

Information on Scientific Results and Related Activities at CEITEC MU

Research and Innovation Support
Department
09/2023



AIM OF THE DOCUMENT

The aim of this document is to summarize information, documents, and contacts related to the publishing activities. The document is intended for the employees and PhD students of CEITEC MU.

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1. OVERVIEW OF THE KEY TOPICS



OVERVIEW OF THE KEY TOPICS RELATED TO SCIENTIFIC RESULTS AND USEFUL DOCUMENTS LINKS CONTACTS

Topics related to scientific results (in alphabet order)	Contact person at CEITEC MU	Related documents and links
Acknowledgements to projects in publications	publications@ceitec.muni.cz Research and Innovations Support Department Grant Administration Department	Guidelines to acknowledgements to projects Guidelines for providing acknowledgements to projects currently in the phase of implementation at CEITEC MU. The guidelines are regularly updated.
Affiliation in publications	publications@ceitec.muni.cz Research and Innovations Support Department	Information on Scientific Results and Related Activities at CEITEC MU
Definitions of scientific results: <ul style="list-style-type: none"> • Research articles • Book, chapter in a book • Patents and other applied results 	publications@ceitec.muni.cz Research and Innovations Support Department (publications) techtransfer@ceitec.muni.cz Research and Innovations Support Department (patents and applied results)	Information on Scientific Results and Related Activities at CEITEC MU Intellectual Property at MU Methodology for Evaluating Research Organisations and RD&I Purpose-tied Aid Programmes (valid for years 2017+) Best practice of scientific publishing Recommendations of the Rector's Office at MU. Masaryk University academic and professional employee code of ethics
Information on publishing CEITEC MU publications at TV screens, newsletter and website	publications@ceitec.muni.cz Research and Innovations Support Department Director's Office	Information on publishing CEITEC MU publications at TV screens, newsletter and website
Institutional repository	publications@ceitec.muni.cz Research and Innovations Support Department	openscience.muni.cz/
How to correct the data at WOS	-	Suggest a correction
ORCID	publications@ceitec.muni.cz Research and Innovations Support Department	MU Instruction No. 1/2021 on Open Researcher and Contributor ID Information on Scientific Results and Related Activities at CEITEC MU ORCID Publications – personal identifiers Database of personal identifiers in IS MU
Open Science, open access, research data management	openscience@ceitec.muni.cz Research and Innovations Support Department	KUK Materials, guidelines and help for publications, citations and work with databases, personal identifiers, etc., issued by the Library of the University Campus. Scholarly Journal Predatory Attributes Occurrence Analysis

CEITEC – Central European Institute of Technology
Masaryk University
Kamenice 753/5, 625 00 Brno, Czech Republic
www.ceitec.eu

MUNI

		<p>KUK service for employees and PhD students in Campus.</p> <p><u>MU's Position on Predatory Publishing and Open Access Scholarly Journals</u></p> <p>http://openscience.ceitec.cz/</p> <p>https://openscience.muni.cz/</p>
<p>Reporting of publications to IS MU</p> <ul style="list-style-type: none"> • Guarantor of the result • The procedure for assigning contributions to the result 	<p>publications@ceitec.muni.cz Research and Innovations Support Department (publications)</p> <p>techtransfer@ceitec.muni.cz Research and Innovations Support Department (patents and applied results)</p>	<p>IS MU</p> <p><u>Information on Scientific Results and Related Activities at CEITEC MU</u></p>
RIV	<p>publications@ceitec.muni.cz Research and Innovations Support Department</p>	<p><u>Information on Scientific Results and Related Activities at CEITEC MU</u></p> <p><u>Methodology for Evaluating Research Organisations and RD&I Purpose-tied Aid Programmes (valid for years 2017+)</u></p>

2. OUTCOMES OF R&D&I WORK

Types of results

The types of results are defined nationally in Appendix No 4 of [Methodology for Evaluating Research Organisations and Research, Development and Innovation Purpose-Tied Aid Programmes](#) (hereinafter M17+). Masaryk University, as well as CEITEC MU, follow this definition of results in its internal policies. Handling authors' works at MU is governed by the [MU Directive no. 10/2013 Intellectual Property](#).

