwise, the affiliation in the database will be incorrectly merged into one.

² If the address is requested in the affiliation, the correspondence address of the institute shall be provided. The contact info in Czech and English is available on website www.muni.cz.

If this mistake appeared already at the time of the article issuing, it is difficult to amend it in the database as it accepts the information in the form in which it is stated in the article.

Example

Affiliation in publication	Affiliation on WoS
^a Central European Institute of Technology, Masaryk University, Brno, Czech Republic	^a Masaryk Univ, Cent European Inst Technol, Brno, Czech Republic
^b Department of Comprehensive Cancer Care, Masaryk Memorial Cancer Institute, Brno, Czech Republic	^b Masaryk Mem Canc Inst, Dept Comprehens Canc Care, Brno, Czech Republic

2. Acknowledgements to projects

Detailed guidelines for acknowledgements to projects at CEITEC MU are specified in the document ***Guidelines for Acknowledgements to Projects*** available on the [document server of CEITEC MU](#) and updated regularly.

3. The procedure for assigning shares to the result

The percentage shares of the results are determined in cases where authors of the result provide affiliation to different organizational units (OU) of MU. It is also possible to determine the shares in case of affiliation to different research groups within CEITEC MU.

It is possible to enter the result into RIV only for a single OU of MU. By determining the percentage shares of the result, it is possible to grant a part of the result to the other OUs affiliated to the authors.

The specification of shares serves for the following functions:

- ▶ To split accordingly the RIV points of the result.
- ▶ To create a budget for research groups in the subsequent year.

The shares of individual OUs of MU (or individual research groups of CEITEC MU) are entered directly in the result record in the Publication IS MU application.

A separate part in the record is used for this purpose, in the end the author must confirm the following statement:

„I confirm the consultation of the shares set forth herein with the domestic authors of the result and I confirm their approval.“³

After saving of the result, this section of record includes name of person confirming the shares of the unit as the last. Subsequently, in the record history is specified by whom, when and how the shares were modified⁴.

Determination and entry of shares in the IS MU is the responsibility of the result guarantor of the organizational unit for which the record is entered to the IS MU. It is also possible to ask the authorized person at the Department of Strategy and Science via email to enter the shares instead of the guarantor. In such case, the guarantor must specifically include in the email the confirmation of consultation of the shares with the authors of the result and their approval.

At the guarantor's request is also possible to provide a standardized form Record of the Scientific Result (RSR) and then enter the shares based on the filled RSR signed by all authors.

³ This statement has the same function as the signatures of the individual authors in the original Record of the scientific result.

⁴ Whether it was the first entry of the shares or their modification etc.

If the authors enter publications on behalf of a different OU of MU (mainly the Faculty of Medicine and the Faculty of Science), they follow the instructions applicable to this OU. The contact persons at FMed and FSci are set forth at the end of this document.

4. Results entering in RIV

RIV – Information register of R&D results is a part of the Research, Experimental Development and Innovations information system (IS VaVal) where information on results of research and development projects and research goals supported from Public Funds implemented since 1993 is stored. Entry of the data related to the results into RIV is one of the basic conditions for provision of the institutional resources for research and development.

Other parts of IS VaVal <https://www.rvvi.cz/>:

- ▶ CEA – Central register of activities
- ▶ VES – Public tenders register
- ▶ CEP – Central register of projects

Data entered into RIV serve as base for:

- ▶ Evaluation of the research organizations
- ▶ Evaluation of the fulfilment of the objectives of the research projects and goals

In order to monitor fulfilment of the objectives of the research projects and goals, it is also necessary to enter the results which have no significance within the scope of evaluation of the research organizations⁵.

The data for RIV are transmitted from the PROVIDERS of the support (Ministry of Education, Youth and Sports, Czech Science Foundation, Ministry of Health etc.) based on information from the individual SUBMITTERS (individual institutions – universities, institutes of Czech Academy of Sciences etc.).

The data is transmitted to the providers once a year according to the specified schedule, usually before the end of April of the following year for the previous 5 years⁶. Newly entered records as well as records where the RIV code was deleted due to the correction reasons shall be provided. The corrected records must meet the terms of current RVVI methodology.

Entry of data related to results shall always follow the currently valid RVVI methodology available on website www.vyzkum.cz.

⁵ They are not evaluated in the particular subject group or they belong to category O – Other results.

⁶ For example, in 2017 data including results implemented in the years 2012 to 2016 shall be provided.

For the publications entered by more than one institution, the basic citation data must be provided consistently. The citation is then consolidated in RIV⁷. Individual institutions will receive a corresponding share of the total point score according to the number of domestic authors (see below).

