

PUBLICATIONS AND PUBLICATION POLICY

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General

Why publish?

Not only are researchers expected to do their own research, they also actively engage in knowledge transfer. Researchers take the necessary steps to disseminate their research externally (publications, organizing conferences, taking part in seminars and conferences, ...) as well as internally (research forums, doctoral days ...). The internal dissemination ensures that the results of the research find their way to (new) teaching, research and service initiatives. Thanks to their reputation, researchers are invited to events that promote scholarly subjects (press, radio and television ...).

To this day, academic publishing is the best way of getting involved in the academic debate. Through leading publications, scientists contribute to the development of knowledge, in general, and the development of their discipline, in particular. It is important to seek out highly regarded publications for the researcher's own portfolio, but also for the credibility of the university, the faculty/ies, the department(s) and research group(s).

A publication strategy

The faculty invites you to develop a clear and considered publication strategy. After all, seeking out highly regarded publications is important for the researcher's own portfolio (academic career, opportunities for appointment and promotion, ...) and profits the credibility and the funding of the faculty and departments. Experience shows that it is not necessarily harder to publish a contribution in a qualitatively and financially attractive series or journal. Selecting the right journal and making informed choices are what matters here.

Publish where?

We generally apply international practices and standards. In some fields, books are very highly regarded, while other fields will focus on articles in so-called 'Top' journals. It is good to be aware of the financial implications of your choices to keep the underlying funding models in mind and to take these into account, if appropriate.

In financial terms, publications are ideally done through the channels that are the most profitable for the university. These are (translated to the Ghent University publication typology) A1, A2-vabb, B1-vabb, B2-vabb, B3-vabb, C1-vabb and P1. The other categories (A2, A4, B1 non-vabb, B2 non-vabb, B3 non-vabb, C3 and V) are - in financial terms - of no interest. Did you know that in terms of funding - depending on the funding key - the highest ranked journals weigh in up to 100 (!) times more than the lowest-ranked journals?

Aggregation level

The importance of bibliometrics (quantitative mapping of numbers of publications and their academic impact) may well have increased and have a certain added value, yet care must be taken for its excesses. Applying generic standards at the level of faculties, departments, research groups and individuals without exception can be to the detriment of the academic landscape. Governments and universities will have to acknowledge that not everything can be measured quantitatively and that the translation of quantitative parameters at lower levels can, in fact, have the opposite effect. It is questionable whether - for example - a BOF key, which is intended for the distribution of funds between the Flemish universities, can, or should, apply to the output of faculties, departments, research groups and/or individual researchers. Applying keys to lower aggregation levels can lead to undesirable situations, where individual researchers, or groups, are compared in an international context. Already, it transpires that some valuable foreign colleagues do not qualify for positions at Flemish universities, because their academic records are established in a research context that is less focused on large numbers of publications.

Social impact

The academic transfer has gained greatly in importance, not least because of the way universities are assessed and subsidized. This should not, however, make researchers blind to the social mission of universities. Therefore, the department calls on its researchers to remain sufficiently committed to the social transfer of the research activities. This may, for example, be done by disseminating your research work to a wider audience and by contributing to the public debate through lectures, newspaper and journal articles, media appearances, social media, etc.

Publication types

UGent publication typology

Ghent University's publication typology is an attempt to catalog all kinds of academic publications and is, thus, wider than the Wos. In fact, this typology is so wide that not all of its publications contribute to the university's funding. In principle, the following types incur funding: A1 (Wos publications), P1 (Wos proceedings) and D1 (doctorates). Whether or not publications in the other categories invite funding depends on their Vabb status.

