

# **Publication Policy and Procedures**

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## **Publication Policy**

Through its publications, ICARDA shares information about its research strategy, activities, and accomplishments with all those concerned with agriculture. The Center's publication policy seeks to meet the following objectives:

- Promote a general awareness and understanding of the issues of food and feed production and protection of the environment in the dry areas.
- Motivate those concerned with food production, especially in Central and West Asia and North Africa (CWANA), and enhance the level of knowledge and the ability to achieve sustainable agricultural productivity.
- Ensure high standards of writing, editing, and production consistent with the international status of the Center.
- Encourage, guide, and provide mechanisms for ICARDA scientists as well as those in National Agricultural Research Systems (NARS) in CWANA to publish their research results in appropriate formats.
- Achieve an uninterrupted flow of information through publications in the major languages, other than English, spoken in CWANA (Arabic, Russian and French).
- Promote co-publication with NARS and private sector publishing enterprises.

### **1. ICARDA's Audiences**

ICARDA recognizes the following audiences for information dissemination through its publications:

- (a) The international scientific community
- (b) The extension personnel in CWANA
- (c) Donors, policy makers, and NARS officials
- (d) The general public

### **2. Classification of ICARDA Publications**

In view of the wide differences in the information needs of its audience groups, ICARDA produces a variety of publications which fall into four broad categories:

**2.1. Refereed scientific publications.** These are addressed to the international scientific community, particularly that in CWANA, and donors and NARS officials. The publications in this category report the Center's mature research results in a

scientist-to- scientist style of writing and treatment of the subject matter. They serve as a means to gauge the quality and usefulness of ICARDA's research and, thus, play a vital role in influencing the opinion of donors who rely extensively on the judgment of their own scientific advisers.

**2.2. Non-refereed scientific publications.** Publications in this category are primarily addressed to the scientific community in CWANA. They report on-going research activities as well as research results that are of significance to colleagues in CWANA and elsewhere. In addition, they encourage NARS scientists to publish their research results using ICARDA outlets.

**2.3. Training publications.** These publications are addressed to the junior scientific community and extension personnel in CWANA, a constituency from which the NARS usually send their candidates to ICARDA for training. Some publications in this category may also be of use to undergraduate students.

**2.4. General-audience publications.** The publications in this category are non-technical and addressed to the general public in CWANA and elsewhere. They cover a wide variety of topics related to public awareness about ICARDA and its role in promoting agricultural productivity.

## **Publication Procedures**

### **3. Refereed Publications**

**3.1.** Journal articles, annual reviews, and any other publication reviewed by external referees belong to this category.

**3.2. Review procedure.** Before submission for publication, all refereed publications will be reviewed internally according to the following procedure:

(a) On receipt of the manuscript from the author, the program leader concerned will evaluate its suitability for publication and (i) refer it to CODIS (Communication, Documentation, and Information Services) for language editing, if necessary, and (ii) have it reviewed by one or two ICARDA scientists.

(b) The author will revise the manuscript, incorporating the reviewer's comments where necessary, and submit two copies of the revised manuscript to his/her program leader.

(c) The program leader will keep one copy and forward the other to CODIS with Form EDPUB-1. (see Exhibit 1, page 9).

**3.3. Processing by CODIS.** All refereed publications will receive editorial attention in CODIS (an author may seek CODIS' editorial assistance even before step 3.2a). The Head of CODIS will record his comments on Form EDPUB-1 and forward the edited manuscript with the form to the Assistant Director General (Research)--henceforth referred to as ADG(R)--for approval. The paper will be registered in CODIS records and assigned a number.

**3.4.** The ADG(R) will record his comments on Form EDPUB-1 and/or the manuscript and return it with the form to the program leader concerned through CODIS. The program leader will have the author/s concerned make the necessary revisions, submit the revised manuscript to the journal named on Form EDPUB-1, and inform CODIS of this action. As soon as the decision of the journal becomes known, the program leader will communicate it to CODIS.

**3.5. Offprints.** Most journals request authors to fill an offprint request form when returning the corrected proofs. The program will order the desired number of offprints (as shown on Form EDPUB-1) through the Purchasing and Supplies Unit. Offprints order requests are usually time-bound, and will be processed by PSD within 24 hours of their receipt. On request, CODIS will assist in the distribution of offprints. Five copies of every offprint must be deposited by the program leader/author with CODIS for the library archives and for reporting the information to the major international databases.

## **4. Non-Refereed Publications**

**4.1.** All publications reviewed in-house, but not by external referees, belong to this category. These include the ICARDA Annual Report, annual program reports, newsletters, workshop/conference papers and proceedings, bibliographies and germplasm catalogs, research reports, progress reports, discussion papers, proceedings of coordination meetings, nursery reports, and others of a similar nature.

