Publication policy for the
Alfred-Wegener-Institut, Helmholtz-Zentrum für Polar- und Meeresforschung
(March 14 2014)

§1. Basis

The research and publication activities of AWI comply with the basic rules for "Safeguarding Good Scientific Practice" formulated by DFG. All authors are responsible for the observance of these principles.

The publication output is an essential part of every assessment and evaluation of the research activities of the Alfred Wegener Institute (AWI) and its organisational units. It is therefore of fundamental importance for the AWI to fully and promptly record its scientific publications in a database. For this purpose, the AWI provides the institutional repository ePIC (http://epic.awi.de/). ePIC even allows for linking the publication output to the programme divisions and the organisational units of the AWI as well as for filing an Open Access version of the publication.

§2. Obligation

Every AWI scientist is obligated to enter his/her publications in ePIC. Publications shall be registered in a timely manner, at the latest at the time of publication. This is compulsory for peer-reviewed publications in journals recorded in the Thomson Master Journal List - and/or Scopus and other peer-reviewed journals. Monographs, book chapters, conference contributions, posters, abstracts and presentations are also to be entered.

Besides the complete bibliographic data, every entry must contain the following additional information according to the links offered by ePIC:
- Identification of the AWI employee in the list of authors,
- Assignment to the research platforms and expeditions of the AWI,
- Linking with the programme topics and work packages of the AWI,
- Linking with the organisational units of the AWI,
- Cross references to data and supplements.

The section heads are responsible for the complete gathering of their staff's publication output. Before submission, every publication must be coordinated with the section head; where appropriate, patent worthiness must be considered.

Before release in ePIC, the section's publication representative checks the correct assignment to infrastructure, expeditions and research programme. The library verifies the bibliographic citations for accuracy and completeness of publications in peer-reviewed journals.

For every publication, the affiliation of the author(s) must be stated as follows (statutory name): Alfred-Wegener-Institut Helmholtz-Zentrum für Polar- und Meeresforschung

At least one complimentary copy of monographs published with the collaboration of AWI employees must be given to the AWI Library in Bremerhaven, especially if the AWI granted a printing costs subsidy. Please note the directive regarding the obligation to present printed and digital copies to the State and University Library of Bremen and to the German National Library ("Pflichtablieferungsverordnung"). References from the AWI's own journals "Reports on Polar and Marine Research" and „Polarforschung" are recorded by the editors in consultation with the authors.

§3. Open Access

Like in all German scientific organisations and at the level of the European Union, "Open Access" (OA) is a defined goal in the research policy of the Helmholtz Association. ePIC allows for the filing of a digital version of the publication for every bibliographic entry. When entering publications in peer-reviewed journals into ePIC, every author is obligated to upload a manuscript file of his/her publication ("final draft", PDF without publisher's layout = self-archiving).

With the entry in ePIC, the author grants AWI the right to file the corresponding data and metadata

and to make the self-archived copy available online at no charge according to §38 (4) UrhG. This is effective automatically one year after the first publication.

§4. Data

Information on the free and permanent availability of data and other supplements belonging to a publication is part of the entry in ePIC. This basically relates to the original data, on which the publication is based and the filing of which in the AWI-operated data library PANGAEA is recommended. The entry in ePIC will be automatically linked with data in Pangaea. As an integral part of a publication, data should be made available, if possible, before or at the latest at the time of submitting the manuscript to the peer-review process.

Signed by the board of directors

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Foundations of and supplements to the publication guideline of AWI

DFG - Gute wissenschaftliche Praxis - http://www.dfg.de/gwp
Satzung des AWI -
http://www2.awi.de/fileadmin/Verwaltung/innenrevision/regelungen/ak/Satzung_Stiftung_AWI_in_Kraft_ab_01_12_2012_Korrekt
ur.pdf
Nachhaltigkeitskonzept des AWI - http://www2.awi.de/de/mitarbeiter-belange/nachhaltigkeit
Open Access in der Helmholtz-Gemeinschaft - http://oa.helmholtz.de/index.php?id=55
Merkblatt über die Helmholtz Open Access Richtlinie -
        http://www.helmholtz.de/fileadmin/user_upload/01_forschung/2013-10-14_OA-Richtlinie-IVF.pdf
ePIC internal repository policy - epic.awi.de/policies.html
Pangaea data policy - http://doi.pangaea.de/10.1594/PANGAEA.327791
Pangaea data submission - http://www.pangaea.de/submit
Richtlinie zur Doktorandenausbildung -
        http://www2.awi.de/de/verwaltung/personalabteilung/richtlinienvereinbarungen/
Thomson Reuters Master Journal List - http://ip-science.thomsonreuters.com/mjl/
Elsevier Scopus content overview/title list - http://www.elsevier.com/online-tools/scopus/content-overview
Publisher copyright policies - http://www.sherpa.ac.uk/romeo/
Pflichtablieferungsverordnung - http://www.gesetze-im-internet.de/pflav/index.html