

Ice2sea Publication Guidelines



Aims

The purpose of this document is to set some guidelines that will ensure that all publications that are funded by ice2sea are recorded, both for the purposes of formal reporting to the EU, and to show the wider community and other interested parties what we are achieving. Ice2sea operates under the same rules of good practice common to all scientific collaborations, and the responsibility to publish, or not, and who should appear as co-authors, remains entirely with the authors. We recognise, that in almost every case, another institution or body has contributed towards the funding of our work, and so there is an expectation that those bodies be acknowledged in parallel with ice2sea, and their submission guidelines should also be followed.

The guidelines below are formulated to ease the job of the Programme Office in issuing publication numbers and tracking the progress of papers; to ensure that programme partners have the opportunity to view and if required comment on papers submitted by their colleagues in line with our Consortium Agreement; and finally, to ensure that papers submitted by the ice2sea partners are properly considered for special support in terms of press and media exposure. If you follow the procedures outlined below we can keep a structured and accurate record of all ice2sea publications.

Procedure

We request that you please send a copy of your manuscript to Programme Office at the same time as you submit it to the journal. While we would accept only the abstract, it would be more satisfactory to receive the entire submitted manuscript. Please also include the name of the journal to which you have submitted.

This manuscript will be posted only on the Member's area of the ice2sea website, and all programme members will be instructed that access to it must be restricted to ice2sea members. To repeat, manuscripts in this area are provided as courtesy to other partners, and in the spirit of encouraging debate and collaboration, or in extremis, to highlight content that may cause concerns for other partners.

Another important benefit of early submission is that papers will be read by the Programme Office to determine whether the paper should be publicised further, perhaps with a press release, or specific communication to the European Commission. By informing us of the content at the time of submission, the programme office will have sufficient time to plan communications to maximise the impact of partners' papers.

Accepted and Published papers will be made available on the open area of the website. If the journal copyright rules allow there will be a direct link to a .pdf of the final article; if this is not acceptable to the journal, a link to the paper on the journal's website will be provided.

Under the publication listing, if you wish your name to include a link to your email address, please request so at time of submission to ice2sea.

Acknowledgement text

In line with the expectations of our funding, papers published involving ice2sea funded work should include the acknowledgement of the form:

"This work was supported by funding from the ice2sea programme from the European Union 7th Framework Programme, grant number 226375. Ice2sea contribution number ###"

To get a contribution number, please send an email to ice2sea@bas.ac.uk – these will be allocated on order of submission to ice2sea.

Posters

For posters presented at significant meetings and symposia, which should be considered as contributing to the outputs of ice2sea; please send an email with the title, authors (preferably with those funded by ice2sea in bold text), abstract, and the name and date of the conference that it was, or will be, presented at.

Where posters are provided to the Programme Office as a pdf (or similar), we will be happy to post these on the ice2sea website, in open or secure form, as requested.

Templates for posters in PowerPoint can be found at <http://www.ice2sea.eu/Documents.html>. Note also that templates for PowerPoint presentations (.pot and .potx) can be found at this address. For these please substitute the BAS logo with your own institute's logo.

Summary

- * Before submission request an ice2sea manuscript number from the Programme Office.
- * Send a copy of your manuscript to ice2sea@bas.ac.uk at the time of submission to journal.
- * Inform the Programme Office of acceptance of your manuscript.
- * Send the published paper to ice2sea@bas.ac.uk.
- * Posters are included in publication lists.