



CGIAR Research Program on Water, Land and Ecosystems (WLE)

Publications policy 1.0

May 8, 2013

The WLE publications policy covers

1. General principles
2. WLE outputs
3. Publishing processes

These guidelines are in-line with IWMI publication policies as well as other emerging CGIAR Research Program Policies. They will be updated and revised based on feedback and experience. If you have any questions contact: Michael Victor, m.victor@cgiar.org

1. General principles

Open Access:

[The CGIAR has moved to an open access policy](#) which encourages researchers to ensure all publications and international public goods are available through open access.

- a) **Peer-reviewed journal articles.** WLE encourages publishing in open access journals. ISI journals are preferred as a means of ensuring quality control. Avoid non-peer-reviewed journals. In any case of doubt regarding journal quality and to avoid publishing in fraudulent, low quality journals please contact the WLE Communications team or your center's library.
- b) **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 WLE budgets.
- c) **WLE publications**, including research reports, working papers and policy briefs. All research outputs published under WLE will have a Creative Commons license that encourages re-use with attribution.¹ Additional, WLE-funded work published by CGIAR centers and partners should be published using the same license to facilitate co-publishing and wide accessibility.
- d) **WLE CGSpace open-access repository.** All WLE research outputs will be harvested and published into an open digital repository for archive and re-use. Researchers should send a) an electronic copy of the final document with relevant metadata as soon as it is published; 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 m.victor@cgiar.org with the subject "Publication submission."

¹ IRRI and ILRI have adopted this standard.

Non-open access

- a) **WLE CGSpace non-open access repository.** Researchers should send a) an electronic copy of the final document with relevant metadata as soon as it is published and b) a web link to the output if it is already hosted in a non- open-access repository. It is the responsibility of the researcher to ensure that that the output is hosted in a non-open access repository is communicated to the WLE Communications team. Research outputs or URLs should be sent to m.victor@cgiar.org with the subject “Publication submission- non-open access.”
- b) **Making non open access articles accessible: WLE requires** researchers to publish materials in different formats if they have published in a closed access journal. For instance, if a researcher publishes in a closed journal, she can choose to produce a briefing note summarizing the research, a video abstract or publish a research report which is open access. **This is a mandatory procedure to ensure all WLE knowledge is widely available.**

Standards and styles

WLE has adopted the style guide for writers and editors developed by the International Water Management Institute (IWMI). This style guide includes the consistent forms of grammar, capitalization, punctuation, spelling, documentation, and language used in WLE publications. The standards should apply to all written outputs published under the WLE 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. This style guide is available [here](#).

Affiliation

Affiliation to the program must always be acknowledged in full as the **CGIAR Research Program on Water, Land and Ecosystems (WLE). Colombo, Sri Lanka**. It is advised that the acronym WLE be used only in situations where space is not available. Co-branded work must also acknowledge partners. The full name in its entirety must be used together with the location.

E.g. the Food and Agriculture Organization of the United Nations (FAO), Rome, Italy.

2. WLE publications

WLE will publish mainly through its partners’ publications. All publications will be co-branded with the authors’ research institutions, acknowledge the link to WLE, 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.

Review process: Any journal articles or reports produced by partners funded by WLE are expected to go through the Center or Partner’s own internal process for rigorously reviewing material that will be produced. If there are questions or concerns, publication or reports should be referred to the Publication Committee to review its quality. Those publications that are being produced through WLE and not the partners, should go to the Publication Committee for review.

Publication Committee: WLE will set up a Publication Committee consisting of the WLE Director, the WLE Heads of Research and the WLE Communication Coordinator. Their role is to ensure that WLE produces a number of strategic reports and briefs in a year and that the

appropriate peer review (for different types of outputs) has been conducted and responded to by the authors.

Types of publications in the WLE publication series

2.1 WLE specific materials

All WLE publications go through different review processes under supervision of the Director.

