Leibniz Gemeinschaft

Publication guidelines for Leibniz Institutes

A handout

Developed by the Working Group
on Open Access and Publication Management

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1. Introduction

Publication guidelines constitute the requirements of a research institute about how it should be named in publications by its members. In this way an institute can regulate, in a consistent and approved way, the affiliation of its staff in all publications resulting from the research it undertakes. Such guidelines promote a standardised description of an institute's publications in literature and citation databases thus increasing the visibility of its publications as well as contributing to good scientific practice.[1]

Publication guidelines also often deal with other aspects of publishing, such as arrangements for open access or internal procedures for managing publications. In this respect such guidelines are more comprehensive than a simple open access policy.

If an institute has an established policy on open access the publication guidelines can refer to this policy. This also applies to any other agreements that are relevant to the institute's publication policies.

This handout from the Working Group on Open Access and Publication Management is intended as a general guide only. The Working Group can only make suggestions, not issue binding guidelines. The items mentioned should be used as a framework, to prompt questions about the aspects relating to publishing which need to be regulated by the institute and any references that should be made to relevant existing policies, guidelines or handouts.

The Working Group does not lay down formulations for each item, as these need to be developed individually for each institute. The degree to which each particular guideline is binding needs also to be considered – for example, a conscious decision should be made between modal verbs "can", "should" or "must".

All links were last checked on 6 March 2025.

Intended Audience

This guide is primarily aimed at those responsible for open access and publication management at Leibniz Institutes. The aim is to help standardise publication management across participating institutes and to make publication procedures more efficient.

2. Items appropriate for inclusion in publication guidelines

Definition of relevant publication formats

- Clarification of what classes as a scientific publication, which publications are, or are not, covered by the guidelines (for example written scientific publications, patents, research data, posters, films etc.).

Clear identification of authors and their institutional affiliation

- Proper title of the institute (and, if applicable, the departments within it) in both German and English.

[1] See, for example, the DFG guidelines on good scientific practice, in particular Guideline 14 (Authorship), https://zenodo.org/records/14281892

- Reference to appropriate identifiers (e.g. ROR or Ringgold for research organisations, ORCID for authors).
- Conventions for dealing with co-authorships or multiple affiliations (e.g. Leibniz Institute membership alongside professorship at a university).
- Definition of whose publications are classed as belonging to the institute (for example authorship by visiting academics, associated research fellows, and in cases where the author has moved between organisations since undertaking the work in question).

Internal publication processes

- Appropriate in-house references and documentation (e.g. inclusion in the CRIS system, notification to the library).
- Procedures for institutional authorisation of publications (at what stage, by whom).

Requirements of research funders

- Compliance with the requirements of relevant research funding organisations regarding open access publication (e.g. funding acknowledgements, grant number, requirements for use of CC licences).

Bibliometrics and rankings

- Reference to institutional recommendations regarding the choice of journals in which to publish.
- Reference to overarching initiatives such as the *Declaration on Research Assessment* (DORA)[2] or *Coalition for Advancing Research Assessment* (CoARA)[3].

Open Access

- Reference to the institute's open access policy.
- Reference to the overarching Leibniz open access policy, if applicable[4].

Predatory Publishing

- Advice on avoiding publishing in dubious journals, conferences etc.
- Reference to Think-Check-Submit[5].
- Signposting to useful contacts and advice services within the institute.
- If appropriate refer to the Leibniz handout *Predatory Publishing*[6]*.*

[2] Cf. https://sfdora.org/read/
[3] Cf. https://coara.eu/
[4] Cf. https://www.leibniz-gemeinschaft.de/fileadmin/user_upload/Bilder_und_Downloads/Forschung/Open_Science/Open_Access_Policy_web.pdf
[5] Cf. https://thinkchecksubmit.org/
[6] Cf. https://www.leibniz-gemeinschaft.de/fileadmin/user_upload/Bilder_und_Downloads/Forschung/Open_Science/Handreichung_PredatoryPublishing_2018.pdf

Social Media

- Correct naming of the author's institute when referencing publications on social media or websites.
- Reference to any social media policy established by the institute.

Information and counselling

- Relevant contacts and advice services available within the institute.

Good scientific practice

- Naming of all people involved in the publication with clearly designated corresponding authors and editors where applicable.
- Procedures for handling withdrawn publications, corrections and errata.
- References to any relevant internal guidelines on good practice.

3. Examples of publication guidelines

The following publication guidelines of German scientific institutions may be helpful.

- Helmholtz Centre for Environmental Research (UFZ), Leipzig
- IPF – Leibniz Institute for Polymer Research Dresden
- Johannes Gutenberg University Mainz
- Ruhr University Bochum
- TUD – Dresden University of Technology
- University of Cologne