

Kristiania University College's Guide to Publishing Scientific Contributions

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This guide should be followed when a manuscript containing new, research-based knowledge is ready to be submitted to a publisher. (see also the research support page, [Publishing guide](#), for information about open access publishing and various tools and tips for choosing journals/publishers).

This guide takes into account copyright for both the author and Kristiania; as well as accessibility, searchability, and requirements from the funder.

The guide is also intended to ensure quality and ethical standards for Kristiania's scholarly publications, as well as requirements related to annual reporting to the Norwegian Science Index (NVI) and allocation of its publication points.

1. Register for an ORCID

ORCID stands for "Open Researcher and Contributor ID", an ID for researchers and other contributors to research publications. The ORCID identifier is unique and permanent. It ensures that digital databases and services can identify with certainty which researcher is behind a publication and data, regardless of any name changes, misspellings of names, varying renderings of middle and last names, etc. ORCID will be integrated into the forthcoming National Science Archive (NVA).

You can easily obtain an ORCID by registering at orcid.org.

2. Prioritize open access publications (OA) when choosing between publications (journals, etc.) of equal scholarly standing.

Researchers should strive for open access publishing (OA). During the publication process, it is the author's responsibility to investigate open channels, as well as the possibility of retaining copyrights. PhD candidates should consult with their supervisors. If the publication is based on an externally funded project, the author is responsible for complying with the funder's requirements with regard to open access publishing.

Researchers must upload scientific journal articles in Cristin, either the post-print version or the publisher's published version (when published Open Access). Once the author has uploaded

the article in Cristin, the library will check the licensing agreement to ensure it can be made available in Kristiania Open Archive (KOA).

[Publishing Support](#) link on Kristiania's [Research Support](#) pages provide more information about Kristiania's policy and services related to OA and copyright.

3. Secure Financing Before Signing an OA Contract

In the case of an OA publication, the corresponding author is responsible for securing the financing of article processing charges (APC) or book chapter charges (BPC). OA publication costs related to externally funded projects should be included in applications for funding. Then OA costs should be included in the project budget based external funding received, as long as it is permitted by the funder.

Internal or external funding must be clarified before the publication agreement is signed. More information about internal funding for APC can be found on the [Publishing Support](#) pages.

4. Decisions regarding co-authorship

Kristiania University College complies with [the Vancouver recommendations for "Co-authorship in medicine and health sciences"](#), prepared by The International Committee for Medical Journal Editors. These are followed by most journals and editorial boards.

- One must have contributed significantly to the planning, design, collection of data or analysis and interpretation of data; AND
- One should have written the manuscript or revised it critically for important intellectual content; AND
- One must be involved in approving the finished work that was submitted for publication; AND
- One should be responsible for all aspects of the manuscript to ensure that issues related to the accuracy or integrity of any part of the work are properly examined and resolved.

The Vancouver recommendations define four criteria for co-authorship. All four criteria must be met:

Which contributors should NOT be considered co-authors?

- The person who has only secured funding for the research project to which the research results presented belong.
- The person who only heads the research group to which the co-authors belong, but who has not contributed significantly to the manuscript.
- The one that has only provided administrative support to the co-authors.
- The person who has only contributed with writing assistance, language editing, or proofreading.
- The one that has only provided technical support for experiments.

These contributors should be credited or thanked in footnotes or a closing note (Acknowledgements). All forms of honorary authorship are unacceptable.

5. In the case of anthologies/monographs it must be clearly stated that the content presents new research-based findings.

If you are the editor/author of a scientific anthology/monograph or parts thereof, you must ensure the following:

- The title, cover and preface of a scientific anthology/monograph should prominently present the central scientific message. The text should be a clear presentation of new research-based findings and written for researchers. If applicable, it may be added that the publication is also relevant for students, professionals, professionals and other interested parties, but these should not be described as the work's primary target audience.
- The cover or preface should clarify that the publication has been peer-reviewed.
- Each chapter must clearly state the research topic, the knowledge base (with references to scientific publications), relevant knowledge gaps, the research questions asked, description of methods employed to reveal the new findings, and a discussion of the reliability, validity, and relevance of the findings.

6. Correct attributions and affiliations

For crediting institutions in a publication, Kristiania University College follows the guidelines approved by both the Norwegian Association of Higher Education Institutions (UHR), the Norwegian Research Institutes' Common Arena (FFA), and the National Collaborative Group for Medical and Health Research (NSG):

[Guidelines for crediting scientific publications to institutions \(UHR, FFA, NSG\)](#)

The guidelines can be found on the website of the Norwegian Directorate for Higher Education and Competence (Hkdir.no). Here the main points for crediting institutions in a scientific publication are promoted:

- *An institution shall be stated as an affiliation in a publication if it has made a necessary and substantial contribution to, or basis for, an author's contribution to the published work.*
- *The same author must also list other institutional affiliations if these in each case also satisfy the requirement in point 1.*
- *An employment relationship or supervisory responsibility may be regarded as a basis for crediting an institution, if the requirement in clause 1 is met.*

(Hkdir.no)

With few exceptions, scientific publications must be registered in the Norwegian Science Index (NVI) via the Cistin system, which is the basis for the national indicators of scholarly production. The authors must therefore comply with [Cristin's NVI reporting instructions](#). Always use the following format when crediting/addressing Kristiania University College in your publications:

- "Kristiania University College, School of xxx." (Do not use a research group or research project as your author affiliation. Alternatively, you can include these in an expanded author introduction.)
- "Author affiliations may be provided on cover pages, colophon pages, in separate sections at the front or back of journals, or (most often) in connection with individual articles." (CRISTIN.no)

7. Remember to proofread author affiliations before publishing

When you receive a first draft (pre-print) before final publication, it is important that you proofread the affiliation(s) carefully so that the wording is correct. Kristiania University College must be credited in the publication itself in order for it to generate the above-mentioned NVI publication points for Kristiania.

Extended author introductions

If you have multiple employers, list them all in any extended author introduction. You may also list research projects or research groups.

However, addressing, i.e. crediting of employer(s), must follow guidelines approved by UHR, FFA, and NSG, see the section above.

Credit external funder(s) of the research

The author is responsible for following up the funder's requirements for crediting. Remember to check the requirements for the correct use of the organization name and department. Also check the formatting and any use of logo.