Publications policy

CGIAR Research Program on Climate Change, Agriculture and food Security

The CCAFS publications policy covers

1. General principles
2. CCAFS publications series
3. Branding of CCAFS-funded research outputs

1. General principles

Open Access

a) <u>Peer-reviewed journal articles</u>. CCAFS encourages publishing in open access journals[1]. **Gold open access** refers to the immediate availability of a publication free of charge on the publisher's or journal's website. Gold routes to open access include publishing in an open access journal (which is likely to charge an article processing fee) or through an 'author pays' (or 'hybrid') model which enables authors to publish articles in traditional subscription journals on an immediate open access basis following payment of a fee. This cost can be budgeted into CCAFS budgets. If researchers do not pursue gold open access, then they should pursue **green open access** where publishers permit you to submit a 'post-print' copy of an article to the CCAFS publications repository within six months of first publication[2].

b) <u>CCAFS' own publications series</u>, including Reports, Working Papers and Policy Briefs. All research outputs published under CCAFS series will have a Creative Commons license that encourages re-use with attribution[3]. Additionally, CCAFS-funded work published by CG centers and partners should be published using at least the same license, in order to facilitate easy co-publishing and wide accessibility.

c) <u>CCAFS CGSpace open-access repository</u>. All CCAFS research outputs will be published into an open digital repository where they can be archived and re-used by others, in perpetuity. Researchers should send a) the final document suitable for publishing, in the case of workshop reports and other self-published outputs, including 'post-print' copies of peer-reviewed journal articles, as permitted by the publisher; or b) a web link to the output if it is already hosted in an open-access repository. This includes peer-reviewed journal articles that are published in open-access journals. Research outputs or URLs should be sent to ccafs@cgiar.org with the subject 'Publication submission'.

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[1] This is in line with EU http://bit.ly/9TQewP and DFID policies http://bit.ly/N4tgMw

[2] You can verify publishers' copyright conditions as they relate to authors archiving their work on-line via the searchable RoMEO database www.sherpa.ac.uk/romeo/. To comply with green open access as defined above, then the publisher must be green or blue in RoMEO,

[3] IRRI and ILRI have both adopted this standard. See more at http://creativecommons.org/

Standards and styles

CCAFS has adopted the style guide for writers and editors developed by the World Agroforestry Center (ICRAF), available at the internal CCAFS planning site. This style guide includes the consistent forms of grammar, capitalization, punctuation, spelling, documentation, and language used in CCAFS publications. The standards should apply to all written outputs published under the CCAFS publications series and on the web (including the blog). Co-branded work published under another Center's series will conform to the Center's own standards as well as meeting those of the Center itself. The style guide may be downloaded from the CCAFS intranet: http://intranet.ccafs.cgiar.org/SitePages/Publications.aspx

2. CCAFS publications series

A Publications Committee has been set up consisting of a the CCAFS Director and CCAFS Head of Research.. Their role is to ensure that CCAFS produces a number of strategic reports and briefs in any one year, and that appropriate peer review (for different types of outputs) has been conducted and responded to by the authors. Full details of publishing processes are at http://intranet.ccafs.cgiar.org/SitePages/Publications.aspx.

The CCAFS publications series includes Policy Briefs, Reports, and Working Papers.

- Reports are longer and more detailed cross-cutting analyses.

- Policy Briefs are aimed at decision makers and development professionals, packaging research into concrete policy messages and recommendations.

- Working Papers are for works in progress, and are more technical.

- Workshop reports may be formatted using the CCAFS workshop report template.

The CCAFS Reports and Policy Briefs series will focus on cross-cutting syntheses. All publications are co-branded with the authors' research institutions, and will be jointly disseminated to key outlets, including online outlets, in person at events, and by direct mail, seeking input from the authors and partners to identify appropriate audiences and outlets.

