



RESEARCH
PROGRAM ON
Roots, Tubers
and Bananas

Publications and Acknowledgements Guidelines 2020

Alliance





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1. Introduction

This document will help you to determine the correct acknowledgement text for your publication, and provide guidelines for producing publications including author affiliation, legal page text, boilerplate text and standard program templates.

Publications and communications materials must acknowledge research or work that is a part of, funded, or supported by, the CGIAR Research Program on Roots, Tubers and Bananas (RTB). RTB tracks the number of publications that acknowledge the program, and this information is considered during annual performance evaluation and may influence decision-making regarding the allocation of funds. Likewise, CGIAR Research Programs (CRPs) are evaluated by CGIAR and donors partly by the number and caliber (impact factor) of publications produced. These evaluations in turn impact funding allocations for the program. Acknowledging RTB in publications is also essential for allowing the program to accurately track publications for monitoring and reporting purposes. Hence, the importance of consistent and correct acknowledgements of RTB in publications and communications material.

These guidelines offer general advice and do not attempt to cover all potential publication scenarios. Specific publication and acknowledgements questions should be directed to the RTB Communication Specialist.

Branding

For information about branding, including the correct usage of RTB and partner logos, how to refer to the program, the color palette and more, please see the RTB Branding Guidelines 2020.

2. Acknowledgements

2.1 RTB Acknowledgement

Please see the table below to determine the correct acknowledgement text for your publication.

Funding type	Product type	Suggested text
Entirely funded with RTB Windows 1&2	Acknowledgement in reports, publications and communication materials.	This research was undertaken as part of, and funded by, the CGIAR Research Program on Roots, Tubers and Bananas (RTB) and supported by CGIAR Trust Fund contributors. Note: A hyperlink should be added for 'CGIAR Trust Fund contributors' or the URL used for print documents: https://www.cgiar.org/funders/
Jointly funded with RTB Windows 1&2, together with other funding contributions	Acknowledgement in reports, publications and communication materials, including partner-published materials	This research was undertaken as part of, and funded by, the CGIAR Research Program on Roots, Tubers and Bananas (RTB) and supported by CGIAR Trust Fund contributors. Funding support for this work was provided by [names of all donors in alphabetical order]. Note: A hyperlink should be added for 'CGIAR Trust Fund contributors' or the URL used for print documents: https://www.cgiar.org/funders/
Window 3 and bilaterally funded projects	Acknowledgement in reports, publications and communication materials, including partner-published materials.	This research was undertaken as part of the CGIAR Research Program on Roots, Tubers and Bananas (RTB). Funding support for this work was provided by [names of all donors in alphabetical order].

CGIAR Funding Windows

Windows 1&2 funds are provided by CGIAR to RTB for allocation across the agreed product portfolio. **Window 1** funds of the CGIAR Trust Fund are allocated by the CGIAR System Council to different CRPs including RTB, while **Window 2** funds are designated by donors specifically to RTB.

Window 3 funds are allocated directly to CGIAR Centers by donors and are mapped into RTB when they are consistent with the RTB product portfolio.

Bilateral funds are funding agreements directly signed between an RTB Program Participant and a donor and mapped into RTB.

2.2 Joint acknowledgements

If the work was undertaken jointly with another CRP, please choose one of the basic versions from the table above and modify the first sentence as in the following example:

- This research was undertaken as part of the CGIAR Research Programs on Roots, Tubers and Bananas (RTB), and Policies, Institutions, and Markets (PIM).

2.3 CGIAR Trust Fund Acknowledgements

Apart from acknowledging RTB as a CGIAR Research Program, support received by donors via the CGIAR Trust Fund must also be acknowledged in all print and electronic program communication materials including publications, briefs, brochures, press releases and website stories. This requirement is reflected in the RTB program acknowledgements above.

The following or similar text is recommended by CGIAR:

- This research is supported by CGIAR Trust Fund contributors.
- This work is supported by CGIAR Trust Fund contributors.
- We would like to thank all funders who supported this research through their contributions to the CGIAR Trust Fund.

