



UNIVERSITY OF JYVÄSKYLÄ

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Ethical principles of publishing at the University of Jyväskylä

These principles supersede the decision in principle signed by the Rector on 7 July 2008, Document No. 894/03/2008.

(Approved by the Science Council on 24 April 2013, the statement of the Ethical Committee on 11 April 2013)

General principles of research integrity

The University of Jyväskylä is a research university committed to complying with the general principles of research integrity¹ set by the Finnish Advisory Board on Research Integrity in 2012 and to promoting responsible conduct in all its research activities. Each individual researcher and research group member is primarily responsible for complying with the principles of responsible conduct in research, but the whole research group and the head of research unit should also commit to them.

In research integrity, the premises for the responsible conduct of research are the following:

1. The research follows the principles that are endorsed by the research community, that is, integrity, meticulousness, and accuracy in conducting research, and in recording, presenting, and evaluating the research results.
2. The methods applied for data acquisition as well as for research and evaluation conform to scientific criteria and are ethically sustainable. When publishing the research results, the results are communicated in an open and responsible fashion that is intrinsic to the dissemination of scientific knowledge.
3. The researcher takes due account of the work and achievements of other researchers by respecting their work, citing their publications appropriately, and by giving their achievements the credit and weight they deserve in carrying out the researcher's own research and publishing its results.
4. The researcher complies with the standards set for scientific knowledge in planning and conducting the research, in reporting the research results and in recording the data obtained during the research.
5. The necessary research permits have been acquired and the preliminary ethical review that is required for certain fields of research has been conducted.

6. Before beginning the research or recruiting the researchers, all parties within the research project or team (the employer, the principal investigator, and the team members) agree on the researchers' rights, responsibilities, and obligations, principles concerning authorship, and questions concerning archiving and accessing the data.

7. Sources of financing, conflicts of interest or other commitments relevant to the conduct of research are announced to all members of the research project and reported when publishing the research results.

8. Researchers refrain from all research-related evaluation and decision-making situations, when there is reason to suspect a conflict of interest.

9. The research organisation adheres to good personnel and financial administration practices and takes into account the data protection legislation.

Ethical principles of publishing

These principles define the author, the order of authors and the affiliation of the publication. The definitions are based on the instructions and recommendations of scientific publishers and associations².

Author

A member of a research group has the right to be named as an author of a publication if the three following conditions are met:

- 1) the person has made substantial contributions to the conception and design of the research plan, the acquisition of data, or the analysis or interpretation of data, and
- 2) the person has co-written the article or monograph or has critically revised its scientific content, and
- 3) the person has approved the final version for publication.

If these conditions are not met but the person has otherwise contributed to the study results by, for example, producing research data or making technical measurements, that person should be identified by name in the Acknowledgements section.

Irresponsible research practices¹ may occur if researchers engage themselves in manipulating authorship by, for example, including in the list of authors persons who have not participated in the research or by taking credit for work produced by what is referred to as ghost authors.

Order of authors

The order of authors may differ between disciplines and countries. In many countries, an established practice is that the young researcher who has done most of the work is named first and the supervisor or the leader of the research group is named last. In some disciplines and scientific journals, the names are put in alphabetical order. The Ethical Committee and the Science Council of the University of Jyväskylä recommend that the order of authors should follow the established practices of the respective discipline.

Affiliation

According to the Publication Data Collection Manual of the Ministry of Education and Culture³, publications will be registered for the higher education institution in which the research associated with the publication was mainly carried out even if the researcher had moved on to another organisation before the publication was issued. The affiliation with the higher education institution is primarily established on the basis of affiliations mentioned by the author in the publication. The following persons must affiliate their publications in the TUTKA research database of the University of Jyväskylä:

- authors with an employment relationship to the University while conducting the research and writing the publication
- grant researchers who have worked at the University while conducting the research and writing the publication
- postgraduate students who actively pursue their postgraduate studies (i.e., those not marked inactive) as defined in Appendix 1 of the supervision document⁴
- Docents and/or other external experts who have contributed to research projects of the University are to affiliate the projects' results with the University of Jyväskylä. Due to the altered position of universities, docent has become an honorary title and is not in itself a sufficient tie to a university.
- the emerita/emeritus professors and researchers of the University⁵

Due to the increased mobility of researchers, a researcher may produce published results at several universities or in other organisations. Some publications may be written after the end of the employment relationship during which the main research work was undertaken.

Publications related to the University's operations and based mainly on research conducted at the University must be affiliated with the University of Jyväskylä. The ownership of research results must be respected and the work and achievements of other researchers must be acknowledged appropriately.

When defining the ownership of research results and their affiliation with an employer, it is also possible to apply a transition period of six months from the termination of an employment relationship, as defined in the Act on the Right in Inventions Made at Higher Education Institutions (19 May 2006/369, Section 12, Paragraph 3). Research results published during this period are deemed to be made during the previous employment relationship. The name of the current employer is given in the contact information.

Any conflicts are to be solved in accordance with the procedure described in *Responsible conduct of research and procedures for handling allegations of misconduct in Finland* by the Finnish Advisory Board on Research Integrity.

These principles are to be observed in the whole scientific community, regardless of the discipline.

Rector

Matti Manninen

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¹ Finnish Advisory Board on Research Integrity, *Responsible conduct of research and procedures for handling allegations of misconduct in Finland*, Helsinki 2013; <http://www.tenk.fi>

2a Council of Science Editors; <http://www.councilofscienceeditors.org>

2b International Committee of Medical Journal Editors; <http://www.icmje.org>

2c American Psychological Association; <http://www.apa.org/ethicsf>

3 Ministry of Education and Culture Publication Data Collection Manual 2012, p. 19;

<https://confluence.csc.fi/download/attachments/21072701/Publication+data+collection+manual+universities+2012.pdf?version=1&modificationDate=1359027694544>

4 Appendix of Supervision Document; <http://www.jyu.fi/tutkijakoulu/opas>

5 Agreement on using the facilities and equipment of the University of Jyväskylä with emerita or emeritus status; https://www.jyu.fi/yliopistopalvelut/intra/henkilostolle/how-to/sopimusmalli_emeritus_ja_emeritatyoskentelysta