(a) WLE State of Agriculture and Ecosystem Series

This is WLE's Flagship series which focuses on providing an update on the state of global ecosystems and agriculture – the scope and focus needs to be defined. Peer Reviewed

(b) WLE Reports

WLE SRPs and themes will produce a number of reports that contain important results and information for more or more of the stakeholder groups that we deal with. These differ from partners' series in that they will be cross-cutting and focused on WLE's strategic priorities. These will be peer reviewed (about 5 per year).

(c) WLE briefing note series

Containing synthetic relevant messages for one or more of our relevant stakeholder groups. Peer reviewed. Funding from the central communications funds (about 5-10 briefs per year maximum).

(d) WLE workshop reports

A simple template has been developed for summaries and reports back from WLE workshops, to assist researchers and partners who would like to produce these reports in a consistent format. Peer Reviewed. Use is optional, and researchers may choose to use a workshop report template developed by one of WLE's partner institutions.

(e) WLE outcomes stories

These show outcomes from WLE research and how it is working an integrated approach across centers to achieve outcomes and impacts. Peer Reviewed. These are not from anyone center so there is a need to collect stories for WLE.

(f) WLE communications products

WLE will produce a number of communication products such as flyers, posters, brochures, videos, photo-films, etc. Any person wishing to produce or access such materials should contact the WLE Communications team

(g) WLE Agriculture and Ecosystems Blog

The Agriculture and Ecosystems Blog contribute to engaging scientists, development practitioners and other interested parties in developing a new discourse to place sustainability at the heart of agriculture. WLE seeks to achieve this paradigm shift by creating a space to develop a discourse which is seen as one way to contribute to a paradigm shift. Blog articles are approved by either WLE the Communications Manager or by Head of the IWMI Communications and Marketing Division. In instances where there is concern the article is directed to the WLE Director. Guidelines can be found [here](#).

Partner Produced Materials

(h) Research reports/Working papers/training guidelines/videos/multimedia, etc.

Reports, publications, multi-media materials may be published under a partner institution's existing series. All products should be reviewed using the partner's normal procedures. If there are questions, products can be referred to the WLE publications committee. Such products should be branded according to the WLE branding guidelines. Please use the branding guidelines for full details of logo use and attribution. This can be accessed [here](#)

WLE funded outputs that are produced by the Centers under their own series should be co-branded with the WLE identity and fully acknowledge WLE funding. Review and quality control will be done by the partners.

3. Publishing processes

Program partners should inform the WLE Program Director and Communications team about all relevant publications, including significant upcoming publications in order to plan joint communications.

The communication focal point of each partner is responsible for providing a list of all materials published under WLE every two months.

A product pipeline is being developed and can be accessed [here](#)

The process for producing materials include:

1. SRP leaders, researchers producing materials under the WLE banner (see 2.1) should work with WLE communications team from the outset to ensure products are relevant, of quality and appropriate for the intended target audience. Such consultations will ensure you get a better product and are not about compliance.
2. Authors wishing to produce materials should submit a simple proposal to the Communications Coordinator (m.victor@cgjar.org) well in advance and include: draft title, authors, draft key messages, type of publication (see 2.1), key audiences for the product, ways it will be disseminated.
3. After review of the proposal, communications team will work with the authors to produce the materials or suggest consultants or partner's communication staff to produce
4. The WLE Communications team will work with the authors and communication staff at the authors' home institutions to identify communication and dissemination opportunities, and jointly disseminate the publication with partner centers.

4. Web publishing

The WLE website is a wordpress system and we can easily aggregate content from partners current sites. We would request that you make a feed with keywords related to WLE which we can then use to aggregate content. Please contact Michael if you have any questions. This way material posted will automatically appear on the WLE website. Our policy is to recognize partners so all feeds point back to the partner website.

Comments and suggestions should be addressed to:

Michael Victor, Interim Communication Coordinator

Martina Mascarenhas, Communication Officer