4.1. Types of results according to RVVI Methodology

Publication results

Jimp	article in a scholarly journal included in the Web of Science database with the index <i>Article, Review or Letter</i> ⁸ .
Jsc	article in a scholarly journal included in the Scopus database with the index <i>Article, Review or Letter</i> .
Jneimp	article in a scholarly journal included in the ERIH database.
Jrec	article in a scholarly journal included in the current List of non-impact peer-reviewed published journals in the Czech Republic.
B	scholarly book
C	chapter in a scholarly book
D	article in a Conference Proceedings

Patents

Applied results

Other results

Results that do not meet the criteria for inclusion to one of the categories above. These results are not evaluated.

4.2. Information on evaluation of some of the results

According to the RVVI Methodology, **the evaluated type of result** for categories PHYSICAL SCIENCES, CHEMICAL SCIENCES, BIOLOGICAL SCIENCES, MEDICAL SCIENCES is **Jimp only – the article in a scholarly journal registered on the Web of Science**.

⁷ The specific result is listed in RIV only once, but the records of all individual submitters are linked to it. If the basic data fails to coincide, the result can be excluded from the RIV and from the evaluation.

⁸ EDITORIAL MATERIALS, PROCEEDINGS PAPER nor other documents not specified above, shall be entered as Jimp type of result.

A book can be entered into RIV either as the type of result B (scholarly book) or C (chapter in a scholarly book). It is not possible to combine both alternatives.

For evaluation whether to enter a book as the type B or C, it is crucial whether it was created by the editor him/herself or by a team of authors and if there are specific authors listed in the individual chapters. In such case, it is convenient to enter the result as type C – chapter in a scholarly book.

Only books listed in the National Library (NL) shall be included in the evaluation. Foreign publications shall be added to the NL by submitter at their own expense.

4.3. Results entering at MU

At MU, the results are entered in the **Publication** application on **IS MU** <https://is.muni.cz> and are transmitted to RIV for the whole university at once.

Prior to entering the results to the IS MU, it is necessary to determine which organizational unit (OU) the result shall be assigned to, including the results arising from the cooperation of authors from different organizational units of MU. For results arising from such cooperation, it is possible to state the percentage share on the result of the cooperating OUs.

The result guarantor shall be responsible for correct entry of the result to the RIV and for the determination of the share of any other OUs. The guarantor should be either the main or corresponding author.

4.3.1. Terms for entering results in RIV

- ▶ The result meets the criteria of selected type of result according to the RVVI Methodology.
- ▶ The result was implemented in the year for which the results are entered.
- ▶ The mandatory data is filled in the result record in IS MU and it is marked as ready for transmission to RIV.

RIVOK label

Prior to their transmission to the RIV, the records are checked by the Department of Strategy and Science and the checked records are marked with **RIVOK** label. The labelled records are considered to be final and their authors shall not make any further changes.

If any correction needs to be made in the labelled record, the author shall notify the Department of Strategy and Science which will make the change.

4.3.2. Result record in IS MU – selected mandatory fields

Authors and domestic author

All authors of the result must be included in the record in succession in which they are listed in the publication.

A domestic author shall be every author who is affiliated to any of the organizational unit of MU⁹. It is not possible to enter results for MU without a specified domestic author.

The date of result implementation¹⁰

The year of implementation (=issuing, emergence) shall be provided. It is not obligatory to include a particular date.

Result subject field

It shall be selected from the RVVI numeral classification.

It is an important piece of data for the evaluation of the result, i.e. whether or not the result shall be evaluated in the particular category.

Connection of results and projects

According to the RVVI Methodology, the funding sources shall be divided into two groups:

- ▶ With provided support according to the paragraphs 3 and 4 of the Law:
 - ▶ Project listed in CEP
 - ▶ Research goal listed in CEZ (implemented before 2013)
 - ▶ Institutional support for development of research organization
 - ▶ Specific university research (including project internal code)

- ▶ Without provided support according to the Law:
 - ▶ Operational programme without support provided from the national budget
 - ▶ European Commission Framework programme without support provided from the national budget
 - ▶ Other public resources – budget of local and regional units, cities, municipalities, etc., i.e. chapter of the national budget different from the research and development chapter
 - ▶ Non-public resources – for example private financial funds, donations, very own resources of the organization resulting from the economic activities i.e. outside of the government budget, contractual research

Various types of financing can be combined within the group a) or within the group b). The group a) types shall not be combined with the group b) types.