All statements should either be hyperlinked to the full list of CGIAR Trust Fund contributors, or the URL included for print materials: <https://www.cgiar.org/funders/>

Where donors have contributed directly to research they may have additional requirements and procedures for acknowledgements which must be respected.

3. Publication guidelines

3.1 Author affiliation

CGIAR Research Programs are global alliances and they don't have legal personality. Consequently, copyrights on publications will belong to the partners who are publishing the work. All RTB partners are requested, by virtue of their contractual relationship with the Lead Center and/or CGIAR centers, to follow the 'CGIAR Principles on the Management of Intellectual Assets'.

In any kind of paper or publication based on research associated with RTB, scientists should mention a double affiliation: CGIAR Center or Partner + RTB. Affiliation to the program must always be written in full as the CGIAR Research Program on Roots, Tubers and Bananas.

For example: Dominique Dufour a, b, c

- a) CIAT, CGIAR Research Program on Roots Tubers and Bananas, Cali AA6713, Colombia
- b) CIRAD, UMR QUALISUD, Cali, Colombia
- c) CIRAD, UMR QUALISUD, F-34398 Montpellier, France

Each author should indicate the affiliation under which the work was done. However, it is also possible to add the current address, if different from the time the work was finished

For example: Joseph Parker a b

- a) IITA, CGIAR Research Program on Roots Tubers and Bananas
- b) Current address: myemail@domain.com

3.2 Boilerplate text

The boilerplate text, which is the standard paragraph used to describe the program, should be used in publications including reports, flyers and briefs and other communication materials such as press releases, web pages, etc. The boilerplate text cannot be altered without agreement of the RTB Program Management Unit (PMU)/RTB Communication Specialist. It is available here in English, and in Spanish and French upon request. For questions about the use of, or alterations to, the boilerplate text please contact the RTB Communications Specialist.

English

The English boilerplate text is for use on RTB publications in the English language only:

The CGIAR Research Program on Roots, Tubers and Bananas (RTB) is a partnership collaboration led by the International Potato Center implemented jointly with the Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT), the International Institute of Tropical Agriculture (IITA), and the Centre de Coopération Internationale en Recherche Agronomique pour le Développement (CIRAD), that includes a growing number of research and development partners. RTB brings together research on its mandate crops: bananas and plantains, cassava, potato, sweetpotato, yams, and minor roots and tubers, to improve nutrition and food security and foster greater gender equity especially among some of the world's poorest and most vulnerable populations. www.rtb.cgiar.org/

3.3 Legal page in RTB publications

In RTB and RTB-funded publications, the legal page should include the following:

a. Correct citation

Example: Smith, J.S.; White, E.S. and Fulano, F. 2017. Title of document or report. Lima (Peru). CGIAR Research Program on Roots, Tubers and Bananas (RTB). RTB Working Paper. No. 2012-1. Available online at: www.rtb.cgiar.org

b. Published by [name of publisher]

Example: Published by the CGIAR Research Program on Roots, Tubers and Bananas (RTB)

c. Boilerplate text (see 3.2)

d. Contact details: [name of publishing institution and contact details]

Example: RTB Program Management Unit – International Potato Center – Avenida La Molina 1895, Lima 12, Peru; Email: rtb@cgiar.org

e. License: A Creative Commons or comparable license must be generated and affixed on the publication. RTB recommends the use of “Creative Commons - Attribution License”. Should the publisher choose to restrict any commercial use of the publication and/or its content, a “Creative Commons – Attribution – Non Commercial License” could also be used (<http://creativecommons.org/licenses/by-nc/4.0/>). The different licenses and a license generator tool are available at <http://www.creativecommons.org>

f. Disclaimer: This [type of publication – for example RTB Working Paper] is intended to disseminate research and practices about production and utilization of roots, tubers and bananas and to encourage debate and exchange of ideas. The views expressed in the papers are those of the author(s) and do not necessarily reflect the official position of RTB, CGIAR or the publishing institution.

3.4 Considering Impact Factor

When selecting a journal to publish your research findings, consider the impact factor of the journal. A journal's impact factor is calculated annually based on the average number of times its articles were cited.

