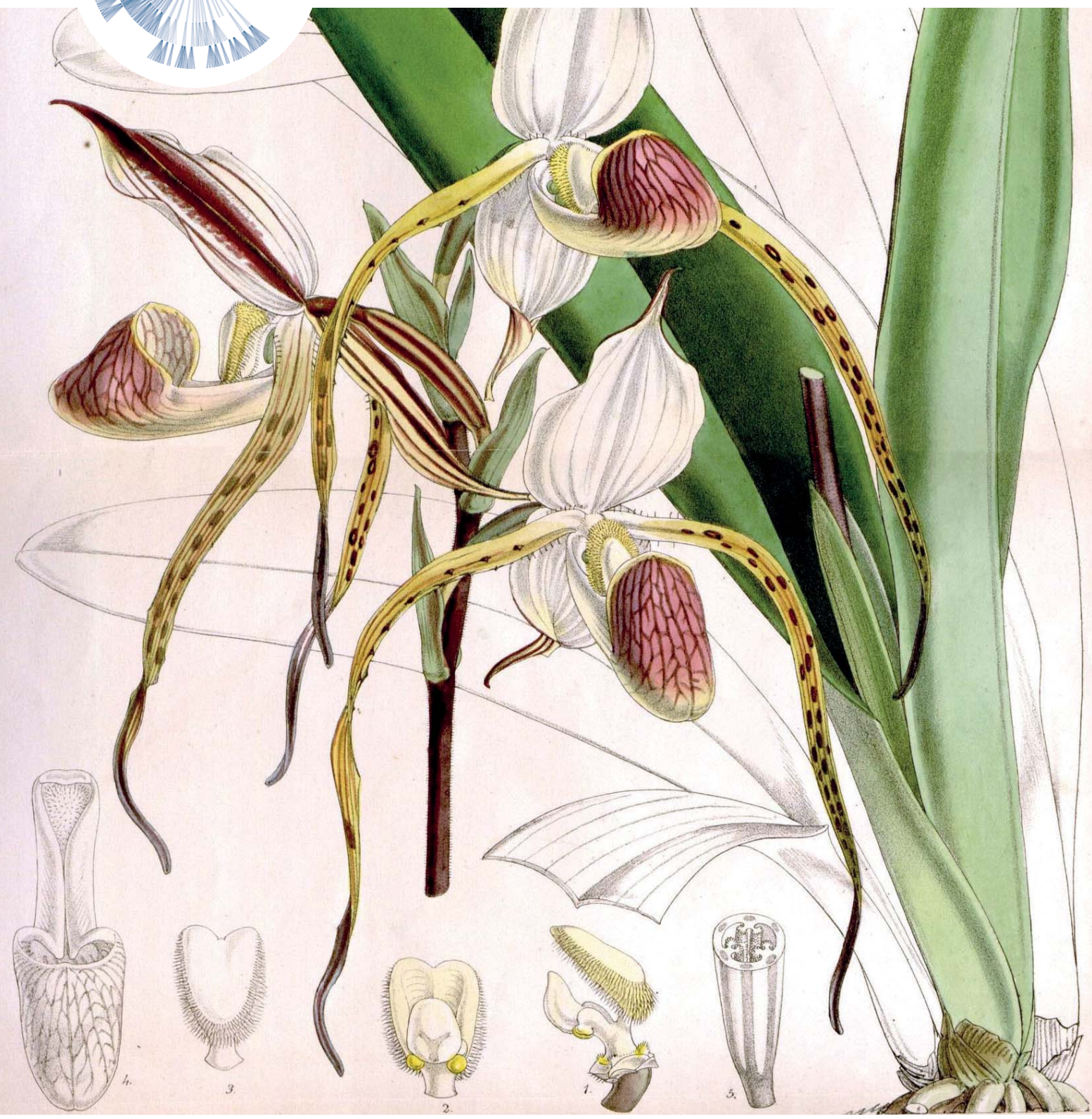


*Consortium of European Taxonomic Facilities*

# E-PUBLISHING GUIDELINES



**Recommendations regarding  
authorship citation and Open Access**









CETAF ran two workshops on e-publishing and Open Access at CETAF Governing Board meetings (CETAF40 in Madrid, Spain, and CETAF42 in Heraklion, Greece) during which specific questions about scientific publishing in taxonomy were addressed. The discussions aimed at reconciling the requirements of the relevant nomenclatural codes with recommendations for best practices that are adapted to the evolving landscape of e-publishing.

