

Publishing Policy

Guideline for publications as well as press and public relations work in the COVID-19 Research Network Lower Saxony (COFONI)

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COVID-19 FORSCHUNGSNETZWERK NIEDERSACHSEN

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Preamble

In order to promote the visibility and perception of the research activities of the COVID-19 Research Network Lower Saxony, Germany (COFONI), this publication guideline defines clear and uniform designations for the COFONI acknowledgement in publications and regulates the press and public relations work concerning COFONI.

Publications in the sense of this guideline are in particular first and second publications of research results including preprints (published on preprint servers), method articles, review articles, editorials, commentaries, publications on research transfer, patents, publications of research data or teaching materials, but also research proposals and reports. Uniform naming also applies in the context of meetings where COFONI is mentioned, such as congresses, symposia and lectures, as well as for press releases and public relations including social media posts.

This Publishing Policy applies to all COFONI funded projects, COFONI supported projects, including projects involving the COFONI technology platform, and COFONI secondary use projects (usage project) in accordance with the Use and Access Policy for the COFONI technology platform.

As further provisions on scientific publications, the regulations from §8 of the Cooperation Agreement between the COFONI partner institutions apply (see Annex 1).

1 COFONI Acknowledgement

Significant financial support of research projects by COFONI is mentioned in the acknowledgement of a publication. This in turn is also a prerequisite for the visibility of a funding institution. The COFONI Acknowledgement demonstrates COFONI's financial involvement in scientific projects and acknowledges it accordingly.

1.1 Using the COFONI Acknowledgement

The COFONI Acknowledgement is used if the research study on which the publication is based was fully or partially funded by COFONI. In addition, the COFONI Acknowledgement is used for publications or manuscripts of COFONI-associated studies, although in some cases there is no financial support from COFONI for these, and for publications or manuscripts based on results from usage applications generated from the COFONI data and sample collection.

1.2 Specification of the COFONI Acknowledgement

The wording in case of financial participation by COFONI is:

“Supported by the COVID-19 Research Network Lower Saxony (COFONI) with funding from the Ministry of Science and Culture of Lower Saxony, Germany (14-76403-184).”

The wording for a COFONI-associated study without COFONI financial involvement is:

“Supported by the COVID-19 Research Network Lower Saxony, Germany (COFONI).”

The wording for a COFONI usage project is:

“Data and/or samples were provided by the COVID-19 Research Network Lower Saxony, Germany (COFONI) from the COFONI data and sample collection funded by the Ministry of Science and Culture of Lower Saxony, Germany (14-76403-184).”

The wording when using the central COFONI technology platform is:

“The study/project was carried out using the technology platform from the COVID-19 Research Network Lower Saxony, Germany (COFONI) funded by the Ministry of Science and Culture of Lower Saxony, Germany (14-76403-184).”

2 Authorship of Scientific Publications

The qualification requirements for authorship in accordance with the "Guidelines for Ensuring Good Scientific Practice" of the German Research Foundation (DFG)¹ must be applied.

2.1 Authorship eligibility

The following persons or groups have a right to authorship (right to be invited to contribute to the collaboration on the manuscript): Those involved at a scientific level in

- Data acquisition
- Provision of data that will be included in figures for publication
- Provision of essential experimental tools (e.g. non-commercially available animal models)
- Important intellectual contributions to the project structure
- Analysis and interpretation of data
- Execution of statistical analysis
- Supervision of funding and implementation
- Critical revision of the draft manuscript for important intellectual content.

Not considered eligible for authorship:

- Provision of commercially available reagents (e.g. monoclonal antibodies, plasmids).
- Acquisition of scientific data that has been financially compensated as part of service provision.

2.2 Co-authorships

The project leader or the committee appointed for this purpose involve potential co-authors (including persons or groups with author eligibility, see 2.1) in the preparation and writing of the manuscript and put the (co-)authors in order.

2.3 Co-authorships when using the central COFONI technology platform

In the case of studies using the central COFONI technology platform, COFONI strongly recommends that the coordinators/contact persons of the technology platform be offered to contribute to the manuscript (author eligibility), as they make a large, important, long-term and time-consuming scientific contribution to the success of the COFONI technology platform.

