


Policy & Guidance for Academic Publications

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1. Policy purpose

The purpose of this policy is to give academics, teaching staff, and researchers at Koya University clear guidelines on issues to consider when publishing their own scientific research papers and work, in order to achieve maximum professional impact for the staff member and enhance the reputation of Koya University.

2. Policy statement

2.1 Koya University aims to be a center of research excellence and recognizes the importance of research in developing the academic profile of the university as a Higher Education institution. Koya University recognizes that it operates in a relatively small, semi-independent academic community and that it has to make a special effort to become recognized as part of the international academic community.

2.2 The Koya university has two academic scientific journals:

- ARO-The Scientific Journal of Koya University (ARO). ARO is an Open Access with e-ISSN: 2307-549X, p-ISSN: 2410-9355 and DOI: 10.14500/2307-549X. Aro is a journal of original scientific research, global news, and commentary. The Aro Scientific Journal is a peer-reviewed, open access journal that publishes original research articles as well as review articles in all areas of Science. ARO has been accepted for indexing in the Emerging Sources Citation Index (ESCI), a new edition of Web of Science™ - Clarivate Analytics (Thomson Reuters) since Feb 2016.
- Koya University Journal of Humanities and Social Sciences (KUJHSS).

2.3 In order to maximize the online presence of the Koya University, any academic research and teaching staff should use the following standardized author's affiliation format while publishing:

Author's name
Department of xxxxx, Faculty of xxxxx, Koya University
Koya KOY45, Kurdistan Region – F.R. Iraq

2.4 Academics, research and teaching staff are entitled to publish their research outcomes where they choose. The Koya University highly encourages academic research and teaching staff to support the university's journal, ARO, by publishing their original work there. The Koya University will recognize academics, research and teaching staff, publishing in the ARO journal by awarding appropriate extra credits in the Teachers' Portfolio.

2.5 Koya University gives the priority and concerns about the publications in High IF Clarivate Analytics indexed journals and then to publications in SCOPUS indexed journals. Staff at the Koya University should avoid publishing in non-indexed journals as much as they can. It is forbidden to publish in non-standard (Fake) journals.

3. Definitions

TERM	DEFINITION
NUR-National University Ranking Project	An annual ranking system issued by the Ministry of Higher Education and Scientific Research (MHESR) rating the performance of Universities according to set criteria.
Thomson Reuters (Clarivate Analytics)	Clarivate Analytics is an independent company that owns and operates a collection of subscription-based businesses "focused on scientific and academic research, patent analytics and regulatory standards, pharmaceutical and biotech intelligence, trademark protection, domain brand protection and intellectual property management. It owns Web of Science, Cortellis, Derwent Innovation, Derwent World Patents Index, CompuMark, MarkMonitor, Techstreet, and Publons, among others. Clarivate Analytics was formerly the Intellectual Property and Science business of Thomson Reuters, which was bought by corporate investors and spun off.
SCOPUS	Scopus is a bibliographic database containing abstracts and citations for academic journal articles. It covers nearly 22,000 titles from over 5,000 publishers, of which 20,000 are peer-reviewed journals in the scientific, technical, medical, and social sciences (including arts and humanities). It is owned by Elsevier and is available online by subscription. Searches in Scopus also incorporate searches of patent databases.
Journal Impact Factor (IF)	Calculation for journal impact factor, e.g: A= total cites in 1992 B= 1992 cites to articles published in 1990-91 (this is a subset of A) C= number of articles published in 1990-91 D= B/C = 1992 impact factor
JCR	Journal Citation Report published annually by Clarivate Analytics, for both Science and Social Science.
Open Access (OA) Journals	Open access journals (OAJ) are scholarly journals that are available online to the reader "without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.
Closed Access Journals	Journals with published articles that appear in non-open access journals are initially only visible to people at institutions which have a license for these specific journals.
Indexed Proceeding (with/ without)	Papers presented at scientific conferences can be gathered and published in a book named: Conference Proceeding. Some conferences are sponsored by famous bodies and publishers (for example, Springer) and their proceedings indexed by Thomson

	Reuters of SCOPUS.
METADATA	The data of a published paper that presented in a webpage and includes: paper title; Author name(s), Affiliation, Abstract, and References.
DOI	Digital Object Identifier
Patents (PAT)	A patent is an exclusive right granted for an invention, which is a product or a process that provides a new way of doing something, or offers a new technical solution to a problem. To get a patent, technical information about the invention must be disclosed to the public in a patent application.
Famous Publishing House	Publishers listed by Clarivate Analytics
Peer-review	Scholarly peer review (also known as refereeing) is the process of subjecting an author's scholarly work, research, or ideas to the scrutiny of others who are experts in the same field, before a paper describing this work is published in a journal or as a book.
Web of Science	Web of Science (previously known as Web of Knowledge) is an online subscription-based scientific citation indexing service originally produced by the Institute for Scientific Information (ISI), now maintained by Clarivate Analytics (previously the Intellectual Property and Science business of Thomson Reuters), that provides a comprehensive citation search. It gives access to multiple databases that reference cross-disciplinary research, which allows for in-depth exploration of specialized sub-fields within an academic or scientific discipline.
ABBREVIATION	DEFINITION
ROAD	Directory of Open Access Scholarly Resources
DOAJ	Directory of Open Access journals
ISSN	International Standard Serial Number
ISBN	International Standard Book Number
ESCI	Emerging Sources Citation Index (newly listed without IF)
SCI	Science Citation Index
SCIE	Science Citation Index Expanded
SSCI	Social Science Citation Index
AHCI	Art and Humanities Citation Index
WIPO	World Intellectual Property Organization

