

AUTHORSHIP AND PUBLICATION GUIDE

1.0. Introduction

Research undertaken by staffs and students of the College are recognized as vital to attaining the core mission of providing excellent teaching to students as well as contributing significantly to development. The quality of research publications by staffs would contribute significantly to the credibility and reputation of the St. Joseph's College of Education globally. Like many other academic institutions, research publication is a criterion for promotion for academic staff at the St. Joseph's College of Education. Though research publications carry huge weight in promoting and assessing the career progression of academic staff, it is not all research publications that may be accepted by the College. Prominence must be put on the **quality** of a researcher's publication record as it is more crucial to author and College's reputation than the **number** of the publications. Hence, Researchers and academic staffs of the College are entreated to be guided to work towards publishing their research with publishers that have good image and reputation rather than publishers that are perceived to be of ill repute. It must be noted that the high demand for research publications among academics has been plagued with some unscrupulous publishers and journals who take advantage of innocent authors to make money and compromise peer review protocols. This guideline is essential in helping to prevent researchers and scholars at St. Joseph's College of Education from falling victim to 'predatory' open access publishing journals which lure by offering quick turnaround times.

2.0. Ethics in publishing

The quest to have many published papers for promotion tempts many researchers to find short and dubious ways to publish. This can lead to the violation or compromise of publication ethics. The College entreats its Researchers and students to avoid academic misconducts such as plagiarism, falsification, fabrication and publishing with predatory journals and publishers. Researchers should note that there are standardized editorial processes (e.g. peer review processes) manuscripts must pass through before publication. The Committee on Publication Ethics (COPE), an association of editors and publishers of peer review journals provides a great detail of information on research publication ethics (<http://publicationethics.org/about>).

3.0. Predatory Journals

It is an undeniable fact that Open Access (OA) publishing has enhanced publishing and access to journal articles. It has however given rise to predatory publishers and journals. It is a known fact that young researchers are always anxious to boost up their publication records. This quest to boost up their publication records ends them in the hand of predatory publishers. It is common these days for researchers to receive flattering messages from predatory publishers and also the promise of quick turn-around time. The problem with predatory journals is that they compromise peer-review processes. Publishing in a predatory journal would not be counted in career progression. It is therefore incumbent upon researchers and scholars of to perform detailed background checks when looking for journals to publish their manuscript. For the avoidance of doubt, an easier way to shun predatory journals is to do careful due diligence of the journal and publisher to ensure that it is indexed at least in one of following: EBSCOhost, Scopus, Google Scholar, Web of Science, PubMed, Social Science Research Network (SSRN). Also researchers can check for its membership with the Committee on Publication Ethics (COPE) and Open Access Scholarly Publishers Association (OASPA). Researchers can publish their researches in the following journals because of their rigorous standards of peer review; Journal of Educational Development and Practice, University of Cape Coast; Emerald Enlisted Journals, Taylor and Francis Enlisted Journals, Sage Enlisted Journals and ScienceDirect Enlisted Journals. Researchers should note that the payment of publication charge is not necessarily a prerequisite for publication for all journals. Jeffery Beall provides a list of predatory journals with a detailed description of predatory publishers, journals and related issues at <http://scholarlyoa.com/publishers/>. The list also contains more than twenty-six misleading metrics organizations fabricating spurious variants of Impact Factors. Researchers are entreated to avoid the

enlisted journals of Beall because of the alleged compromise or non-existence of peer review process and the stigma that resulted thereby.

4.0. Type of publications to be considered for promotion

Publications that would be accepted for promotion include refereed books and book chapters, peer-reviewed journal articles in refereed conference proceedings and monograph. For the purpose of clarification, they are explained below:

4.1. Books

- a) Books submitted for consideration should be the product of a rigorous assessment by academics in your area of specialization.
- b) Books must be published either locally or internationally.
- c) Books must be published with recognized or prestigious publishers.
- d) All published books must bear an International Standard Book Number (ISBN) in order to be considered for promotion.
- e) For promotion purposes, course materials, pamphlets, lecture notes, teaching modules and workshop materials would not be accepted.

4.2. Book Chapters

- a) Book chapters published with prestigious publishers shall be considered as a research article.
- b) The book must bear an International Standard Book Number (ISBN).