2.4 Co-authorships for usage projects

For publications based on results from usage applications generated from the COFONI data/sample collection:

If the data and samples used cannot be attributed to individual COFONI studies, the principal investigators of those studies may not be credited as authors. If study-specific data and samples are used from COFONI studies that are no longer subject to the protection period under the Use and Access Policy for the COFONI technology platform, the study leaders will not be named as authors. If the data and samples used can be attributed to individual COFONI studies, the study leaders of these studies will be named as authors.

In any case, the project leader of a secondary use project is obliged to refer to the usage of the COFONI data/sample collection in the acknowledgement (see 2.1).

¹ Deutsche Forschungsgemeinschaft. (2019). Guidelines for Safeguarding Good Research Practice. Code of Conduct. <http://doi.org/10.5281/zenodo.3923602>

3 Regulation on joint, cross-locational publications

Funding in the COVID-19 Research Network Lower Saxony is explicitly tied to cross-site cooperation, the goal of which is joint scientific publications of the results. The final draft of a manuscript must be circulated with sufficient advance notice to all cooperation partners involved as authors. As further provisions, the regulations from §8 of the Cooperation Agreement between the COFONI partner institutions apply (see Annex 1).

4 Publication medium

It is recommended to publish project results in Open Access (OA) for the purpose of scientifically adequate communication. The corresponding contributions should either be published directly in quality-assured or professionally recognised OA journals or on OA platforms, or published in addition to the publisher's publication, if possible without delay.

5 Publication notification (also PREPRINTS)

After a publication has been accepted or published as a preprint, the project leader is responsible for reporting the reference (and, if possible, a version of the article in PDF format) to the COFONI coordination office:

cofoni@med.uni-goettingen.de

The coordination office undertakes to comply with the respective copyright obligations. The coordination office will inform the COFONI Steering Committee and the Ministry of Science and Culture of Lower Saxony, Germany about the publication, if applicable.

6 Presentations and congress contributions

Presentations on COFONI projects must mention COFONI funding and use the COFONI logo in presentations and on posters. Requests for the logo can be directed to the COFONI coordination office (cofoni@med.uni-goettingen.de).

7 Press and public relations

In the press and public relations work, reference should be made to the funding provided by COFONI. The objectives of COFONI's press and public relations work are to disseminate COFONI's scientific and structural approaches and to publicise current research findings. Target groups are the scientific community, journalists, patients, patient organisations, the interested public and opinion leaders in politics and business.

Press releases and social media posts about research activities and publications in the COVID-19 Research Network Lower Saxony should be coordinated in advance with the COFONI Coordination Office (cofoni@med.uni-goettingen.de). This applies in particular to the active planning of press releases and social media contributions for COFONI-funded projects by the responsible COFONI-funded scientist.

8 Enforcement

The COFONI Steering Committee has approved these Publishing Policy; they shall be enforced on 16.07.2021.

Annex 1: Extract from the Cooperation Agreement

§ 8 Scientific PUBLICATIONS

- 8.1 *The results iSv §5.1 are in principle intended for scientific publication ("**publications**"). The partners aim at joint publications, but may also publish independently after approval by the other partners in accordance with the procedure in §8.2. Authorship of joint publications is determined on the basis of standard good scientific practice.*
- 8.2 *A separate publication by only one or some of the partners before publication of the overall study results by all is excluded. This does not apply if the partners fail to publish the results within 12 months after completion of the project. The following procedure must be followed for separate publications:*
- *In the case of publications arising from this agreement, the partners will take the interests of the other partners into consideration and will therefore send each other the text of the intended publication in good time, at least 30 days (15 days in the case of abstracts) before the planned publication, in order to give the other partners the opportunity to comment.*
 - *If one partner does not submit a statement within the corresponding period of time until the planned publication, this counts as an approval without any requests for adaptation.*
 - *If the partner in question submits suggestions for changes, the sending partner undertakes to take these into account in the planned publication, unless the suggestions for changes impair the scientific character of the publication.*
 - *As an exception, partners may request a postponement of publication of up to 90 days to the extent necessary to secure rights.*
 - *The partners shall endeavour not to allow a delay in publication to occur. The partners will therefore not unreasonably delay or hinder a publication.*
 - *However, the partners publishing alone shall ensure that the other partners are given due consideration as authors of this publication in accordance with good scientific practice or at least acknowledged in accordance with their participation.*
- 8.3 *The partners grant each other, insofar as they are entitled to do so after publication under the publishing agreement, a non-exclusive, non-transferable or non-sublicensable, royalty-free right of use for the non-commercial purposes of research and teaching in respect of the separate publications made under § 8.2.*