Collective policy on authorship citation fits into the wider challenges faced by researchers and institutions, in which interoperability and traceability become key priorities, both for facilitating access to scientific resources and for generating metrics that accurately represent the activities and output of the community. Publications resulting from publicly-funded research should be considered as an essential part of the research process and there has been a strong move towards Open Access, which increases visibility, citability, innovation and impact. Diverse models of Open Access have appeared in scientific publishing but while they each promote free access to the end user, they are not equally equitable for the authors and funders of the original research.

Herein two sets of recommendations are presented that were adopted by the CETAF Governing Board at CETAF 43 meeting in London in April 2018.

Find out more on [www.cetaf.org](http://www.cetaf.org)

## ***I. Recommendations regarding Authorship citation***

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### **A) RECOMMENDATIONS FROM THE INSTITUTIONAL AND/OR COMMUNITY POINT OF VIEW**

#### **RECOMMENDATION 1.**

#### **Recommendations regarding authorship citations in Zoology and Palaeozoology**

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**1.1. Follow recommendation 51A of the ICZN** which states that “the original author and date of a name should be cited at least once in each work dealing with the taxon denoted by that name”.

**AUTHORITIES:** Author, date after the taxon name, e.g. *Eviulisoma ejti* Enghoff, 2018; *Eviulisoma cetafi* Enghoff, 2018





**1.2. Authorship is only to be considered as a bibliographic reference if it is formally cited as a reference in the article,** by indicating, for instance, the page number. In this case, it is mandatory to report the reference under the References section.

**E.G. FROM THE EJT:** the first line below refers to the taxon name and is not a bibliographic reference while the second line entry refers to the original publication in which the genus was described:

Genus *Sylvicanthon* Halffter & Martínez, 1977

*Sylvicanthon* Halffter & Martínez, 1977: 36, 45, 61–63.

## **RECOMMENDATION 2.**

### **Recommendations regarding authorship citation in Botany and Palaeobotany**

**2.1. Follow the recommendation of Art. 49.1 of the ICN** stating that “when a genus or a taxon of lower rank is altered in rank but retains its name or the final epithet in its name, the author of that earlier name, if it is legitimate (i.e. if it is the basionym; Art. 6.10), is cited in parentheses, followed by the name of the author who effected the alteration (the author of the name). The same provision holds when a taxon of lower rank than genus is transferred to another genus or species, with or without alteration of rank.”

**AUTHORITIES:** Author after the taxon name, e.g. *Begonia wattii* C.B.Clarke

**2.2. Authorship is not to be considered as a bibliographic reference except if it is formally cited as a reference in the article,** by indicating, for instance, the page number. In this case, it is mandatory to report the reference under the References section.

**FOR EXAMPLE:**

*Begonia aborensis* Dunn [sect. *Sphenanthera*]

*Bulletin of Miscellaneous Information*, Kew 1920: 109.

**2.3. When a bibliographic reference is indicated in the taxonomic treatment it has to be cited under the References section,** e.g. below the original description is referred to under the taxon treatment entry and the bibliographic reference is mentioned between brackets to ensure the inclusion of this reference in the bibliography.

**FOR EXAMPLE:**

*Begonia aborensis* Dunn [sect. *Sphenanthera*]

*Bulletin of Miscellaneous Information*, Kew 1920: 109 (Dunn 1920)



Recommendation 2.3 is much more explicit and ensures that the reference will be listed in the bibliography. This approach, followed by the *European Journal of Taxonomy* when dealing with Botany, is similar to that used in Zoology and is both human — and machine — readable.

## B) RECOMMENDATIONS TO JOURNAL EDITORIAL BOARDS

### RECOMMENDATION 3.

#### Recommendations for journals published by or on behalf of CETAF members

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**3.1. Rules** regarding authorship citation and their respective inclusion, or not, in the bibliographic references **are to be clearly stated** in the Instructions to Authors.

