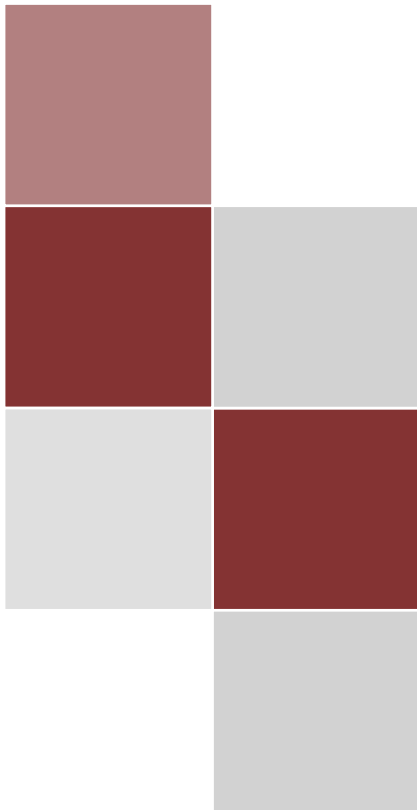




ILRI research publishing procedure 1: Internal review and approval

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Introduction

This guideline is produced alongside [ILRI's strategy on research publishing](#) that sets out some broader institutional principles for the publication of ILRI research outputs.

ILRI's publications and external journal articles, books and chapters must undergo formal internal review and approval to produce better publications and to have greater impact. The review process ensures that: (1) publications are adapted to the principal audiences; (2) publications are of high standard; (3) review happens before submission and publication; (4) managers (Program Leaders or Heads of Unit) are accountable for publications quality; and (5) all publications can be traced and associated to ILRI's projects, outcomes, sponsors/investors, and CRPs.

Scope

All externally published articles, books, book chapters, conference papers, abstracts and posters, working papers and ILRI publications require formal registration for review purposes (see annex 1 for list of products and their review requirements). A dedicated on-line review tool is set up for this purpose (<https://reviewtool.ilri.org/>).

Minor products – such as short notes prepared for meetings that are not scientific in character, powerpoint presentations or brochures and flyers – can be submitted outside the review process but must otherwise meet ILRI standards of publication, notably formatting, branding and archiving, and should be copied to the staff member's supervisor for information. Authors must deliver digital copies to ILRI Communications and KM team (CKM) for archiving and wider dissemination as appropriate.

ILRI staff and communications specialists produce many brochures, project profiles, posters, press releases, presentations, flyers, announcements, short videos, and films. These can be submitted outside the review process but must otherwise meet ILRI standards of publication, notably formatting and archiving, and should be copied to the staff member's supervisor for information. Authors must deliver digital copies to CKM for archiving.

Review and publishing of datasets are handled by ILRI's policy and guidelines on research data management and sharing.

Review and publishing of software code is covered by research publishing guideline 3.

Review tool

The online tool is used to facilitate the review and approval process (ilri.org/reviewtool). The lead author will submit all final papers or other products to the review tool. The tool will collect essential information on each product (title, authors, audience, funding source, project name, CRP, program, keywords, summary, etc.) and require authors to sign-off on applicable ILRI policies, notably those on research compliance regarding ethics, animal welfare, potential sensitivity and intellectual property.

The lead author, at the time of registration, will signal any copyright or other legal issues, including open access questions that should be examined by the legal officer. They will also be asked to signal if the publication contains information likely to be politically or ethically

controversial or sensitive that necessitates additional planning. In such cases the Program Leader will also inform the DDG.

The review tool will route the product to the Program Leader or Head of Unit for review. This will normally be the Program Leader or Head of Unit to whom the lead ILRI author reports, but depending on the subject matter the Program Leader or Head of Unit may elect to pass the responsibility to another by mutual agreement. Corporate publications will be routed to the ADG and/or DDGs as appropriate.

Review Process

All products where the lead author is an ILRI staff member, graduate or research fellow, or visiting scientists) should be submitted to the review tool (<https://reviewtool.ilri.org/>).

Submitted manuscripts should be as 'final' as possible - having already been reviewed and agreed by co-authors for content (final formatting, copy and style editing and layout normally takes place after this review process depending on the publishing channel).