- A1: article included in one of the Wos databases 'Science Citation Index', 'Social Science Citation Index' or 'Arts and Humanities Citation Index'. Limited to publications of the type: article, review, letter, note, proceedings paper
- A2: article in an academic journal with 'peer review', not included in A1

- *[A3, no longer used: article in national academic journal with 'peer review'. When the Vabb database and associated Vabb types were established, the difference between A2 and A3 lapsed. However, this classification was not replaced in older records]*
- A4: article in a journal without 'peer review'
- B1: book as author or co-author
- B2: chapter in a book as author or co-author
- B3: book as editor or co-editor (= editor or co-editor of the book itself, not editor of the series in which the book may have been recorded)
- P1: Proceedings included in one of the Wos databases 'Conference Proceedings Citation Index - Science' or 'Conference Proceedings Citation Index - Social Science and Humanities'. Limited to publications of the type: article, review, letter, note, proceedings paper, with the exception of (A1) publications
- C1: Articles published in proceedings of academic conferences, not included in (A1) or (P1) (full articles, no abstracts, unpublished lectures, posters ...)
- C3: Conference or meeting abstract, unpublished lecture, poster, ...
- D1: doctoral dissertation
- V: Any other publication, such as a newspaper or journal article, a bibliography, a biographical item, a book review, a translation, an editorial, an exhibition discussion, a lemma, a report, a text edition, a theatre review, etc.

Web-of-science

The Web-of-science (in short: Wos) is a private initiative that lists the academically most valuable journals worldwide. It is generally assumed that those publishing in journals included in the Wos are 'doing well'. The Flemish government has chosen to co-finance the universities in proportion to the number of publications they produce and (also) considers the number Wos publications.

- Wos publications in the [UGent publication typology](#) is given the label A1 or P1.
- [Wos in practice](#)

Vabb publication typology

Vabb is a Flemish typology and, from that point of view, less relevant in an international context. Yet Vabb - at least from a financial point of view - is certainly important for the humanities. After all, the Vabb lists came about because the number of A1 journals in the

humanities was initially very limited and because Wos disregards book publications. In Flanders, therefore, it was decided to draw up a separate, broader list, containing the higher quality journals and publishers in the humanities. In this way, the Flemish Government could also include non-Wos publications in the funding key of the Flemish universities, without immediately including all non-Wos publications.

- Vabb/a: articles in vabb, not included in Wos (Web of Science)
- Vabb/b1: books as author/co-author in vabb, not listed in Wos
- Vabb/b2: chapters in book as author/co-author, not listed in Wos
- Vabb/b3: books as editor/co-editor, not listed in Wos
- Vabb/p: proceedings in vabb, not listed in Wos

Note therefore: publications of the type A2, B1, B2, B3 and C1 in Ghent University's publication typology are (only) included in the financial allocation keys for universities provided that they appear on the Vabb lists.

FWO publication typology

The Research Foundation Flanders (FWO, Fonds voor Wetenschappelijk Onderzoek - Vlaanderen) has its own publication typology. While it is very similar to that of [Ghent University](#), there are some significant differences. The main difference is that the FWO categorizes the [Vabb articles](#) (Vabb/a) in a separate sub-category under A1 (namely A1.2), while Ghent University categorizes its typology under category A2.

- A1.1: Articles (a) included in the Science Citation Index Expanded, the Social Science Citation Index and/or the Arts and Humanities citation Index of the Web of Science and with document type Article, Review, Letter, Note en/of Proceedings paper or (b) featured in journals in the Journal Citation Reports (Wos)
- A1.2: Articles included in the Flemish Academic Bibliographic Database in Social and Human Sciences (Vabb - Vlaams Academisch Bibliografisch Bestand)
- A2: Articles in academic journals, not included in A1.1 or A1.2
- B1: Author or co-author of published books (limited to books published by a scientific publishing company; no syllabi or theses)
- B2: Chapters in books (no conference proceedings)
- B3: Books as editor (including editor van proceedings)
- C1: Contributions to proceedings of scientific conferences, not included in the above categories (full articles, not the abstracts)
- C2: Doctoral theses

- C3: Patents
- C4: Any other relevant publications or scientific output, not included in the other categories

Those who submit a funding application to the FWO are deemed to submit their list of publications according to this typology. The Ghent University [Bibliographic System](#) provides a [practical export tool](#) which allows you to instantly convert your publications to the FWO format.

