



Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

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Document(s) repealed: Beslut att alla avhandlingar publiceras elektroniskt i Epsilon från och med den 1 oktober 2003 (Dnr SLU ua 18.9-2650/02), Beslut om elektronisk publicering av faktablad och rapporter vid SLU (Dnr SLU ua2014.2.3.2-1501).

Annex to: Decision on Guidelines for SLU publications

Guidelines for SLU publications

Purpose and scope of the guidelines

The purpose of SLU's guidelines for publications is to act as quality assurance for the university's publications and to create the conditions for their increased accessibility, visibility, and usage.

The scope of the guidelines includes publications published by faculties and departments, or other organisational units within SLU. The guidelines also cover cases in which SLU is the publisher. "Publications" refers to material that communicates or reports research or environmental monitoring and assessment to the following: the scientific community, SLU's sectors, interested members of the public, and other stakeholders or principals.

The guidelines do not cover student projects, as these are already covered in guidelines regulated by the Board of Education (UN). The guidelines also do not cover databases, or research and environmental monitoring and assessment data. They also do not cover magazines or scientific journals that are published by SLU, as these are regulated in a different way, such as with respect to the responsible editor.

These guidelines apply only when SLU or a unit within SLU is the publisher. Publications produced through various forms of collaboration, for example on behalf of other authorities or in collaborative projects, should only have one publisher. The activity in question decides how this should be determined. The collaboration and cooperation can be highlighted graphically in accordance with SLU's brand architecture guidelines.

Open access to publications published by SLU

The full text of all publications published by SLU must be made openly available via SLU's publication database, SLUpub. For compilation theses, at least the thesis

part (also called the introductory chapter or summary) must be published in SLUpub. Articles included in the thesis that have been published in journals must be made available together with the introductory chapter in SLUpub in accordance with copyright permissions.

Copyright licences

SLU recommends that publications should be licensed under an optional licence from Creative Commons (CC). Deviations from this are permissible when justified.

Responsibility

Publishing units within SLU (publisher) must have a designated person responsible, both for their own series and for the publications published outside of a series. To be responsible means having the overall responsibility for a series and/or a unit's publication outside of a series, but not responsibility for the content of each individual publication. To be responsible should not be understood as the legal concept of "responsible editor".

Where there is no designated person responsible, the head of the publishing unit/accountable manager is responsible for the series, as well as for publications published outside of a series.

Responsibility for the Acta Universitatis Agriculturae Sueciae series, where SLU's doctoral theses are published, lies with the vice-chancellor. The management of the series is delegated in the vice-chancellor's delegation of authority to the chair of the Council for PhD Education (Fur).

Visual identity and bibliographic information

Publications must follow SLU's visual identity. The general rule is that publications should have a front page, a title page, and a summary. The exception to this rule is to not include a front page and title page for publications where it would not be appropriate, such as fact sheets or policy briefs. However, these types of publications must include the following mandatory bibliographic information:

Front page:

- SLU's logo
- Publication title

In addition, the publication must contain the following information (on the front page or title page):

- Author/origin, including affiliation
- ORCID, in the cases where the author has an ORCID (Open Researcher and Contributor ID)
- Publisher (only one organisation/unit should be publisher)
- Year of publication
- Place of publication

- Information about copyright (in the format "© The Authors") as well as any CC licence for the publication
- ISBN (if appropriate)
- DOI (Digital Object Identifier) in the cases where the publication has a DOI

If the publication is part of a series, the following information must also be included:

- Title of the series
- Series sequential number
- ISSN, in the cases where the series has an ISSN

Appendix to the guidelines for SLU publications

This appendix contains additions and explanations to the contents of the guidelines.

Open access and the FAIR principles

In accordance with SLU's policy for scientific publishing, all scientific publications produced by the university must be made openly available.¹ The definition of open access in the policy and in these guidelines is a publication that is free for everyone to read without cost and registration. The SLUpub platform must be used for open access to publications published by SLU. In addition, registration of publications and open access in SLUpub fulfils a significant number of the FAIR principles.² FAIR is an internationally established concept or framework for how to structure and describe research outputs in order for them to be findable and reusable, both by humans and machines. FAIR stands for *Findable, Accessible, Interoperable* and *Reusable*. Criteria for FAIR publications have been drawn up by the National Library of Sweden on behalf of the government, for the purpose of being used to assess whether scientific publications meet the government's objectives for open access.³

In SLUpub, SLU's publications are visible, searchable, and findable over time, and they are also assigned permanent links and identifiers. The measures set out in these guidelines, in addition to registration and publication in SLUpub, are required in order to fulfil the FAIR criteria. This primarily involves the provision of licence information for the use of the publications and ORCID for the authors.

Copyright licences

The author consents to the copyrighted work being made available, disseminated and transmitted to the public through an open licence under Creative Commons (CC)⁴, and under specified terms and conditions, while full account is taken of the author's statutory non-profit copyright. This means that the author must always be named.

These days, CC licences are standard for scientific publishing with open access. The library provides information and advice when it comes to choosing a licence.

¹ Policy for scientific publishing (SLU Bibul 2020-39).

² Wilkinson, M.D., et al. (2016). The FAIR Guiding Principles for scientific data management and stewardship. *Scientific Data*. 2016. 3:160018. DOI:10.1038/sdata.2016.18.

³ The National Library of Sweden, Kungliga biblioteket (2019). *Scientific publications and the FAIR principles*.

<https://www.kb.se/samverkan-och-utveckling/oppen-tillgang-och-bibsamkonsortiet/oppen-tillgang/fair.html>. (Collaboration and development/open access and the Bibsam Consortium/open access/fair.)

⁴ <https://creativecommons.org/licenses/>

Responsibility

The guidelines stipulate that each publishing unit must have a designated person with overall responsibility for what is published in the name of the series/unit, and who also acts as the contact person in the event of any issues that need to be handled. However, the guidelines do not provide detailed specifications of what is included in the responsibility for the publication or series. This may vary for different activities. For example, the responsibility may involve approving publication in the name of the series/unit, ensuring compliance with the presentational requirements for the publications in the series/unit (in addition to the mandatory requirements in accordance with SLU's guidelines), designing possible quality reviews of the content of publications, deciding on possible delayed publication (embargo) or the removal (unpublishing) of a publication.

Visual identity and bibliographic information

SLU has a Word template for reports and individual publications, and a report template in Indesign, to make it easier to follow the guidelines outlined in this document. Use of the templates is not mandatory, but publishing units must ensure that the guidelines are followed.

It should be emphasised that the Act on the Accessibility of Digital Public Services (2018:1937) requires that information on government websites be accessible to all. This also includes publications in SLUpub.