



## Guidelines for Scholarly Publishing

Decision	RB 33/26	Ref. no.	C2026/176	Replaces	C2014/596
Valid from	2026-05-11	until	further notice	Officer	Magnus Åberg

Contents

Purpose.....3

Scope.....3

Principles.....3

    1. Integrity.....3

    2. Openness.....3

    3. Quality.....4

    4. Visibility.....5

    5. Control.....6

## Purpose

These guidelines complement the *Policy for Scholarly Publishing* (Rb 29/26) and further develop and specify the guiding principles set out in that policy.

## Scope

This policy and the associated guidelines apply to scholarly publications where Karlstad University is the sole, or one of several, affiliated institutions.

## Principles

### 1. Integrity

For all publishing at Karlstad University, established principles of good research practice must be followed, as described in *The European Code of Conduct for Research Integrity* (ALLEA) and the Swedish Research Council's *Good Research Practice*.

At Karlstad University, all research projects, including doctoral studies research, must undergo an ethical review. This applies regardless of the research orientation and includes both internally and externally funded projects. Publishing research results based on research that has not undergone ethical review is contrary to good research practice and may constitute a legal offence. The process for ethical review depends on whether the research is subject to the Ethical Review Act (SFS 2003:460) or not. The faculties' research ethics advisers provide guidance on ethical assessments and good research practice.

If researchers/authors intend to use AI tools in writing, data analysis, or any other part of the research, this should be documented to support good research practice and to facilitate reporting requirements, for example when journals request AI disclosures from authors. Researchers/authors are responsible for ensuring that AI-generated material is accurate (Rb 18/24, see also *Generativ AI. Vägledning för lärare och studenter*, Rb 15/24). AI tools must be used in accordance with Karlstad University's regulations for information security which are published on Inslaget.

To ensure good publication ethics and to prevent conflicts regarding authorship and author order *Authorship Guidelines for Research Publications at Karlstad University* (Rb 18/24) must be followed. In cases of suspected research misconduct, *Guidelines in case of suspected deviations from good research practice* (Rb 107/23) must be followed.

### 2. Openness

Research results, research data or educational resources published through Karlstad University's platforms or by external actors (for example journals, publishers, data repositories or publishing platforms) shall be freely accessible via the internet under an open licence, provided this complies with applicable legislation, research ethics principles, and any concluded agreements.

The open and unrestricted publication of research results is a national research policy objective and a requirement imposed by research funders on recipients of research funding. Publishing with open access increases the visibility of research, enhances opportunities for citation, and in most cases also means that the author retains copyright to the material. Publications, regardless of type, authored by staff and affiliated researchers at Karlstad University should therefore, as far as possible, be published with open access.

At the same time as research funders' requirements for open access have become more stringent, the costs of publishing openly have also increased. The opportunities to publish with open access also vary between subject areas and depending on the chosen publication channel.

With regard to journal publishing, the University Library provides open access agreements with a large number of publishers and journals across most subject areas. These agreements mean that the costs of open publication are fully or partially covered by the University Library. To make use of these agreements, the submitting (corresponding) author must be affiliated with Karlstad University. Through the University Library, authors can obtain information about the publication terms that apply to a specific journal.

When applying for research funding, it is always important to budget for publication costs. This applies to journal publishing even if open access agreements are in place at the time of application, but it is particularly important to consider for publication channels where such agreements are not available, such as conference proceedings, books, book chapters, and educational resources.

Today, many research funders and journals require that research data be published openly. Data publication is normally not, and should never be, associated with any publication costs for the researcher. However, there are many other considerations that must be taken into account before research data can be published safely and in accordance with legal requirements, good research practice, and the internationally established FAIR principles (*Findable, Accessible, Interoperable, Reusable*). For example, it is not permissible to publish research data containing personal data or information covered by confidentiality regulations openly on the internet. The publication of research data should therefore follow the principle "as open as possible, as closed as necessary". Before publishing research data, the *Policy for the Research Data Management at Karlstad University* (RB 14/20) and associated guidelines (RB 44/26) should be observed. The Research Data Group at Karlstad University can be contacted for support if needed.