Relevant publication channels

How to choose?

The interaction of the Wos, Ghent University publication typology and the Vabb publication typology, combined with the decisions the Flemish Government has taken in relation to funding its universities, have resulted in the following schedule of 'relevant' publication channels. Note that the diagram below approaches relevance from the (not insignificant) financial perspective, but that the choice whether or not to publish can be prompted by the researcher's publication strategy in the light of international practices and standards in the field.

Generally speaking, A1 publications (also in international terms) have their relevance for the researcher's academic character, the research group, the department, the faculty and the university. This is less clear for the other publication types. Conversely, if there is less need in the discipline to publish in a specific medium, it is certainly important to also keep the financial aspect in mind and act accordingly, as your (future) colleagues will be grateful to you.

	A1	A2	A4	B1	B2	B3	P1	C1	C3	D1	V
Algemeen	Green	Red	Red	Red	Red	Red	Green	Red	Red	Green	Red
- Indien Vabb	Green	Green	Red	Green	Green	Green	Green	Green	Red	Green	Red

Publication channels and their impact: impact factors

From the above, it could be inferred that it is best to publish in any A1 journal. That is not necessarily the case. Although an A1 status (Wos) undoubtedly entails international recognition, it must, first of all, be determined whether the journal in question is also relevant to the field in which you operate.

And also from a financial perspective, the situation is not always clear.

Not all A1s yield the same level of funding

Indeed, in the case of A1s (Wos), the funding is also mediated by the so-called impact factors. These factors are a measure of the academic relevance of the A1 journal in question and are calculated on the basis of the number of times a journal is referenced in other publications.

The Flemish Government uses different keys for funding. There is a key for the overall operation of universities, a BOF key, an IOF key and a Hercules key. In each of these cases, consideration will be given to the impact factors of the journals A1 (Wos), ranging from very high (highest vigintile, factor 10) to very low (lowest vigintile, factor 0.1). A highly ranked A1 journal will yield up to 100 times more financial benefit than low-ranked A1 journals. Note that there are still many journals for which no impact factor is calculated. These magazines are weighed separately and have a relatively high theoretical weight (3.4) in the BOF keys.

If you want to publish in an A1 journal (Wos), then we would advise you to check the impact factor. The objective should be to offer publications to top journals (highest vigintiles, upper quartile) whenever possible. It may be appropriate to publish in a journal without impact factor, i.e. when an alternative journal would be in the lowest vigintiles.

Vabb

The situation of the Vabb publications is remarkable to say the least. Where the general recommendation is to publish in A1 journals (Wos) as much as possible, for financial reasons it is sometimes more interesting today (May 2016) to publish in Vabb journals than in some A1 journals. The reason for that is not only the effect of the impact factors on the funding of the traditional A1 publications (see above), but also the fact that there are relatively few Vabb publications that are presently being registered. As a result, the weight per Vabb publication is currently (unintentionally) high. When the number of Vabb registrations increases, the financial impact of a Vabb publication will reduce.

The Vabb labelling remains very appealing for book publications, because (contributions to) books are not eligible for funding unless they have a Vabb label.

The value of a publication in financial terms

Every year, Ghent University calculates the theoretical yield of a publication for the BOF resources given to the university. In the case of A1 publications (Wos), this depends very much on the journal's impact factor. With Vabb publications, the situation is less ambiguous. Note that it is good to keep in mind the following table, but that the choice in favour of a particular journal ideally depends on the academic portfolio that researchers wish to establish for themselves and (thus) the international practices in the field.