After submission and registration of the product, the Program Leader or Head of Unit will define the review process from registration:

- The Program Leader/Head of Unit may decide that that **no further review** by a third party is necessary – having been satisfied by prior reviews or the quality of the submission – and approve the product subject to any required changes. This would normally be the case for conference papers, abstracts and posters, working papers, discussion papers, ILRI project reports, extension materials, and briefs.
- The Program Leader/Head of Unit may commission a review of the publication from within ILRI or from a qualified external individual. This is normally expected for all journal submissions, books, book chapters, ILRI manuals and research reports. The Program Leader/Head of Unit may act as the reviewer. Depending on the content of the paper the Program Leader/Head of Unit may commission a review by more than one individual. Additional reviewers may be asked to review specific parts of the publication such as research design and methods or statistical methods. Reviewers should respond within 3 weeks with a written review, using the online tool workflow provided. If the first author is from a partner organization which has its own review process then the Program Leader/Head of Unit may decide to forego the review process.
- For any specific submission, the Program Leader/Head of Unit may **delegate the management of the whole review process** to someone else with sufficient technical expertise to undertake the necessary steps. However the responsibility for quality control and approval remains with the Program Leader/Head of Unit.

Following the review process, the Program Leader/Head of Unit will approve the product (or call for changes) and where it will be submitted for publication (e.g. journal, book publisher, ILRI publication).

This decision is based on the proposal of the authors, her/his initial review, and other consultations that she/he may undertake. Divergences of opinion among authors and Program Leaders/Head of Unit about where to submit, the review itself, and other issues will be settled among them by consensus. If consensus cannot be reached, the DDG will consult and decide.

Following approval by the Program Leader/Head of Unit all publications which undergo review will be signed off by the DDG prior to submission for publication.

If the publication contains information likely to be politically or ethically controversial or sensitive (flagged by the authors or Program Leader/Head of Unit) then this should be communicated to the DDG. The DDG may also seek the DG's approval prior to being signed off.

The DG may also direct that publications on particular topics must be approved by the DG.

Publication of sensitive information may require additional steps such as having a communication plan in place to inform stakeholders prior to publication, ensuring information is available to the media etc. Such plans will be approved by the DDG or DG depending on the nature of the sensitivity. See publishing guideline 8 for more information.

If, after submission, a product is going to be substantially changed because of other reviews, by a journal or example, the lead author should consult his or her Program Leader/Head of Unit to decide if a re-review is needed.

Notes:

- In exceptional circumstances, payments to external reviewers may be made from the Program or project that produced the majority of the paper;
- Reviewers and Program Leaders must meet clear and realistic deadline to produce reviews and decisions. Timeliness and quality of reviews will be part of annual performance evaluations.
- Authors should submit products for review well before deadlines in their projects or work plans and should normally plan for up to 6 weeks from review submission to review decision. Supervisors should only give exceptions on grounds of urgency in rare circumstances.

Publishing and Archiving Process

Depending on the type of product, the approved product is then submitted for publication by the lead author to external journal or book publishers or to ILRI Editorial Services (see publishing guideline 7 for more information).

For external publications, author(s) may request additional writing/editorial assistance through CKM (which maintains a pool of external experts); costs will be met by the project or program.

Products sent to CKM for publication in an ILRI series must have been fully reviewed and approved. CKM will edit, design, publish and archive products approved for publication in an ILRI series.

After publishing, final digital texts are deposited in CGSpace for permanent access and as digital dissemination, so that ILRI meets open access requirements. This also facilitates wider promotion and communication of the product as appropriate. CKM staff manage and track this for all products formally published by ILRI. Authors should notify CKM staff or their communications officer when any external publication or product has been accepted or published.

Annex 1: Publishing channels at ILRI

This is a list of the main channels and platforms that ILRI staff and projects are using to publish their activities.

Each is used for different purposes. They have differing science quality (review) and editorial standards, they require various levels of effort and expertise, they reach different communities, and they have different types of potential impacts.

All ILRI publications are published online, in full, through the institution's repository. Digital copies are deposited on Google Books and advertised as appropriate on ILRI web services.

Channel	Characteristics	Review	Accessibility
ILRI Publications	ILRI Research Reports Present the final outputs of ILRI research to a relatively broad audience, including development agents and investors, policymakers and planners, partner organizations and researchers. Appropriate for research unsuited to publication as articles in peer-reviewed science journals, particularly where longer exposition or publication of extensive data is warranted. Typically accompanied by research or policy briefs. High-quality publication, A4 size. Standard layout and template. Executive summary that is not an abstract, academic format, conventional scientific exposition, including technical details, formulae etc. and emphasizes graphical presentations.	Full internal review	Language scientific Accessible executive summary Full open access
	ILRI Manuals Impart common research methodologies to collaborators, NARS, universities, trainees and extension workers. Pedagogical approach; focus on "how-to-do-it", with step-by-step instructions to be followed. High-quality publication, A4 size. Standard layout and template. Executive summary that is not an abstract, academic format.	Full internal review	Language scientific Accessible executive summary Full open access
	ILRI Project Reports Report on project activities, workshops, case studies, fulfill donor requirements and collaboration needs. May also target researchers and promote national/regional public goods. A4 size, consistent external design, format often determined by project/funder requirements.	Can be approved by Program Leader/Head of Unit	Language scientific Full open access

