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Policy for Electronic Publishing at Linköping University Electronic Press

General

Linköping University Electronic Press (LiU E-Press) was established by a decision of the University Board in April 1996 and the first articles were published in October of the same year. From April 1, 2004, LiU E-Press is a special unit with its own steering group, and an administrative part of the University Library.

In this document the term “publish” is consistently used to mean “to make it publicly available via the Internet”. In this document LiU E-Press is referred to as either the *publishing house* or by the abbreviation *LiU E-Press*.

Types of Publications

Following types of scientific publications are at present published at LiU E-Press:

- Scientific Journals
- Doctoral Theses
- Licentiate Theses (about halfway to a Ph.D.)
- Student Theses
- Individual research articles and other scientific reports from research projects. These are published within the framework of a series, which is part of a specific scientific area.
- Conference proceedings, i.e. a collection of articles, that has been presented at a conference.
- Databases

Other types of work may also be published:

- Inquiries and project reports that are part of or refer to some part of the University educational or research programme. These are published within the framework of the series, which is part of a certain faculty or to the University in general.

Additional types of publications may be published by request from the faculties or departments.

Agreement Regarding Publishing and Availability

Prior to the publishing of a work at LiU E-Press, an agreement must be made between LiU E-Press and the author. The agreement presupposes that the author still owns the copy-right of the work and stipulates that the author gives LiU E-Press a non-exclusive right to make the work available on the Internet. The transfer of the non-exclusive right implies that



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the author may give the same right to another publisher. LiU E-Press undertakes to keep the work available and identical with its original for a certain period of time, which in the case of a research article is 25 years. At the same time, the author gives his/her permission for anybody to download the work from the Internet to a computer for printing. For work that includes more than one author the other authors must also sign the agreement. As far as student theses are concerned, the respective department administers the agreements. For further information we refer to the standard agreements for respective categories of publications available from the LiU-E-Press homepage.

Publishing of the work in printed form is not an obstacle for publishing LiU E-Press.

Irrespective of file format, all files, which are delivered to LiU E-Press or published at www.ep.liu.se by an individual researcher or student must be open, i.e. the file may not be locked against printing or copying of the text.

Responsibility and Ethical Rules

The primary responsibility for any published material is in the hands of the respective author. At the same time, it is a part of LiU E-Press' responsibility to provide legitimate routines for prevention of abuse of electronic publishing, in order that the University and its representative are indemnified. These routines consist of the procedure of signing and retaining the agreement in the archives and of the organisation of reviewing works prior to publishing.

Those publications which apply peer reviewing, are on an equal footing with LiU E-Press' review. This is applicable to scientific journals and conference proceedings.

For those publications that are part of the LiU E-Press' series, i.e. separate research articles etc., the editor of the series does the reviewing.

In the case of doctoral theses and licentiate theses (about halfway to a Ph.D.), student theses etc. the reviewing is done by the respective examiner.

In each and every case the reviewer shall give the assurance that publishing at LiU E-Press is carried out in accordance with the University IT-policy and with the publishing policy of LiU E-Press. Like other IT-services at the University, LiU E-Press may not be used for slander, insult or humiliation of individuals or organisations. The user may not conceal his/hers identity when using the University computing facilities.

LiU E-Press cannot force researchers or students to publish their work on www.ep.liu.se.

Making Amendments in Published Works

LiU E-Press guarantees that published scientific work will be available over a long period of time (normally 25 years). Since the publishing date of a work is of significance for the appraisal of the priority of new results, LiU E-Press has restrictions concerning the amendments of already published files. The following policy is applicable.

Index-page and new versions. Published work is presented on LiU E-Press web page by an index-page, with links to the work itself. It is always possible to supplement with one or more versions of a work, for example, if any errors have been discovered. The index-page contains a list with all versions and a statement of the publishing date of each version.



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Removal of work. The main rule is that, once published, a work may not be removed. Exceptions may be made in the following cases:

- By enforced copyright motive,
- If the work violates the University's ethical rules,
- If a classified work has been published by mistake.

If the work has originated in an improper way as plagiarism, it may either be deleted or be supplemented with a note concerning the revelation of the impropriety. Decisions regarding such measures are made by the Library board or by the Director if such decision has been delegated to him/her.

Although the work itself has been removed from LiU E-Press' server the index-page will still be visible. The page will, in applicable cases, contain information about the reason for the removal of the work. The complete article is maintained for future research.

Corrections. LiU E-Press does not admit any editorial corrections by the author of the text in a published work, since this would make the publication date unclear. If any changes have to be made there are two possibilities: the author can make an errata list or a new version of the work, or, if the author wishes, a combination of both. The errata list and the new version are placed as a dated supplement on the index-page of the article. For minor changes we recommend an errata list.

Publishing dissertations

The publishing of dissertations before the defence date is an important task for LiU E-Press. LiU E-Press applies the principle that the dissertation is electronically published simultaneously with making the dissertation public three weeks prior to the date of the public defence. This is an academic tradition. When a dissertation is made public it will also be available for review and discussions by other researchers. Should the question of removing a dissertation arise, it will be judged according to the above rules for [removal of a work](#). The failure of a dissertation at the public defence does not constitute grounds for removal.

Guarantees of Availability and Security

LiU E-Press has undertaken by contract, a guarantee that published works shall be available and that these works may not be amended during the time the work is published. The only means of amending the work is to publish a new version. The following measures have been taken in order to guarantee the above.

Fixed web page. The LiU E-Press' web-address is www.ep.liu.se. The intention is to make the address accessible for a long period of time, so that references to articles, published on LiU E-Press, maintain a long-term validity.

Technical security. Files shall not be able to be manipulated by anyone either within or outside the University. All attempts at infringement of the server are registered and counteracted



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by means of the latest techniques. Publication of new material on LiU E-Press' server is restricted by a number of security solutions.

Operational security. There will be a security copy made every night of everything that is published on the LiU E-Press web page www.ep.liu.se. The connection with the server may not be broken for more than 12 hours. All possible interruptions shall be announced in ample time on the LiU E-Press homepage.

Administrative security. All publications at the LiU E-Press must be confirmed by the responsible series editor or corresponding part before publishing.