RTB encourages scientists to publish in journals with a higher impact factor where possible, and in particular to avoid those with a rating of zero. The highest value is given to open access scientific and scholarly journals that are included in the International Scientific Indexing (ISI) Impact Factor List, which is updated annually. These are often referred to within CGIAR as 'ISI Publications'.

We acknowledge that impact factors vary across research disciplines and that there are criticisms of the use of impact factors as a reliable metric of science quality. However, this is increasingly becoming a factor considered in the evaluation of program performance by donors and CGIAR.

3.5 Informing RTB PMU about publications

RTB PMU should be informed about all RTB branded publications prior to publishing in order to check branding and acknowledgements, and to provide communication support for broader dissemination of research findings upon release of the publication, if applicable.

All promotional, informative and knowledge dissemination products for external audiences – such as flyers, briefs or brochures – must be approved by the RTB Communication Specialist.

4. Publication Types

RTB publications include:

Type	Definition / scope
Brief	A two to four-page document intended to present research in a summarized way. Most often targeted at researchers or research users.
Flyer	A two-page document typically used to present information about a project, strategy, product or event. A flyer is less technical than a brief and should make use of visual elements such as photographs or illustrations.
Policy brief	Aimed at decision-makers and development professionals, policy briefs package research and evidence in to concrete policy messages and recommendations. Recommended to be a maximum of four pages.
Poster	Produced by scientists and projects, posters are often presented in events as a summary of research findings, a project, issue or presentation. They should make use of visual content and be easy to read with less text and large, clear fonts.
Report	Document that presents evidence of a specific event or activities: a project, a trip, a financial balance for donors, etc.
Working Paper	A draft or preliminary technical paper; working papers can be the basis for related works. Working papers are not peer-reviewed.
Workshop report	A report that summarizes the key information about a workshop, including its goals, background information, participants and outputs.

5. Templates

The following branded templates are available for RTB publications and documents:

- PowerPoint Presentation
- Poster
- Workshop report
- Working paper
- Report cover
- Letterhead
- Minutes
- Name tag

These templates are available for download from the RTB website.

For the development of flyers, briefs and other materials that do not have a standard template listed here, please contact the RTB Communication Specialist well in advance of the desired publishing date with a proposal detailing the key information for the product.

6. Open Access

RTB has adopted an open access policy to ensure that the program's research results are made publicly available in compliance with the CGIAR Open Access and Data Management Policy. The use of Open

Access licenses in the publication of any material should be observed when possible.

All outputs should be made available through RTB repositories.

Output	Stored	Comments
Publications such as reports, journal articles, posters, manuals, training materials, etc.	RTB CGSpace https://cgspace.cgiar.org/handle/10568/80100	For materials that are produced by partners and acknowledge the contribution of RTB, please send to your center librarian. The publication will be tagged RTB and automatically appear in the program repository. For materials that are developed using RTB templates, please send to RTB Communication Specialist.
Presentations	RTB SlideShare or CGSpace https://www.slideshare.net/rtrbcgiar https://cgspace.cgiar.org/handle/10568/80100	Send to RTB Communication Specialist
Photos	RTB Flickr https://www.flickr.com/photos/129099219@N03/	Send to RTB Communication Specialist
Videos	RTB YouTube https://www.youtube.com/user/RootsTubersBananas	Send to RTB Communication Specialist



7. Contact

For questions or support, please contact:

RTB Communication Specialist • Sarah Fernandes • s.fernandes@cgiar.org



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The CGIAR Research Program on Roots, Tubers and Bananas (RTB) is a partnership collaboration led by the International Potato Center implemented jointly with the Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT), the International Institute of Tropical Agriculture (IITA), and the Centre de Coopération Internationale en Recherche Agronomique pour le Développement (CIRAD), that includes a growing number of research and development partners. RTB brings together research on its mandate crops: bananas and plantains, cassava, potato, sweetpotato, yams, and minor roots and tubers, to improve nutrition and food security and foster greater gender equity especially among some of the world's poorest and most vulnerable populations. www.rtb.cgiar.org/

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