Policy and guidelines for publishing and registering research publications and artistic works

Replaces Vice-Chancellor's decision RÖ§31,2015

Background and policy

Every university and university college should communicate its activities, and work to ensure that research results come to good use and that the credibility of research and good research ethics are maintained.[1]

All academic and artistic research at Konstfack should therefore

- be made visible to the international artistic and academic research community, and to society in general
- if possible be published in peer-reviewed channels and, as far as possible, be made freely available (Open Access)

Registration and publishing in the Konstfack publication database DiVA should be carried out so that publications and artistic works resulting from Konstfack research from 2012 and onwards

- automatically become searchable in the national database for Swedish research (SwePub)
- can be transferred to the application platforms of the Swedish Research Council and other research funders (for example Formas and Forte), when such functionality is in place
- can be used as a basis for Konstfack's annual report
- can be used as a basis for evaluations
- can be used to present the school's research on Konstfack's external website
- can be retrieved from DiVA so that individual employees can use this as a resource when compiling a CV

All employees at Konstfack should register research publications and artistic works, that are the result of research carried out within an employment at Konstfack, in the Konstfack publication database (DiVA), with the support of the school's administration and the library. When registering in DiVA, a full-text file (pdf) of the publication should be uploaded, unless this meets with copyright obstacles.

All researchers and teachers at Konstfack should acquire an ORCID-id (http://orcid.org/), which is an international identity number for researchers. The ORCID-id is used when registering in DiVA, as well as in other contexts, for identifying a specific researcher, for example in the Swedish Research Council's application platform Prisma. The ORCID-id should be reported to the library.

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[1] Higher Education Act 1:2-3

Guidelines

Publications and artistic works which are the result of research carried out within an employment at Konstfack should be registered in DiVA, with the department at Konstfack that the researcher belonged to at the time when the work was produced given as affiliation.

The above applies to research publications (journal articles, books, articles in anthologies, conference presentations, editorships for anthologies etc.), as well as to works of popular science and opinion pieces in daily newspapers. It also applies to artistic works such as exhibitions and artworks (films, images, objects etc.). Artistic works should be documented with appendices and links.

Publications and artistic works which employees have produced outside of their employment at Konstfack can, if one so wishes, be registered in DiVA, for example in order to include these in a list of publications and artistic works, generated from DiVA. However, Konstfack should not be registered as affiliation for these works.

ORCID-id should always be registered, in the appropriate field, when registering in DiVA.

Decision

1. Employees at Konstfack should register publications and artistic works that are the result of research carried out within an employment at Konstfack in the Konstfack publication database DiVA. This applies to research publications (journal articles, books, articles in anthologies, conference papers, editorships for anthologies etc.), works of popular science and articles in daily newspapers, as well as to artistic works such as exhibitions and artworks (films, images, objects etc.), which are the result of research within an employment at Konstfack.

2. The library is responsible for support by organising workshops about DiVA, and by offering employees the possibility of individual guidance on DiVA, self-archiving and Open Access.

3. The library carries out bibliographic review of the records registered by employees. The library will also review uploaded full-text files, to ensure that these meet the publisher's policy on self-archiving

4. It is the responsibility of the head of department that the department's research publications and artistic works are registered.