**4.2. Review Process.** All non-refereed publications will be reviewed by the leader of the program concerned and by colleagues from within the same program or different programs, and forwarded to CODIS with form EDPUB-2 (see Exhibit 2, page 10). Non-refereed publications of a regular nature, such as annual program reports, progress reports, proceedings of coordination meetings, etc. will not be referred to the ADG (R) and will be sent to CODIS in a camera-ready form. Non-refereed publications which are not of a regular nature, such as occasional research reports, monographs, bibliographies, germplasm catalogs, workshop papers, etc. will require ADG (R)'s approval.

**4.3. Processing by CODIS.** In view of the wide variety of non-refereed publications produced by ICARDA, their processing by CODIS will differ according to their nature. As stated in para 4.2, in most cases they will be printed straight from camera-ready copies received from the programs, using the minimum necessary standards of production, and distributed according to mailing lists developed in consultation with the program concerned. Others will be processed as follows:

**4.3.1. Workshop/conference papers.** The author will submit his /her paper, after it has been reviewed internally and approved by the ADG (R), as outlined in para 4.2, to the workshop editor, with a copy to CODIS for records. (CODIS' editorial assistance may be sought before the paper is forwarded to the workshop editor.) When the paper is published, the author will send a copy of the volume, if possible, or advise the librarian to acquire one or more copies of it for use in the library and for inputting the information into major databases.

**4.3.2. Research reports.** Manuscripts conforming to the following definitions will be considered research reports:

- (a) “A report of research results of significance, particularly to the CWANA scientific community, but not appropriate for scientific journals because of length, degree of detail, limitation of audience, or other similar criteria.”
- (b) “General reviews, publications authored by consultants on specific topics, reprints, and translation of documents that are out of print or are not readily available but are important to ICARDA’s objectives.”

All research reports will be reviewed internally and approved by ADG (R), as outlined in para 4.2.

**4.3.3. Proceedings of workshops/conferences.** If the proceedings of workshop/conference, sponsored or co-sponsored by ICARDA, are to be published by ICARDA/an external publisher, the workshop/conference organizers must obtain the approval of the ADG (R) at the planning stage. Publication of full proceedings should be considered only in those cases where the papers presented make a substantial contribution to the furtherance of knowledge; for others, publication of abstracts only may be considered. The papers to be published in the volume will be reviewed by an ad hoc editorial committee of scientists appointed by the sponsor/co-sponsors for this purpose.

At the planning stage, the organizers of a workshop/conference to be sponsored or co-sponsored by ICARDA will have consultations with the Head of CODIS in making the following decisions:

- i. Preparing a budget to hire an external editor, if CODIS cannot spare one from its staff, and to meet production costs of the volume (depending on whether the volume will be produced by CODIS or an external publisher).
- ii. Developing guidelines for contributors to ensure consistency in manuscript preparation.
- iii. Mailing (by CODIS or an external publisher, including a budget for mailing costs). A mailing list specific to the volume will be developed by CODIS in consultation with the program concerned.

If the volume is to be published by an external publisher (whether edited in-house or by an external editor), CODIS will assist the program in negotiating a contract with a suitable external publisher, taking into consideration such factors as the price of the buyback copies, post-publication discount to ICARDA, preparation of camera-ready copy, copyright, etc. CODIS and the program concerned will jointly submit the draft publishing contract to the ADG (R) for approval.

**4.3.4. Bibliographies and germplasm catalogs.** Before starting work on these publications, the program leader will have his/her proposal approved by the ADG (R). Manuscript preparation will follow after the approval is obtained, and the final draft will be sent to CODIS with Form EDPUB-2 for processing for publication.

**4.3.5. ICARDA Annual Report.** Since the format and presentation style of ICARDA’s Annual Report have been constantly evolving, its preparation and production will be guided by the Director General on the recommendations of the Management Committee. The Report will be written/edited by CODIS.

## **5. Training Publications**

**5.1.** Training manuals, laboratory manuals, field guides, and other similar publications, addressed primarily to trainees but which may also be useful to technicians, extension personnel, and students, will be included in this category.

**5.2. Review process.** Publications in this category will be initiated in consultation with, and reviewed by the program leader/s concerned and Head of Training. The manuscripts will be submitted to CODIS with Form EDPUB-2.

**5.3. Processing by CODIS.** Publications in this category will receive editorial attention in CODIS as required, and their print runs will be determined in consultation with the programs involved and the Head of Training.

## **6. General-Audience Publications**

**6.1.** Information brochures, folders, general-audience newsletters (The Week at ICARDA, news stories, ICARDA in the News, etc.) belong to this category. Their review process will be flexible, with consultations among the program leader, DG/ADG (R), and Head of CODIS, as necessary.