	ILRI Discussion Papers Get interim research findings out quickly to other researchers and partners. They help establish intellectual property rights in scientific circles, report on research in progress and practical experience useful to others. Content is intended for revision and final publication in peer-reviewed outlets. May include the proceedings or recommendations of small workshops or conferences. A4 size. Standard layout and template. Executive summary that is not an abstract, academic format, conventional scientific exposition, including technical details, formulae etc. and emphasizes graphical presentations.	Full internal review	Language scientific Accessible executive summary Full open access
	ILRI Policy Briefs Synthesize research in order to inform, engage and influence decision making for pro-poor development. The briefs are targeted primarily at policymakers; secondary targets are other kinds of decision makers, development agents, investors and researchers. Four pages, standard layout and template, photographs and illustrations, co-branding of partners/investors.	Can be approved by Program Leader/Head of Unit	Language accessible Full open access
	ILRI Research Briefs Summarize longer research in a form that others can more easily digest and use. The briefs are targeted primarily at researchers and research users. Four pages, standard layout and template, photographs and illustrations, co-branding of partners/investors.	Can be approved by Program Leader/Head of Unit	Language scientific Full open access
	ILRI Extension materials Usually very short, readable, 2 to 4 page leaflets handed out to farmer and extension staff. Different project branding with consistent ILRI/CGIAR attribution.	Project internal review	Language popular Full open access
Journal Articles	Traditional the top-of-the-line scientific output, staff are encouraged to publish in the most suitable, and 'high-impact' titles possible. These score high on external indicators. Unless they are open access, they are much less accessible by many of our partners. Final author manuscripts can normally be captured and used by ILRI, but may be less valued than the final published versions.	Full internal review	Language scientific Potentially high academic impact factor Limited access
External Books and Chapters	Traditional the top-of-the-line scientific output. These score high on external indicators. Unless they are open access, they are much less accessible by many of our partners. Final author manuscripts can normally be captured and used by ILRI, but	Full internal review	Language scientific Potentially high academic impact factor

	may be less valued than the final published versions.		Limited access
External Reports and Documents	Similar to internal project documents, staff members contribute to report series of partners. Normally follow the guidelines, review policies and systems of the partner and use their dissemination channels.	Can be approved by Program Leader/Head of Unit	Language scientific Normally full open access
Conference papers	Presented at scientific/academic conferences; often subsequently published in proceedings, as journal articles, etc.	Can be approved by Program Leader/Head of Unit	Language scientific Normally full open access
Posters	Produced by projects and scientists for scientific meetings and as explanatory information on projects, issues, themes, etc. They offer an accessible, low-cost channel for dissemination, typically to a smaller one-off audience.	Can be approved by Program Leader/Head of Unit	Language scientific Normally full open access
Presentations	Usually prepared and delivered by individuals at events. Valuable as they often provide insights into projects and thinking along the course of a piece of research. Need to be sure any confidential or internal content is not made publicly available. Slide presentations can be turned into multi-media 'slidecasts' combining with audio.	Project internal review	Language scientific Normally full open access
Film and Video	Attractive and accessible ways to communicate a project or issue. Can be more for general public awareness or used as tools in reporting and sharing knowledge in an activity. Massive potential to help cross language and culture barriers. Requires good bandwidth; can also be communicated offline with CD/DVD technologies.	Project internal review	General and Scientific language Open access
Audio and Podcasts	Similar to video, audio can be recorded and published alongside other channels. Much less bandwidth required than video.	Project internal review	General and Scientific language Open access
Images and Photographs	Pictures and images (scientific, cartoon, infographics) can help explain and tell stories more powerfully than words.	Project internal review	Open access
Project brochures and flyers	One and two pagers produced by projects and teams to introduce or explain projects and activities.	Project internal review	General language Open access
Datasets	Data collected or generated in the course of ILRI research as well as datasets and data aggregating products and services (including tools for visualization and re-use).	Specified in ILRI research data management guidelines	Specialized Mix of limited and open access
Software code	Software code and programs created in the course of ILRI research which we want to make available to partners and collaborators for re-use.	Specified in research publishing guideline 3	Specialized Open access

e-news and newsletters	Announcements, news items, stories from across ILRI published on different ILRI web services (mainly blogs) and re-published across the Internet or sent out by email.	Project internal review	General and Scientific language Open access
Corporate Publications	Annual report on ILRI research to reach and inform funders, sponsors, partners and general audiences.	Full internal review	General language Open access
Corporate Products	Various Public Awareness products (calendars, posters, brochures, flyers, exhibits, press releases, blog posts) to reach and inform funders, sponsors, partners and general audiences.	Project internal review	General language Open access