Types of publications in the CCAFS publications series

(a) CCAFS report series
Containing important results and information for one or more of the stakeholder groups that we deal with. Peer reviewed. Funding from the central communications funds. <u>About 5-10 reports per year maximum.</u>

(b) CCAFS policy brief series
Containing policy relevant messages for one or more stakeholder groups that we deal with. Peer reviewed. Funding from the central communications funds. <u>About 5-10 briefs per year maximum.</u>

(c) CCAFS working paper series

Containing interim research results, or results from one part of an activity that will be eventually published elsewhere, and are not peer reviewed. Working papers must be approved by Theme Leaders or Regional Program Leaders. Funding from Theme or Regional budgets. CCAFS Coordinating Unit approves final product and assists with dissemination. **Note:** working papers may be published under a partner institution's existing working paper series, following the guidelines for "Other CCAFS funded publications" described below.

Examples of outputs to be published under the working papers series include literature reviews, case studies, field-based research reports, and other intermittent research outputs.

(d) CCAFS workshop reports
A simple template has been developed for summaries and reports back from CCAFS workshops, to assist researchers who would like to produce these reports in a consistent format. Use is optional, and researchers may choose to use a workshop report template developed by one of the institutions participating in the CCAFS program.

Process for Reports and Policy briefs in the CCAFS publications series
Note: A detailed estimate of production times for the CCAFS Report and Briefs is being developed and will be shared soon. This will help scientists plan and budget sufficient time for publication

(a) Authors wishing to submit a report or brief should submit their proposal to the Communications manager (v.meadu@cgiar.org) well in advance of the desired publishing date, so the Publishing Committee can make a decision as to whether to support the proposal. A proposal consists of the following information: Draft title, authors, draft key messages, key audiences for the product, key forthcoming events where hard copies should be available.

(b) All Reports and Policy Briefs under CCAFS' own series are subject to an anonymous peer review. If the research has already been part of some other peer review process then the authors should demonstrate that.

(c) After peer review, the document will be proofread, edited for style and language, and laid out in the CCAFS templates. This work will be coordinated and paid for by the CCAFS Coordinating Unit.

(d) The Coordinating Unit will work with the authors and the communications staff at the authors' home institutions to identify communication and dissemination opportunities, and jointly disseminate the publication with partner centers.

Process for Working Papers

Note: working papers may be published under a partner institution's existing working paper series, following the guidelines for "Other CCAFS funded publications" described below.

(a) Authors must submit papers to Theme Leaders and Regional Facilitators for approval to publish as working paper.

(b) Working papers are a numbered series. Authors must submit full paper title and list of authors to CCAFS Coordinating Unit (email ccafs@cgiar.org) to be assigned a working paper number. Working papers may also be submitted via the CCAFS intranet at http://intranet.ccafs.cgiar.org/SitePages/Working%20Papers.aspx.

(c) The final document must be proofread and copy-edited as per CCAFS style guide, and laid out according to the CCAFS working paper template. The authors are responsible for overseeing this process and all costs will be invoiced to the theme or region (layout, proofreading, printing). The CCAFS Coordinating Unit can advise on consultants to assist with this if needed.

(d) The authors should submit the final formatted working paper to the CCAFS Coordinating Unit for publishing in the open access repository. The Coordinating Unit will work with the authors to identify dissemination opportunities and jointly disseminate the publication with partner centers.

3. Branding and acknowledgments

CCAFS-funded research outputs that are not published using CCAFS-approved templates and are produced by the Centers/universities under their own-series, should be co-branded with the CCAFS identity and fully acknowledge CCAFS funding.

Such research products should be branded according to the CCAFS branding guidelines, which follows guidance set out by the CGIAR Consortium. Please consult the branding guidelines for full details of logo use and attribution:
http://ccafs.cgiar.org/resources/branding-publishing-guides

Program partners will make sure to inform the CCAFS Head of Program Coordination and Communications about significant upcoming publications in order to plan joint communications .