**6.2.** All general-audience publications will be edited in CODIS and produced in suitable formats. Their print runs, cost of production, and distribution will be mutually decided between CODIS and the program concerned.

## **7. Arabic Publications**

**7.1.** ICARDA Arabic publications are geared to meet the information needs of the Center's audiences in WANA. Arabic publications will be produced in all four categories named in para 2, but the following approach and procedures will be used to select titles for Arabic version.

**7.2.** The Annual Report will continue to have a separate Arabic version. Journal articles and other refereed publications in Arabic will follow the same review procedure as described in para 3.2; the review will be conducted by Arabic-speaking scientists from within or outside ICARDA identified by the program leader concerned.

**7.3.** Most texts for non-refereed publications are originally written in English. Of these only a few key titles of primary interest to WANA will be selected for Arabic translation on the recommendation of the author, the program leader concerned, and the ADG(R). The selected titles will be translated either by the Arabic Unit of CODIS, or by an external translator.

**7.4.** Most general-audience publications will be translated into Arabic. They will be processed for publication as described in para 7.3.

**7.5.** ICARDA will place considerable emphasis on the Arabic version of training manuals. These publications are addressed to an audience whose English language skills are not strong but which plays an important role in the improvement of agriculture in WANA. The review

and processing of these publications in Arabic will follow the same procedure as outlined in paras 7.3, but will rely heavily on recommendations from training scientists.

## **8. French Publications**

Until a French Unit is established at ICARDA, a few important ICARDA publications will continue to be produced in French with mutual consultation between the programs and CODIS and with the assistance of freelance French editor/s.

## **9. Procedure for Starting a New Regular Publication**

Starting a new regular publication (for example, a new scientific newsletter, or a periodical devoted to indexing/ abstracting or bibliographic service) calls for a long-term commitment of human and financial resources by ICARDA and will be subjected to the following procedures:

- (a) A proposal justifying the need for the publication and indicating the source/s of funds and availability of human resources will be developed by the interested program in consultation with CODIS.
- (b) The proposal will be submitted to the ADG(R), who may suggest modifications or forward it as submitted, to the DG for consideration.
- (c) If the DG approves, the new publication will be established.

## **10. Authorship and Editorship**

While the authorship (as well as the order in which the author names appear) of a publication based on the original research of an individual scientist or a team of ICARDA/ICARDA-NARS scientists could be easily determined according to the contribution of each scientist, other categories of publications (e.g. workshop proceedings, etc.) may require different approaches for determining authorship or editorship. The following guidelines will apply to such publication:

**10.1.** Proceedings of scientific meetings (workshops, conferences, symposia, etc.) may carry on the cover the names of scientific editors and others who may have made substantial contributions to the production of the volume. It is recommended that the names of the organizing committee members, language editor/s, and translator/s (if applicable) be placed on the inside of the inner title page.

**10.2.** Text books, reference books, and research reports written/ edited by individual scientist/s will carry the names of authors or scientific editors, as applicable, on the cover.

**10.3.** Annual Reports, program reports, research reports based on collective work of one or more programs, and similar publications will appear in the name of ICARDA, though credit may be given to contributors either in the preface or elsewhere in the book.

**10.4.** In the case of translated versions, the names of authors or scientific editors will appear on the cover as in the original version, and the name/s of translator/s on the inside of the inner title page. If there were no names on the title cover of the original version, the translators might be acknowledged in the preface in the translated version.

## **Publication Ethics**

**11.** Scientific publication is governed by certain ethical principles that should be followed by authors, editors, manuscript reviewers, and publishers. Of these, a few key principles, adapted from the Council of Biology Editors Style Manual, are described below.

**11.1.** 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 its criticism. 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.

**11.2.** Authors have three main ethical responsibilities in presenting their work for publication: (a) honest and full reporting, which implies accurate and complete description of the observations made and data collected, (b) honest relation of their work to that of others allowing the reader to objectively evaluate their report, and (c) follow institutional procedures for the approval of their manuscripts to protect the institution's scientific reputation. 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.

**11.3.** 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 workshop should not be published as such in a journal, but it may be offered to a journal if its content has substantially changed since it appeared in the workshop proceedings.

**11.4.** The editors and reviewers must treat manuscripts as confidential communications and not divulge their contents without the consent of the author/s. Reviewers are responsible not only for unbiased, objective critical analysis of manuscripts but also for completing their task within the time allowed.

**11.5.** The publisher (ICARDA or other) must clear the manuscripts with authors to ensure that changes in meaning have not occurred during copy editing.