A1 (Wos)																				
Vigintiel	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Factor	10	6	3	2	1	1	1	1	1	1	1	1	1	1	0,5	0,5	0,1	0,1	0,1	0,1
Financieel	€ 644,19								€ 64,42								€ 6,44			
A1 – zonder impactfactor (Wos)																				
Financieel	€ 217,13																			
P1 – proceedings (Wos)																				
Financieel	€ 108,56																			
Vabb: tijdschriftartikelen (Vabb/a)																				
Financieel	€ 338,01																			
Vabb: boeken als auteur (Vabb/b1)																				
Financieel	€ 1.352,03																			
Vabb: hoofdstukken in boeken (Vabb/b2)																				
Financieel	€ 338,01																			
Vabb: boeken als editor (Vabb/b3)																				
Financieel	€ 338,01																			
Vabb: bijdragen in proceedings (Vabb/p)																				
Financieel	€ 169,00																			

Tabel gebaseerd op de analyse van de BOF-sleutel 2016; de vermelde bedragen hebben betrekking op de theoretische opbrengst van een publicatie voor de UGent gedurende één jaar, standaard wordt gewerkt met een tijdsvenster van tien jaar.

Issues to consider: Do not forget to register

Ghent University requires its researchers to register (and submit) all publications in [Biblio](#), Ghent University's academic bibliography, but it is also in their own interest to take the following into account:

- The registration makes for greater visibility of your publications. Moreover, the Biblio database 'feeds' the faculty website, the faculty research platform and the different departmental and research groups' websites, which enhances this effect.
- Registration is easy and thanks to the extensive export options (e.g. in the context of a research proposal or the composition of your CV), it saves time.
- The publications registered in Biblio are consulted for all kinds of internal staff processes (evaluations, internal applications, funding requests, etc.).
- The number of registered publications are factored into the funding levels of the university and its faculties.
- Only publications timely registered in Biblio will be included for the distribution of the BOF funds.

Issues to consider: Co-publishing?

The faculty encourages research in collaboration and, therefore, co-publishing. Conducting research together – even across research groups, departments and faculties - stimulates the interdisciplinary aspect of research and can help more publications find their way to the highest ranked and most relevant journals. Yet, you do well to observe international practices within your field. Indeed, there are still areas where it matters that that you are the 'single author' of some publications.

Co-publishing means that you work with multiple authors on a joint publication. Since sound agreements make for sound friends, at its meeting on 14 December 2011, the Faculty Board adopted a Code of Ethics and a template for agreements on co-authorship. You can find these documents on <http://www.ugent.be/lw/nl/onderzoek/doctoreren/doctoreren.htm>.

While the exact impact co-publishing currently has is not always clear, it can influence the course of a researcher's career:

- For doctoral students (who need, in addition to their doctoral thesis, a publication to be allowed to submit their PhD), it generally does not matter whether a publication has been established in co-authorship. In fact, in the case of an application for a postdoc position, the way a publication was established is of little importance. Generally, it is true that a substantial publishing portfolio increases the chances of a possible post-doc position, but the strength of this portfolio usually does not depend on co-authorship or not. Check for this the practices within your field. Those submitting an article-based doctorate must keep in mind that they should be the author with the greatest contribution to at least three such articles.
- For postdocs, it generally does not matter whether a publication has been established in co-authorship. In many fields, the times when a possible application for a ZAP¹ position was carefully weighed depending on whether publications were single- or multi-authored are well and truly behind us. Check the practices in your field.
- For ZAP members in a tenure-track system, it is equally of relatively little interest whether or not publications are established in co-authorship, because the targets set in the tenure track do not take this into account.
- ZAP members in a personalized objectives system should keep in mind that multi-authored publications in the context of their personalized goals (and therefore in the context of their potential promotions) have a lower weight assigned if the co-authors are members of the faculty.

Financially, there are no barriers to proceed to co-publication. Generally, each university will receive the full weight of a publication, even when multiple authors are involved (possibly from other universities) in the publication. The same applies to the intra-university distribution

¹ Professorial staff – Trans.

key: each faculty receives the full weight of the publication, even if it involves several authors (possibly from other departments).

Issues to consider: Open Access

Why open access?

Open Access aims to provide readers quick and cheap 'online' access to academic publications. Generally, a distinction is drawn between two roads to Open Access, the so-called 'gold road' and the 'green road'. All this fits in with the university's social mission, which is required to make its academic advances accessible to the public. Open Access is stimulated increasingly and is emerging as the new standard for academic publications. In fact, the system is highly promoted and is even compulsory within the EU's Horizon 2020 programme.