Definition of selected types of results

Whole definitions of all types of results according to M17+ you can find [here](#).

Research articles

- | | |
|-------------|--|
| Jimp | peer-review article in a scholarly journal included in the Web of Science database with the index <i>Article</i> , <i>Review</i> or <i>Letter</i> ¹ . |
| Jsc | article in a scholarly journal included in the Scopus database with the index <i>Article</i> , <i>Review</i> or <i>Letter</i> . |
| Jost | article in a peer-reviewed scholarly journal that is not included in the categories above. Article has to fulfil general requirements on this type of result and undergo the peer-review process. |
| D | proceedings are peer-reviewed non-periodical publication published for a conference, seminar or symposium. A "paper in proceedings" has at least two pages, excluding photographs, graphs, maps, illustrations, tables and advertisements. A result of this type is registered in the SCOPUS database (<i>Book Series or Conference Proceedings</i>) or in the WoS database (<i>in Conference Proceedings Citation Index</i>) or an article in a special edition of a journal that is registered in one of the aforementioned databases and is devoted to publishing conference papers. |

Do you want to know more about open access publishing? Please visit the website openscience.ceitec.cz or [document server of CEITEC MU](#).

The information on publishing CEITEC MU publications at TV screens, newsletter and website could be found in a [separate document](#).

¹ EDITORIAL MATERIALS nor other documents not specified above shall be entered as another type of result (O).

Did you find a mistake in any information (type of result, affiliation, etc.) in the WoS database?

[Suggest a correction](#) of the data in the record.

The screenshot shows a Web of Science record for the article "CDK1 is required for transcription of replication-dependent histone genes" by Gagliardini P, Gagliardini P, et al. The record includes the title, authors, journal information (NATURE STRUCTURAL & MOLECULAR BIOLOGY), abstract, keywords, funding, and publisher information. A red arrow points to the "Suggest a correction" link in the bottom right corner of the record.

Book, chapter in a book

A book (**B**) is a non-periodical scientific publication with at least 50 pages of text excluding photographs, illustrations, maps, etc., published in print or electronic form and appraised (reviewed) by at least one generally recognized expert in the field.

While in the case of research articles, MU leaves the exercise of property rights to its employees, the situation with monography is different. In case of type B (book) or C (chapter in a book), the external use of employees' works shall be decided and concluded by the head of the institute. It means that all contract or agreements concerning monography have to be signed by the director of CEITEC MU.

Did you just finish the monography? Or do you participate as a co-author in a publication, where some chapters are from an external author? Did the publisher approach you and wanted to negotiate a license agreement with you? Do you know who has the right to sign these contracts? If you are not sure about that, please contact [the CEITEC MU lawyer at the Operations Department](#).

Patents and other applied results

Applied results have special treatment in terms of intellectual property (IP) protection. According to M17+, the categories are **F** – results with legal protection (industrial model, utility model), **G** – technically realized results (functional sample, prototype), **N** – methodology (treatment procedure, certified methodology), **P** – patent, **R** – software and **Z** (verified technology, trial operation).

Do you intend to create an applied result? Do you already have an applied result and you want to upload it to the IS MU? Please contact CEITEC MU Manager for Technology Transfer at techtransfer@ceitec.muni.cz.

Reporting of results

IS MU

At MU, the results are entered in the [Publication application on IS MU](#). The author creates a record of the result in IS by himself/herself or he/she can ask the responsible person from the [Research and Innovation Support Department](#) CEITEC MU to create the result record.