4.3. Monographs

- a) Staffs who have been awarded PhD by research must inform the Appointment and Promotion Committee and may submit a copy of the PhD thesis to the Appointment and Promotion Committee.
- b) The awarding institution of the PhD should be a credible institution.
- c) Staffs should note that resulting published papers from PhD thesis cannot be submitted for promotion after one has been promoted on PhD thesis.

4.4. Peer-Reviewed Journal Articles

- a) Academic staffs must publish in both publish in peer-reviewed journals which are of national (Ghana) or international repute.
- b) For promotional purpose, published papers in journals that have not gone beyond three (3) volumes should not exceed 20% of a candidate's entire publications.
- c) Academic staffs are entreated to publish in varied journals; hence, 70% of the total number of journal articles should not have been published in the same journal for promotion purpose.

4.5. Articles in Refereed Conference Proceedings

- a) For purposes of promotion, only conference papers retrievable from refereed proceedings shall be considered for promotion.

5.0. Authorship

Anyone who makes significant intellectual contributions to the publication of a research article or book is regarded as an author. For the purposes of clarity, one can be considered as author in one or more of the following ways to the publication of a work:

- a) Significant contributions to conception or design of the work or acquisition, analysis or interpretation of data for the work.
- b) Drafting the work or revising it for intellectual content.
- c) Approval of the version to be published,
- d) Agreement to be accountable for all aspects of the work.¹

1. A person should meet all four criteria to be designated as an author.¹ For a multi-authored manuscript, all individuals of the group should meet the four criteria before being branded

as authors.¹ Co-authors of publications are responsible for scholarship, authorship or drafting, approval and accountable for the content of the publication. Those who do not meet all four criteria should be acknowledged. (Defining the role of authors and contributors.<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>. Accessed on 11/07/2018)

6.0. Collaborative Research

The College encourages collaborative research work. To this end, the marks awarded to a single author for his or her research publication shall be same with for three different scholars who collaborate to do a research work. Researcher shall recognize in an appropriate form or manner in his or her publications the substantive contributions of all Research collaborators including Students. In the case where there are several authors to a work, authors' name shall be arranged based on their contributions to the work. The order of authorship should be proportional to the contribution of each author. The author who contributes much shall be the first or lead author. Also where a co-authored publication is based primarily on the work of a Student, including project work, prominence in the list of co-authors should be granted to the student. By this, the student should be the first on the list of authors.

6.1. Responsibilities of corresponding author

With regards to the submission of a manuscript for publication, Corresponding Author shall:

- a) Ensure all persons who are entitled to co-authorship are included as co-authors;
- b) Make a reasonable attempt to obtain the consent of the co-authors to the order of attribution of authorship;
- c) Ensure that persons who have made useful contributions to the Research which do not qualify them for co-authorship, are appropriately acknowledged in accordance with the standards of the discipline and the publisher;
- d) Provide each co-author an opportunity to comment on the manuscript prior to its submission for publication; and
- e) Provide each co-author with a copy of the manuscript submitted for publication.

7.0. Reporting Publications

- a) It is duty of all academic staffs to report their research publications to the secretary of the Staff Development and Research Committee (SDRC) through their Heads of Departments.
- b) Newly paper must be reported as soon as they published. The (SDRC) shall compile and maintain record about JOSCO research publications.
- c) Staff must ensure that papers published in a particular year are all reported to ensure the compilation of the annual research publication report of that year.
- d) Besides, abstracts and references of publication records of staffs should be posted on the College's website.
- e) It is in the interest of academic staff to report their research publications, as only those reported, verified and registered with the College would be considered for promotion purposes.
- f) Publication outputs with the status of 'under review', 'accepted' with condition, or 'in-press' cannot be reported as published work as they are subject to change. Similarly,

conference papers that have not been published in the conference proceedings should not be reported.

8.0. Review of the Guidelines

The Staff Development and Research Committee (SDRC) shall also be responsible for reviewing the guidelines after every five years in consultation with all relevant stakeholders.

The following documents were consulted in preparation of this document:

UPSA Publication and authorship guidelines (2017)

McGill Regulation on the Conduct of Research, 2010