### **3. Quality**

In order to ensure transparent and high-quality assessment of research content, publishing shall take place in relevant, acknowledged and peer-reviewed national and international publishing channels that employ peer review. In accordance with established practice in the respective research field, when research quality is assessed emphasis shall be placed on content, contribution and research process. Bibliometric indicators may be used as

complement but should not replace qualitative assessments or be decisive in the choice of publication channel.

In the context of publication, quality entails that the research should be credible, relevant, and well conducted in all respects, from the formulation of the research question and the execution of the research to the written presentation, including referencing and other formal requirements. The author has a responsibility to select only publication channels that meet established quality standards.

A key factor in maintaining quality in scientific publishing and in the research system as a whole is that researchers undertake roles as peer reviewers. Karlstad University therefore encourages researchers to accept and carry out such review assignments.

#### **4. Visibility**

To disseminate knowledge of and generate interest in the university's activities, and to enable the evaluation and follow-up of research, it is important that information about publications authored by individuals affiliated with the university is made available. It is also important for researchers' merits and career development that bibliographic information is readily accessible to employers and reviewers. Each researcher/author at Karlstad University is therefore responsible for ensuring that their publications are registered in the university's publication database, DiVA. Registration in DiVA must take place in connection with the primary publication and follow the guidelines established by the University Library.

To ensure traceability, visibility and correct attribution of research, organisational affiliation shall be stated at the time of publication. The affiliation shall read *Karlstads universitet* in Swedish and *Karlstad University* in English, coupled with other relevant organisational units, such as department or research centre. No abbreviations are allowed. In cases where an author has multiple affiliations, for example with another university in addition to Karlstad University, or with several organisations within the university (such as a department or research centre), the general principle should be that the organisation where the majority of the research was conducted is given priority when organisational affiliation needs to be selected. If the publication channel permits, multiple organisational affiliations may be used. Any affiliation that cannot or may not be listed as an official affiliation but nevertheless merits acknowledgement should be mentioned in the acknowledgements section.

Researchers are encouraged to share research results through the university's communication channels, social media, research podcasts, popular science formats, or public lectures to increase public awareness of the research and the researcher.

Researchers at Karlstad University are strongly encouraged to create and maintain an ORCID profile. ORCID is an internationally established identification system that links publications to the correct researcher/author. Researchers are also encouraged to create a local researcher profile at KAU and profile accounts in services such as Google Scholar, Web of Science, and Scopus. In addition to increasing the visibility of the research and the researcher, ORCID and profile accounts support traceability of research.

## 5. Control

Researchers/authors should strive to publish with open access, under an open licence, and while retaining copyright to their work. Publishing agreements that undermine academic freedom – for example by dictating where and how authors may disseminate their work – shall not be entered into. Open access materials and publications produced by employed or affiliated researchers of Karlstad University shall include clear and appropriate licensing information. The researcher is responsible for ensuring that material is not disseminated in breach of applicable legislation or steering documents.

Karlstad University shall ensure that scholarly publishing complies with the requirements of national and international research funders, including requirements for open access to publications and research data. Researchers are responsible for adhering to funders' conditions, while the university provides support structures and guidelines to facilitate compliance.

When publishing material that cannot be copyright-protected (e.g., research data), the aim should be to maintain academic control over the material. Material and publications made openly available must be accompanied by clear and relevant licensing information. Most research funders now have policies on open publishing and specific licensing requirements that researchers must meet. The most common and often recommended licence is CC BY. It is the most open licence, promoting dissemination of results and extensive reusability.

For publication with commercial publishers, it is essential to carefully review the publishing and licensing conditions before deciding to publish. In cases of uncertainty regarding contract terms, advice can be sought from the University Library and the university's legal advisers.

For book publication with the university's own publisher, Karlstad University Press, the author retains copyright to the material published and can choose open licences, such as Creative Commons, to clarify the rights granted to third party users.