

# Scientific Publications Procedure

## Hybrid Intelligence

### 1 Introduction

Scientific publications comprise research papers, presentations at conferences, participation in scientific panel discussions, courses, symposia etc. Next to the general scientific preparation, there may be obligations regarding acknowledgements, reporting and publishing. Besides, it is important to consider IP matters and partner sensitivity prior to submitting your scientific publication. It is recommended that all publications initiated within the HI consortium undergo the reviewing processes described below.

There are different types of publications:

- Publications “supported by” HI concern the outcome of a subgroup of the Consortium partners, which has been financially supported, in full or in part, and conducted according to the HI Grant Agreement and the Description of Work.
- Publications “on behalf of” HI express for example general announcements, progresses, or reports, which pertain to the project altogether, or part of it, and present the opinions and consensual statements from the Consortium. At the same time, these publications can also be either supported by or related to HI.
- Publications “related to” the HI consortium concern publications prepared in collaboration with one or more HI consortium members, but do NOT contain outcomes or contributions that have been financially supported, in full or in part, and conducted according to the HI Grant Agreement and the Description of Work. An example is a publication of a supervisor of one of the HI-PhD candidates on another topic as described in the HI Grant agreement, for which the HI PhD candidate is a co-author.

The different kinds of publications lead to differences in their acknowledgments and reporting requirements, as further detailed below.

Before preparing a publication, it should be ensured that the target journal or conference is listed on the list of journals or the list of conferences. When this is not the case, the target journal or conference should be added to this list.

### 2 Project Identity and Acknowledgements

#### 2.1 Acknowledgements

The following acknowledgements should be taken into account:

- The Advisory Board experts’ contribution, if applicable, will be acknowledged in communications by proper means.

- Other collaboration partners' contribution will be acknowledged in communications by proper means.
- NWO funding will be acknowledged in communications - publication (articles, reports, theses, conference contributions, presentations et cetera), in accordance with the General Terms and Conditions of NWO Grants:

This publication is part of the project 'Hybrid Intelligence: augmenting human intellect' (<https://hybrid-intelligence-centre.nl>), with project number 024.004.022 of the research programme 'Gravitation' which is (partly) financed by the Dutch Research Council (NWO).

## 2.2 Logos

The HI logo, available on the HI platform is the common image of the project and should be used in all presentations and publications related to the project, as far as possible.



In addition, the NWO logo (see [NWO Logo](#)) is required in media used for external communication; articles in scientific journals or other instances with strict publication



guidelines are exceptions.

## 3 Reporting of Publications

Publications should be reported to the project manager (PM) by [email](#) as soon as they are published. The project manager ensures reporting to NWO and arranges listing on our website. Reporting to the PM should be done to the PM as a BibTeX entry, and should always include the following fields: abstract=..., and doi=... or url=... (for a pointer to a downloadable PDF).

## 4 Open Access Publishing

Our funding agency requires that all our publications are available under some form of open access. Open access publication costs can almost always be avoided through the following steps:

1. Check in <https://journalpublishingguide.vu.nl/> (or [https://library.wur.nl/WebQuery/jbrowser?q=\\*](https://library.wur.nl/WebQuery/jbrowser?q=*) as an alternative) if you can publish Open Access (OA) for free. If it says "100 percent discount for VU authors" it's safe to assume this also applies to you.
2. Check in <http://www.sherpa.ac.uk/romeo> if this publisher allows uploading to your institutional repository. If that is the case, you can fulfill your obligation for open access publishing by uploading your paper to your institutional repository.
3. If neither of these holds, then (and only then) check if the venue allows you to pay an open access fee. Then ask the project manager by [email](#) for permission to pay the fees, and justify your request by (i) showing the negative results on steps 1 and 2; (ii) arguing why you really need to publish at this venue; (iii) quoting the required fee; and (iv) sending a copy of the paper explaining to which subproject this is related. If you get approval to pay the fees, you can declare this from your local funding, and at the end of the calendar year your university will get the fees refunded from central HI funds.

## 5 Publication Approval

Due to the involvement of many partners, their opinion and stake in IP and/or patentable information you are kindly asked to complete the 'form for publication approval' to ensure that your publication is approved by all partners.

## 6 Procedures per publication type

### 6.1 Publications supported by HI

If the work presented in a publication is supported by HI, through financial or in kind contributions, the following responsibilities and steps should be taken into account (mandatory):

- Confirm if the target journal or conference is on the journal or conference list, and add it if it is not on the list.
- In case of presentations or posters: use the applicable template for the publication.
- Prepare high-quality HI publications, gathering the input from all involved parties, being them internal or external to HI, and if needed, ensure via the Project Manager (PM) review by the related (co)leaders and the Executive Board (EB);
- State proper acknowledgements for publications *supported by HI* (see [subsection 2.1](#))
- Ensure the correct logo's are included as needed (see [subsection 2.2](#))
- Assess with your supervisor, relevant collaborators and the member(s) of the EB related to your institute(s) if the intended publication contains patentable issues or is partner sensitive. If yes, submit the draft publication to the PM for review by the Management Team (MT) and EB, respecting the review time before approval;
- Finalise the publication taking into account the input from all contributors in the review process;
- Version control draft publications.
- Ensure the publication is under Open Access, see [section 4](#)

- Report the publication to the PM ([projectmanager.at.HI@gmail.com](mailto:projectmanager.at.HI@gmail.com)) as soon as it is published (mandatory). They should be reported to the PM as a BibTeX entry, see [section 3](#).
- In case of a presentation or poster at a conference, write a short report on the event, the feedback received on the presentation, interesting contacts made and make the report available to the consortium on the project platform within 10 days after the event.

## 6.2 Publications on behalf of HI

Publications *on behalf of* HI are publications or presentations that express for example general announcements, progresses, or reports, which pertain to the project altogether, or part of it, and present the opinions and consensual statements from the Consortium.

These publications should take into account the following responsibilities and steps (mandatory)

- All steps described for the publications *supported* by HI.
- As publication *on behalf of* HI represent the opinions of the Consortium, review and approval by the Management Team (MT) and Executive Board (EB) are mandatory prior to submission/publication/presentation. Complete the 'form for publication approval' (see [section 5](#)), and submit the draft publication to the PM for review by the MT and EB, respecting the review time, and allow sufficient time to obtain approval.

## 6.3 Publications related to HI

As publications *related to* the HI consortium concern publications but do NOT contain outcomes or contributions that have been financially supported by HI, nor contain work conducted according to the HI Grant Agreement and the Description of Work, the steps described for publications *supported by or related to* HI are optional. It should be discussed with the supervisor which steps may apply and the MT should be consulted through the project manager on whether the publication should be reported for listing on the website.