⁹ A single author can be marked as domestic by more than one submitter – if it is affiliated to one or more institutions. Such author's contribution to each of these submitters is calculated as a proportion equal to inverted value of the number of submitters which declared this author as domestic.

¹⁰ For publications, the year of issuing of the full-fledged journal issue is crucial, for patents, it is the year of the patent granting, etc.

Only the codes of the project which are listed directly in the acknowledgement of the result (=i.e. from which the implementation of the result was financed) and their beneficiary/partner is MU shall be provided.

The project code shall coincide with the codes listed in CEP¹¹.

The date of project commencement must prevail or be identical to the year of implementation of the result.

¹¹ For projects not listed in CEP the “internal code MU” can be included which is not transmitted to RIV.

5. Personal identifiers

Unambiguous author identification is of key importance when following the publication trail in databases (WoS, Scopus). The correct author identification within the database and more accurate link between authors and their publications are a big benefit for the authors and administrators using personal identifiers.

By regular updates of list of publications, the identifier contributes to a better presentation of the results from the scientific activities and facilitates the evaluation of authors and workplaces. A personal identifier is more and more often requested as a mandatory field of the researcher's profile within some global and national institutions.

- ▶ Creating their own profile Researcher ID or ORCID and its regular updating is obligatory for all Heads of the research groups of CEITEC MU.
- ▶ Creating one of the mentioned personal identifiers is highly recommended for all scientific workers and PhD students of CEITEC MU.
- ▶ It is necessary to update the profile information at least once per three months.

ResearcherID

A tool developed by Thomson Reuters company which enables the authors to keep evidence of their publication activities and in case of the publications listed on WoS it also allows them to track their statistical data (number of citations, current h-index etc.).

Creating a profile is free and it is available on the website <http://www.researcherid.com>.

ORCID (Open Researcher and Contributor ID)

Independent interface which was created with a purpose of making clearer the identification of individual scientific workers in various systems and databases. The objective of the interface is to enable scientists to link their ORCID profile with records of their publications in various databases including WoS and Scopus.

Creating a profile is free and it is available on the website <https://orcid.org/>.

MU keeps evidence of the scientists' personal identifiers in IS MU database. Please, add your personal identifiers to this database on this website

https://is.muni.cz/auth/publikace/identifikatory_osob.

Detailed information on personal identifiers, their set up and use as well as information on other tools for managing publications online and publication activities in general is available on the Library of the University Campus website <https://kuk.muni.cz/vyuka/materialy/index.php>.

6. Important references

Masaryk University academic and professional employee code of ethics

Good practice of scientific publishing

Recommendations of Rector's Office of MU issued in line with MU Academic and Professional Employee Code of Ethics in which ethical principles of scientific-research activities of MU employees are already included.

Publication rules for NPU II

Instructions for CEITEC consortium members on publication activities under NPU II project.

Guidelines for Acknowledgements to Projects

Guidelines for providing acknowledgements to projects currently in the phase of implementation at CEITEC MU. The guidelines are regularly updated.

Information system for research, experimental development and innovations

The application includes public data from the following databases:

- ▶ CEA – Central register of activities
- ▶ VES – Public tenders register
- ▶ CEP – Central register of projects
- ▶ RIV – Information register of R&D results

ResearcherID

Creating a unique identifier profile.

ORCID

Creating a unique identifier profile.

Publications – personal identifiers

Database of personal identifiers in IS MU

KUK

Materials, guidelines and help for publications, citations and work with databases, personal identifiers etc. issued by the Library of the University Campus.

Scholarly Journal Predatory Attributes Occurrence Analysis

KUK service for employees and PhD students in Campus. Analysis of presence of formal predatory attributes in assigned journal title is created upon request.

7. Contacts

CEITEC MU

Department of Strategy and Science

Ing. Kateřina Ornerová, Ph.D.

katerina.ornerova@ceitec.muni.cz

+420 54949 6056

The Department of Strategy and Science enters to IS MU the following types of results:

- ▶ All types of J, B, C results, patents and applied results.
- ▶ All types of results which are the indicators of NPU II project (including type O results – Others).

Any other types of results not mentioned above, which are not indicators of NPU II, shall be entered by authors themselves. The department will check the records before their sending to RIV.

FMed MU

Office for Research, Development and Project Support

Soňa Böhmová

bohmoval@med.muni.cz

+420 54949 7920

FSci MU

Office for Research, Development, Project Support, International Relations and Doctoral Study

Ing. Nikola Zrilićová

zrilicova@sci.muni.cz

+420 54949 7103