



Document of Good Practices Related to Publications and Authorship

Agreement of the Board of Governors in an ordinary session on March 29, 2019, approving the Document of Good Practices Regarding Publications and Authorship, prepared by the University of Cordoba's Committee on Responsible Practices and Integrity in Research.

Document of Good Practices Related to Publications and Authorship

Honesty and rigor.

1. How and when should you make the results of your research work public?

Do so honestly, openly, transparently and only when you have met all the relevant conditions pertaining to quality and rigor.

2. Can you make your research results public before they are accepted for publication?

Yes, but you must state that they have not yet been accepted for publication.

3. Can you delay publishing relevant results?

Only exceptionally, due to considerations related to intellectual property, or for commercial reasons; these considerations may make delaying the publication advisable, or even imperative, for a reasonable period of time.

4. What consequences may result from not publishing the results, or publishing them with an unjustified delay?

Among other things, this may be interpreted and classified as serious misconduct for misappropriating resources.

The purpose of publications.

5. Why are the results of research published?

The primary purpose of scientific publications is to disseminate the interpretation of research results, contribute to the development and generation of knowledge.

6. In which journals and with which publishers should one publish research results?

Researchers must always take into account the purpose of their research when choosing the journals and publishers in which to publish their work. The publication of research results will be carried out, except in justified cases, in recognized/indexed scientific journals that practice adequate peer evaluation, guarantee the integrity of the publication, and, preferably, feature open access.

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7. Must my publications be available via open access?

Unless the results are protected by industrial or intellectual property rights, or the provisions of a call for public funding dictate otherwise, scientific publications must be available in open access. Authors can choose to publish in open-access journals, or to file scientific work that has been accepted for publication with open-access institutional repositories.

Relevance and authorship.**8. Does being the person with the most hierarchical authority entitle one to sign as an author?**

No. The right to authorship is based on having made creative and significant contributions to the research in question.

9. If a student's work has contributed to a body of research, should this be noted in the publications arising from it?

Yes. The contributions of both students and other persons, regardless of their professional categories, must be adequately recognized.

Co-authorship and order of the same.**10. Who should sign a scientific paper?**

Researchers who have contributed substantially to the research forming the object of the publication and who can, therefore, discuss its main aspects.

11. How and when is the order of co-authorship established?

Prior to writing the paper, the person(s) responsible for the study will agree on the criteria to establish the order of the authors.


12. What criteria are most suitable for establishing the order of co-authorship?

There is broad international and national consensus on the criteria that should govern the order of co-authorship recognition in scientific publications. As a general guideline:

- The first author should be the person who has made the most significant effort in researching and writing the first draft of the article.
- The last author should be the senior researcher who oversees and is ultimately responsible for the study's protocol.
- The remaining researchers should appear in accordance with the magnitude of their participation in the study to appear in the publication.
- In any case, the most appropriate procedure is to record the specific contributions of each author in the publication itself.

13. What criteria are most appropriate to establish who is the author in charge of correspondence with the publisher?

The author in charge of correspondence with the publisher is responsible for the editorial process and communications related to the published work. This responsibility may fall on any of the authors who have contributed significantly to writing the article.

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Verification URL	http://sede.uco.es/verifirma/code/UNT4IJF7URNGSMWD4AXK5EDCM	Page.	2/4	

Citations, references and acknowledgements.**14. What sources must one cite in a scientific paper?**

As a manifestation of the rigor followed in its drafting, previous scientific work, as well as relevant documentary sources, must be cited in the publication, without intentionally omitting or giving preference to any work by virtue of the results obtained.

15. How should sources be cited in a scientific paper?

Without prejudice to the fact that the rules of style indicated by the scientific journal in which the work is to be published must be followed, an effort should always be made to limit the number of citations to those that are totally necessary, emphasizing the most recent works without prejudice to citing original works and indirect sources.

16. Can I reference something another researcher shared with me, but that has not been published?

Yes, but the author's consent must be obtained in this case.

17. Who should appear in the acknowledgments of a scientific work?

All those persons, entities or bodies that in one way or another (intellectual, material, economic, etc.) have contributed to the study and its publication.

18. Is it mandatory to cite the University of Cordoba? How should it be cited?

Yes. The proper specification of the place where a study has been carried out has a direct impact on the visibility and traceability of scientific productivity, as well as on the correct positioning of institutions in national and international rankings. It is, therefore, the obligation of every researcher at the University of Cordoba who appears as an author in any type of research work to stipulate their affiliation with the university, following the current model¹:

[Department/Institute/Other structure (if applicable)], [Center (if applicable)], University of Córdoba (mandatory), Postal address.


Duplicity.**19. Is it acceptable for the same study (or a substantial part of it) to be published in different scientific journals and/or in collective or individual books?**

It is only acceptable with the consent of the publishers involved, and when appropriate reference to the first publication is made in any subsequent publications. Thus, the same work should not be sent simultaneously for publication in more than one journal and/or work.

20. When published twice or more, does this equate to multiple separable research papers?

No. On the CV of the researcher in question the same (completely, or substantially) work appearing in multiple publications should be cited as one, though the multiple journals or publishers that have featured it may be cited, which may enhance the value of a given piece of work.

¹ Approved guidelines on the standardization of institutional affiliation in all types of publications by personnel linked to the University of Cordoba, Board of Governors - Regular Session on 03/03/17 (no 2/17) - Point 3.3 ANNEX 3 (BOUCO 2017/00154, of 3 March).

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Verification URL	http://sede.uco.es/verifirma/code/UNT4IJIF7URNGSMWD4AXK5EDCM	Page.	3/4	

Disclosure in open media.**21. Is it advisable for one to divulge one's research activity in non-specialized media?**


It is positive as a way of being accountable to society, as it is the product of work at the University of Cordoba, which is a public institution.

22. What kind of language should one use to disclose their research?

Sensationalist language should never be used. Always observing honesty and rigor, the disclosure of research to the general public should be carried out in a way that it is understandable to them, while transmitting the search for knowledge as a value. Any exaggeration of the importance and applicability of the results disseminated should be avoided. Texts, illustrations and arguments must be based on rigorous research.

23. Should one cite the University of Cordoba in the dissemination of their research?

Yes. In the dissemination of results research staff at the University of Cordoba must indicate their affiliation with the Institution in a public and clear manner.

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