If the author asks for the creation of the result record **J** types or **applied results**, it is necessary to send this information:

1. **choose a guarantor of results** (if the guarantor is not the corresponding author; guarantor is automatically the corresponding author if he/she is Masaryk University employee/student, see below)
2. **contribution distribution of other OU MU** (if multiple affiliations to other OU MU is stated, see below)
3. **organizational units (OU) of MU for transferring to RIV** (automatically the OU MU with the highest contribution to results if guarantor doesn't state other)

Every author is responsible for entering, correctness, and controlling all of his/her results in IS MU. The record will be locked for further editing, after the controlling of correctness by responsible parties. If the guarantor or another author (after an agreement with the guarantor) requires further editing of the result record, it is necessary to contact the responsible person (contacts for responsible parties are at the end of this document). Locking of result records for editing is also applied for result records of the Faculty of Medicine.

Guarantor of the result

The guarantor of the result is the corresponding author of the publication if authors don't decide otherwise. If the corresponding author is not an employee of MU, and the authors of the result are from different units of MU, the guarantor of the result is one of the authors from MU after an agreement of all authors from MU. The guarantor of the result is responsible for entering the record to IS MU, choosing OU for transferring to RIV after an agreement with all authors from MU (the result can be transferred to RIV for only one organizational unit of MU), and assigning contributions to the result. The definition of the guarantor of the result is the same for CEITEC MU, the Faculty of Medicine and the Faculty of Science MU.


The procedure for assigning contributions to the result

The percentage of contribution distribution of other OU MU of the results are determined in cases where authors of the results provide affiliation to different organizational units of MU. The contributions of individual OUs of MU are entered directly in the result record in the Publication IS MU application. Determination of contributions in the IS MU is the responsibility of the **result guarantor**. It is possible to ask the authorized person at the [Research and Innovation Support Department](#) via email to enter the contributions, instead of the guarantor. Responsible persons of CEITEC MU, Faculty of Science and Faculty of Medicine MU cooperate in entering of results to IS MU, and guarantor of publication is asked for information about the contribution to the results by one of the responsible person – then the information is shared between the responsible persons.

MELICHARKOVA, Andrea, Marek SLENKER, Judita ZOZOMOVA-LIHOVA, Katarina SKOKANOVA, Barbora SINGLIAROVA, Tatiana KACMAROVA, Michaela CABONOVA, Matus KEMPA, Gabriela SRAMKOVA, Terezie MANDÁKOVÁ, Martin LYSÁK, Marek SVITOK, Lenka MARTONFIOVA and Karol MARHOLD. So Closely Related and Yet So Different: Strong Contrasts Between the Evolutionary Histories of Species of the *Cardamine pratensis* Polyploid Complex in Central Europe. *Frontiers in Plant Science*. Lausanne (Switzerland): Frontiers Media SA, 2020, vol. 11, December 2020, p. 1-25. ISSN 1664-462X. doi:10.3389/fpls.2020.588856.

Other formats: BibTeX • LaTeX • RIS

Basic information	
Original name	So Closely Related and Yet So Different: Strong Contrasts Between the Evolutionary Histories of Species of the <i>Cardamine pratensis</i> Polyploid Complex in Central Europe
Authors	MELICHARKOVA, Andrea, Marek SLENKER, Judita ZOZOMOVA-LIHOVA, Katarina SKOKANOVA, Barbora SINGLIAROVA, Tatiana KACMAROVA, Michaela CABONOVA, Matus KEMPA, Gabriela SRAMKOVA, Terezie MANDÁKOVÁ (203 Czech Republic, belonging to the institution), Martin LYSÁK (203 Czech Republic, belonging to the institution), Marek SVITOK, Lenka MARTONFIOVA and Karol MARHOLD.
Edition	Frontiers in Plant Science, Lausanne (Switzerland), Frontiers Media SA, 2020, 1664-462X.

Other information	
Original language	English
Type of outcome	Article in a journal
Field of Study	10611 Plant sciences, botany
Country of publisher	Switzerland
Confidentiality degree	is not subject to a state or trade secret
WWW	URL
Impact factor	Impact factor: 4.402 in 2019
Organization unit	Central European Institute of Technology
Podíly pracovišť	Přírodovědecká fakulta (10 %)  Středoevropský technologický institut (90 %) Podrobně
Doi	http://dx.doi.org/10.3389/fpls.2020.588856
UT WoS	000603990400001
Keywords in English	Brassicaceae; environmental niche; genome size; hybridization; microsatellites; phylogeography; polyploidy; target enrichment
Tags	CEITEC 2020, RIV 2020, rivok
Tags	International impact, Reviewed
changed by	Changed by: Mgr. Pavla Foltynová, Ph.D., učo 106624. Changed: 9/3/2021 13:31.