**3.2. Consistency in the Rules enforcement** is to be pursued.

**3.3. All references cited in the main text must be listed in the References section.**

**3.4. The References section must include all publications cited in the text and only these.**

## C) RECOMMENDATIONS TO THE AUTHORS

### RECOMMENDATION 4.

#### General Recommendations for Authors

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**4.1. Publishing in taxonomy needs to be in compliance with the nomenclatural codes**

It is highly recommended to publish in a journal with an ISSN (*International Standard Serial Numbers*) archived in a LOCKSS system (“Lots Of Copies Keep Stuff Safe”), or equivalent, archiving the article in a PDF/A format and providing either Zoobank or Mycobank registrations numbers, and in the future, for plants, one from the accepted registration system(s) put in place under the ICN.





## II. Recommendations regarding Open Access

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### A) RECOMMENDATIONS FROM THE INSTITUTIONAL AND/OR THE COMMUNITY POINT OF VIEW

#### RECOMMENDATION 5. Promote Open Access (OA) in your institution

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- 5.1. Promote publication in Gold OA by default**, i.e., online publication of an article edited by a scientific publisher, to produce an official final paper (with peer review, revision, copy editing, layout, verification of all details: nomenclature, DOI, bibliographical references, etc.).
- 5.2. Develop a clear policy for OA** and give your researchers the help and means to deposit a digital copy of their articles in an institutional or national repository (Green OA).
- 5.3. Fight against excessive APCs**, invite authors to publish in fair-priced online journals and put a limit on how much authors may delve into their grants or institutional budgets for APCs. For instance, in some European countries, it is ca. 1,300 Euro/article in taxonomy related fields (in taxonomy, for a rate of 20 Euro/page a budget of 800 Euros for 40 pages is necessary).
- 5.4. Promote the institutional publications**, regain or maintain control of publishing in-house or within a consortium supporting fair publishing practices (e.g. the *European Journal of Taxonomy*).
- 5.5. Evaluate researchers in accordance with the institutional OA policy.** The evaluation should take into account the fact that the articles have been published in OA, for a focus placed on those in Diamond OA.

In the specific case of the CETAF membership, journals published by learned societies or associations hosted by the CETAF member institutions can benefit from the CETAF Publishing working group to help them to comply with their institution OA policy or to transform their economic model into a model that is both sustainable and compliant.

## B) RECOMMENDATIONS TO AUTHORS

### RECOMMENDATION 6.

Publish in Open Access journals following the recommendations below:

**6.1. Select high-quality journals** with an impact factor, but most importantly journals **promoting a fair model for OA** or, even better, published in Diamond OA (such as the *European Journal of Taxonomy*).

**6.2. Do not post pre-print or post-print articles online** on platforms or networks as this might invalidate taxonomic acts or complicate their later interpretation.

**6.3. Posting your article on ResearchGate, Academia, etc. does not qualify as OA** and most of the time it is forbidden by commercial publishers. Moreover, major publishing companies are currently taking action against ResearchGate's copyright infringements. Thus, special attention must be given to the legality of online diffusion on these networks.

**6.4. Submit a copy of the publisher's final document in PDF** format to your institution's repository (archiving) as soon as it is possible, it may even be mandatory depending on the funding source, institution and country. Institutes or universities generally have the obligation to do so.

**6.5. If your article could not be published in Gold OA,** then

- ▶ check SHERPA RoMEO for the date of the release of an article from the embargo (an embargo period is generally 6 months in the taxonomy related fields);
- ▶ during the embargo period, respond to requests for PDFs on a one-to-one basis (generally allowed by publishers; see conditions in SHERPA RoMEO);
- ▶ provide article access as soon as possible via an online repository (Green Road),
- ▶ always give precedence to the publisher's final PDF (not a post-print, and certainly not a pre-print).







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*These guidelines have been compiled by Laurence Bénichou and Isabelle Gerard — leaders of the CETAF e-Publishing Working Group — with the collaboration of Michelle Price (CETAF Chair) and Eric Laureys, based on the results of two workshops on e-publishing held at CETAF40 and CETAF42.*