4. Policy Content

4.1 The scientific publications concerning this policy can be categorized as follows:

- A. Patents (PAT)
- B. Scientific Books (SBK) & Scientific Book Chapters (SBC) publications
- C. Conference papers (CPR) publications
- D. Journal Publications: Research Articles (ART), Review Articles (RAT), Letters (LET)

A) Patents

4.2 National or international patents should be registered in the World Intellectual Property Organization (WIPO) database. To validate the patent number, use the following link to access the WIPO database: <https://patentscope.wipo.int/search/en/search.jsf>

B) Scientific Books and Scientific Book Chapters Publications

4.3 All published books/book chapters should have a valid International Book Serial Number (ISBN). The ISBN number is a 13 digit standard code. Use the following link to validate the ISBN number: <http://www.isbnsearch.org/>

4.4 The books/book chapters may be published in the Famous Publishing House with peer-review or be published without peer-review. Use the following link to validate the famous peer review publishers listed by the Web of Science: <http://wokinfo.com/mbl/publishers>

C) Conference Papers Publications

4.5 There are three types of conference publications available:

- National/International Conferences with Indexed Proceeding
- National/International Conferences without Indexed Proceeding
- National/International Conferences without a Proceeding, but selected publications are published in indexed journals

D) Journal Publications

4.6 The Koya University gives priority to publications in journals indexed by Thomson Reuters (Clarivate Analytics) with IF (the higher IF the better) followed by publications in SCOPUS indexed journals. The academics, research and teaching staff, should avoid publishing in non-indexed journals as much as they can. It is strongly advised to avoid publishing in invalidated, 'fake' journals.

4.7 ARO-The Scientific Journal of Koya University is currently classified as NUR approved, indexed by Thomson Reuters (ESCI), listed by DOAJ. KUJHSS journal is approved by NUR, as well.

4.8 Below is a table displaying the different journal publication features to consider, according to priorities and RAG (Red, Amber & Green) ratings. Further descriptions and web links to validate a journal's authenticity are set out in points below:

Priority Considerations According to RAG Ratings		
Indexed	Thomson Reuter	Journals with IF or listed in (ESCI)
Indexed	SCOPUS	Journals with SciMago IF
Non-indexed	Standard journals	Conditions: - Must be open access (OA) - Listed by DOAJ
Non-indexed	Standard journals published in Kurdistan and listed or not listed by DOAJ (NUR approved)	Conditions: Approved by NUR: https://goo.gl/z6FOQ0
Non-indexed	Closed access Paper based journals	Avoid, as no value in publishing
Non-indexed	Non-peer reviewed No valid ISSN No valid DOI No METADATA for each publication No CC Open Access license	Fake Journal

4.9 Publishing in Journals or periodicals can be classified into two categories:

1. Publishing in Scientific Journals issued by Kurdistan Universities. The journal should be listed in the National University Ranking (NUR-MHE) approval database. Use the following link to check the approval status of journals inside Kurdistan Region:
<http://nur-krq.net/documents>
2. Publishing in Scientific Journals issued outside the Kurdistan Region. Such journals are classified into:
 - **Closed Access Journals:** The Journal should have a METADATA for each published paper, valid ISSN and a Digital Object Identifier (DOI)
 - **Open Access (OA) Journals:** The OA journal should be a member of the DOAJ. The DOAJ membership guarantees the journal ISSN, DOI,

review policy, archiving policies, license... etc. Use the following link to check the journal membership: <https://doaj.org/>

4.10 **Thomson Reuter (Clarivate Analytics) Indexing:** For both closed access and open access journals, publications are indexed by the Web of Science Core Collection of Thomson Reuters (Clarivate Analytics). Use the following search engine for the Master Journal List: <http://ip-science.thomsonreuters.com/mjl>. Or, to search by categories, use the following hyperlinks:

- AHCI: [Arts & Humanities Citation Index®](#)
- SCIE: [Science Citation Index Expanded™](#)
- SSCI: [Social Sciences Citation Index®](#)
- ESCI: [Emerging Sources Citation Index](#)

4.11 **The Journal Impact Factor (IF)** value appears in the Journal Citation Report (JCR) of SCI and SSCI. You can also visit the NUR official website and check the JCR reports: <http://nur-krq.net/>

4.12 **SCOPUS Indexing:** Use the following link to validate the journal indexing by SCOPUS:
<http://www.scopus.com/sources?zone=&origin=NO%20ORIGIN%20DEFINED>

4.13 **Non-Indexed Journals:** Open Access, Non-indexed journals should be a member of the DOAJ [<http://www.doaj.org>]. The closed access journals should have a METADATA for the published papers, valid ISSN and Identifier, e.g., DOI, or Handles or ARK.

5. Resources

1. Ranking Web of Universities (Webometrics): <http://www.webometrics.info/en>
2. National University Ranking (NUR-KRG): <http://nur-krq.net/>
3. Clarivate Analytics: <http://clarivate.com/>
4. Thompson Reuters: <http://ip-science.thomsonreuters.com/mjl>
5. SCOPUS: <https://www.scopus.com/>
6. Directory of Open Access Scholarly Resources (ROAD): <http://road.issn.org/>
7. World Intellectual Property Organization (WIPO):
<https://patentscope.wipo.int/search/en/search/jsf>
8. International Standard Book Number (ISBN): <http://www.isbn.org/>