

## **Ritsumeikan Asia Pacific University Guidelines for Proper Publication of Research Outcomes**

The researchers of Ritsumeikan Asia Pacific University, in addition to observing the Ritsumeikan Asia Pacific University Research Ethics Guidelines, should fully understand and observe the below guidelines and publish their research outcomes appropriately. These guidelines address double submission, divided publication, and inappropriate authorship. They describe how these issues are judged and why it is necessary to avoid them.

### 1. Research Activities

Research activities consist of creating new knowledge and constructing new knowledge systems, based on one's own reflections, inspiration and ideas. Researchers build on the achievements of their predecessors. They use facts and data resulting from observation and experimentation.

### 2. Publication of Research Outcomes

Publication of research outcomes means to publish achievements in order to disseminate them to the scientific community. Publication includes the presentation of objective and verifiable data and materials. Research outcomes are subjected to review, scrutiny, and critique by peers and other scholars to ensure integrity and soundness of new findings and knowledge. Publication makes this system of checks possible.

### 3. Double Submission

#### (1) Definition

Double submission (double publication) is the act of submitting a research paper essentially the same as one already published or already submitted to an academic journal, either in print or online. This act violates the principle of originality. Double submission involves submission of articles with research subjects, methodology, results, or interpretations that are identical or similar to those of a previously published article. Double submission also includes use of figures or data from previously published articles. In addition, a paper that reproduces the same content as a previously published article while making only a few changes qualifies as a double submission.

#### (2) Notes

Academic publication values originality. Many academic journals prohibit double submission because it destroys the credibility of academic publication. Double submission may have negative consequences for both authors and the academic journals. Violating academic submission guidelines may place constraints on the researcher's future activities. It also causes waste of human, time, and material resources due to unnecessary editing and review. It likewise leads researchers to unjustly inflate their research achievements. Finally, it may raise issues related to copyright ownership for the article.

The copyright for a submitted paper commonly belongs to the academic society or publisher, rather than to the author. Because the academic society or publisher, a third party, holds the copyright for the article, an author cannot incorporate content from the article in another of their articles without proper citation. To do so is a violation of copyright law.

### (3) Criteria for Judgment

Most academic societies clearly define and prohibit double submission. Double submission is universally a fundamental breach of academic society rules but those rules vary depending on the academic society. To ensure proper and clear understanding of this problem among all researchers at the university, Ritsumeikan Asia Pacific University sets forth the following criteria for judgment of double submission.

- ① The newly submitted paper must clearly describe its differences with previously published articles.
- ② The newly submitted paper must clearly state the source of text and figures taken from previously published articles.
- ③ The author of a previously published or submitted article must not submit a paper with content identical or extremely similar to that of the first article.
- ④ Researchers must not translate published articles into another language and submit them in violation of academic journal submission guidelines or academic society rules and customs.

On the assumption that there is no violation of copyright law, some academic societies accept secondary submission of the following, ① - ⑥. However, these academic societies specifically state such cases in their submission guidelines. Researchers must respect these guidelines.

- ① Patent publication announcement
- ② University bachelor's thesis, master's thesis, doctoral dissertation, technical report, etc.
- ③ Preliminary report or proceedings from another academic society's meeting, seminar or international conference
- ④ Company technical report
- ⑤ Newspaper article
- ⑥ Preprint open to the public

Concerning ③, in the past, researchers would frequently turn material from conference proceedings into journal articles by supplementing and improving the data and content. However, in recent years, there has been a growing trend to treat conference proceedings in the same way as journal articles in regard to originality. Because of this, academic journals whose submission guidelines require originality have begun to consider submitting content from a conference proceedings as a journal article a case of double submission. If an academic journal allows a researcher to submit such an article, the researcher may need to appropriately cite the relevant conference proceedings in the text of the article. However, the handling of conference proceedings differs greatly by research field. Researchers should verify and adhere to the handling and submission guidelines in their research fields.

#### 4. Divided Publication

##### (1) Definition

Divided publication, also known as salami publication, refers to the act of intentionally dividing research outcomes one could report in a single research paper into multiple research papers. When more than one article uses the same statistical population/data set, methods, or research questions, those articles are collectively considered salami articles.

##### (2) Notes

Dividing publications allows researchers to accumulate an excessive number of articles and thereby overstate the actual research output. This causes career misrepresentation and may lead to researchers unduly receiving more grants than they should from within and outside the university. Furthermore, readers who are only able to access one of the salami articles may misinterpret the research results. Divided publication is an act that violates research ethics and is inappropriate behavior for researchers.

#### 5. Inappropriate Authorship

##### (1) Definition

Inappropriate authorship is the act of listing someone as a co-author on an article despite the person not directly contributing to the article. This has been a practice of some in positions of authority, such as faculty supervisors. It is the act of a person in such a position of authority exercising their dominant status to inappropriately insert their own name in the list of authors. Inappropriate authorship also includes the act of an author of an article listing the name of someone who did not contribute to the article with the expectation they will gain something from doing so.

##### (2) Notes

Types of authorship include "first author," "corresponding author," and "last author (senior author)." Because different research fields and academic journals often treat authorship differently, researchers should confirm the practice in their research field and adhere to the submission guidelines of each academic journal. As a matter of university policy, when a faculty supervisor and student have jointly written an article, they must agree who will be the first author prior to publication based on their respective actual contributions to the article. Moreover, the faculty supervisor should obtain the written consent of the co-authoring student before submitting the article to an academic journal. When the article is based on a student thesis or consists of components of a student thesis, the first authorship in principle goes to the student.

##### (3) Criteria for Judgment

As indicated above, different research fields handle authorship differently. For example, in the natural sciences, collaborative research is a widespread practice. In the humanities and social sciences, single authorship remains the standard in some fields, while in other fields collaborative research is becoming the norm. Nevertheless, in general, university policy requires that those who receive authorship must fulfill all of the following three conditions.

- ① Contributing substantially to the conception or design of the research or to the acquisition, analysis, or interpretation of data for the research
- ② Drafting the work or revising it critically for important intellectual content
- ③ Giving final approval of the version to be published

Those who only contributed through acquisition of funding, supervision of research activities, relatively minor experimental assistance, or administrative support do not qualify for authorship. Similarly, those who do not meet any one of the conditions above do not qualify for authorship. However, those who contributed to the research in some form should be properly mentioned in the acknowledgement.