Result Record in IS MU – Selected mandatory fields

• Authors and Domestic Author

All authors of the result must be included in the record in succession in which they are listed in the publication. A domestic author shall be defined as every author who is affiliated to any of the organizational units of MU².

• The Date of Result Implementation³

² A single author can be marked as domestic by more than one submitter – if he/she is affiliated with one or more institutions. This result is assigned as one whole for each institution.

³ For publications, the year of issuing of the full-fledged journal issue is crucial. For patents, it is the year of the patent granting, etc.

The year of implementation (=issuing, emergence) shall be provided, not *Early access*, *Epub ahead of print*, *patent application* etc.

- **Connection of Results and Projects**

Only the codes of the project that are listed directly in the acknowledgement of the result (i.e., from which the implementation of the result was financed) and those whose beneficiary/partner is MU shall be provided. Detailed guidelines for acknowledgements to projects at CEITEC MU are specified in the document, [Guidelines for Acknowledgements to Projects](#), available on the [document server of CEITEC MU](#) and are updated regularly.

Repository of publications

[Publication application in IS MU](#) includes the institutional repository - archive of full-text publications with research data of MU employees. Uploaded documents could be open only for authors or for MU employees or open to everyone. If you need help with the use of the repository, please contact [Research and Innovation Support Department](#).

RIV

RIV – Information register of R&D results – is a part of IS VaVal where information regarding results of research and development projects, and research goals supported from Public Funds are stored. **Entry of the data related to the results into RIV is obligatory for all results created from public funds** (esp. type J and applied results) and also serve as a base for evaluation of the fulfilment of the objectives of the research projects and goals.

The data is transmitted to the providers **once a year** according to the specified schedule, usually before the end of April of the following year for the previous 5 years⁴. Prior to results transmission to the RIV, the records are checked and locked by the Research and Innovation Support Department, and the checked records are marked with **RIVOK** label.

Note: A book can be entered into RIV either as a result of a type **B** (scholarly book), or **C** (chapter in a scholarly book). It is not possible to combine both alternatives. For the evaluation of whether to enter a book as type B or C, it is crucial to know whether it was created by the editor him/herself, or by a team of authors, and if there are specific authors listed in the individual chapters. In this case, it is convenient to enter the result as a type C – chapter in a scholarly book.

⁴ For example, in 2021, data including results implemented in the years 2016 to 2020 shall be provided.

3. AFFILIATION IN PUBLICATIONS

The guidelines follow the recommendations of the Rector's Office at MU, which aims to unify the usage of affiliation in MU publications. Inconsistency in affiliation can lead to incorrect records in electronic databases, and thereby distort data for research and bibliometric evaluation on the institutional and national level.

Affiliation Form

The requested form of affiliation is usually established by the journal publisher. If the form of affiliation is not expressly provided, it is recommended to provide the affiliation in the following succession:

to institution → (MU)	to organizational unit → (faculty/institute)	to specific workplace (research group)
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If it is necessary to shorten the affiliation, **the lower levels** (workplace) **are always shortened first in order to retain the institutional** (Masaryk University) **and unit** (faculty, institute) **affiliation**. A different procedure can lead to affiliation misinterpretation, resulting in the publication not being assigned to MU at all⁵.

Corresponding Author

The corresponding author always provides the workplace address and contact. This information must coincide with the information provided by the author in the affiliation – i.e., the institution and the address provided as a contact address must also be stated in the author's affiliation. It is not possible to provide an institution and its address as contact information, as well as a different institution in the affiliation at the same time.

Recommended Procedure for Affiliation

Author with a Single Affiliation

Jan Novák^a

^a institution 1: EN: name of department, name of faculty/institute, Masaryk University, address
CZ: název pracoviště, název fakulty/ústavu, Masarykova univerzita, adresa⁶

⁵ An example of incorrectly provided affiliation is e.g. „Department of Pathological Physiology, Brno, Czech Republic“. This affiliation will probably be listed on WoS as: Dept Pathol Physiol, Brno, Czech Republic, which does not show any relation to the Faculty of Medicine, MU.

⁶ If the address is requested in the affiliation, the correspondence address of the institute shall be provided. The contact info in Czech and English is available on website www.muni.cz.

Example

Affiliation in publication	Affiliation on WoS
^a CEITEC – Central European Institute of Technology, Masaryk University, Brno, Czech Republic	^a Masaryk Univ, CEITEC Cent European Inst Technol, Brno, Czech Republic
Affiliation in publication	Affiliation on WoS
^a Masaryk Univ, CEITEC, Ctr Mol Med, Brno, Czech Republic	^a Center of Molecular Medicine, CEITEC, Masaryk University, Brno, Czech Republic

Author with Two or More Affiliations

Jan Novák ^{a, b, c}

^a institution 1: EN: **name of department, name of faculty/institute, Masaryk University, address**
CZ: **název pracoviště, název fakulty/ústavu, Masarykova univerzita, adresa**

^b institution 2

^c institution 3

If the author has two affiliations (e.g., the Faculty of Medicine MU and the University hospital), he/she must demand to have these two affiliations already stated separately when the article is being published in the journal. Otherwise, the affiliation in the database will be incorrectly merged into one.

Example

Affiliation in Publication	Affiliation on WoS
^a Central European Institute of Technology, Masaryk University, Brno, Czech Republic	^a Masaryk Univ, Cent European Inst Technol, Brno, Czech Republic
^b Department of Comprehensive Cancer Care, Masaryk Memorial Cancer Institute, Brno, Czech Republic	^b Masaryk Mem Canc Inst, Dept Comprehens Canc Care, Brno, Czech Republic

If this mistake appeared already at the time of the article issuing, it is difficult to amend it in the database as it accepts the information in the form in which it is stated in the article.

4. PERSONAL IDENTIFIERS

Unambiguous author identification is of key importance when following the publication trail in databases (WoS, Scopus). Correct author identification within the database and a more accurate link between authors and their publications are big benefits for the authors and administrators using personal identifiers.

ORCID (Open Researcher and Contributor ID)

The objective of this independent interface is to enable scientists to link their ORCID profile with records of their publications in various databases, including WoS and Scopus.

Creating an **ORCID profile** and its **regular updating is obligatory** for all heads of the research groups of CEITEC MU and is highly recommended for all research employees and PhD students of CEITEC MU. It is also obligatory to **evidence the ORCID profile in IS MU database**. The [MU Instruction No. 1/2021 on Open Researcher and Contributor ID](#) stated the obligation of evidence **the ORCID profile in IS MU database** and its regular updating.

The screenshot shows the 'Publications' management interface. On the left, there's a search bar and filters. The main area is divided into 'Manage publications/results' and 'Items last changed by me'. A red arrow points to the 'Personal identification codes' link under 'Tools and Settings'. To the right, a separate page titled 'Publikace - osobní identifikátory' provides detailed information about ORCID and includes a table for managing identifiers.

Identifikátor	Identifikátor byl označen jako primární	Zrušit identifikátor
6610528	NE	Zrušit

Detailed information on personal identifiers, their set-up and usage, as well as information on other tools for managing publications online and publication activities in general, is available on the [Library of the University Campus website](#), or you can contact [Research and Innovation Support Department](#).

5. CONTACTS

CEITEC MU

Research and Innovation Support Department

Publications, RIV, Open science/access:

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Patents and applied results, research data management

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The Research and Innovation Support Department enters the types of J, B, C results, patents and applied results to IS MU. Any other types of results not mentioned above shall be entered by the authors themselves. The department will check the records before sending they are sent to RIV.

FMed MU

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FSci MU

Central Library of Faculty of Science

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