Ghent University also encourages publishing in Open Access journals, since it offers many benefits for the researcher: as the author, you retain the right to (re)publish work, the article enjoys greater visibility and is publicly accessible to everyone. The filing mandate (i.e. the requirement since 2010 that all publications at Ghent University should be included in Biblio) also includes 'optional open access'. If the right holder gives his/her consent, the publication can optionally be made public in open access.

Business model, 'gold road' and 'green road'

The Open Access system distorts the traditional business model behind publications. This traditional model starts from the idea that universities (and other interested parties) pay publishers subscription fees for access to the publications in professional journals. The 'gold road' in Open Access means that publishing houses post academic articles online for their readers (essentially: researchers, staff and students of universities) (almost) free of charge. The reader does not pay, but the costs are covered by other means. Usually, authors are asked to pay a financial contribution for publishing their work, but there are also models that work through government grants or advertising.

The 'green road' to Open Access means that universities make the academic work available in their own digital archives. An important difference with the 'gold road' is that there is no peer review here. After completing their academic work, authors place the work in the repository, the university archives. Publishers are redundant here; academic work is freely accessible through the online archives of the universities. The challenge, therefore, involved in the "green road" to Open Access is academic prestige.

Ghent University opts unequivocally in favour of the 'gold road', where publishers continue to play a role and, where appropriate, organize the process of 'peer review'. Ghent University supports this system by, *inter alia*, negotiating discounts with journal consortia. There are

many high-quality Open Access journals, including journals that require no author contribution. An overview can be found on the [Directory of Open Access Journals](#). Many of these journals also have a high impact factor.

Unfortunately, the 'road gold' model also increases the risk of corruption and abuse by online publishers. There are several reports of both journals and publishers that are only after the authors' money and harbour no ambition of subjecting academic work to proper peer review, monitoring the academic integrity of the publications or, of disseminating this work through appropriate channels. See '[publication pirates](#)'.

Ghent University considers the 'green road' to Open Access to be a complementary or alternative route, which can be especially useful in the case of 'traditional' journals. A large number of these 'traditional' journals allow authors to make a peer-reviewed version of the publication publicly available through 'self-archiving' 6 or 12 months after publication. Biblio is an excellent platform for self-archiving.

For more information, please visit: <https://biblio.ugent.be/pages/openaccessugent.html>.

(Source: Wikipedia / intranet UGent / H2020-portaal)

Issues to consider: Beware of publication pirates

As the pressure to publish is high among scientists, some publishers or journals dare to exploit the need for a strong publication profile among young researchers. Sometimes, researchers are promised wide dissemination, but the publishing house or journal offers no substantiated peer review, which means that the publication enjoys hardly any status. Although authors retain the moral copyright of a publication as well as ownership of the content, they do surrender the reproduction right. This means that the same content - or part thereof - cannot be re-published in a more reputable journal or a book edited by subject matter experts.

Some publishing houses annually screen all Master's and doctoral theses at Ghent University and e-mail many young graduate researchers with enticing publishing deals. These publications are not necessarily harmful, but often offer no added value compared to publishing their work independently.

Unfortunately, some Open Access journals also promise a broad dissemination of research results, at an author's fee of a few thousand euros, but where no clear information about the journal editorial or peer review process is given. While Ghent University strongly supports open access to research findings, here too, we should be guided by quality: Open Access journals have to comply with the guarantees of quality-peer review. The Directory of Open Access Journals (<http://DOAJ.org>) offers you a list of Open Access journals with peer review.

Ghent University encourages all researchers to follow the quality criteria that are common in their own field, to publish in the journals and at publishing houses where their peers publish, and to examine, on the basis of the editorial boards, whether the publishing house or journal

is trustworthy. And if there is a quality open access option, to choose this journal. For tips to evaluate journals, please visit <http://thinkchecksubmit.org>.

Each year, Scholarly Open Access draws up a [list of unreliable publishers and journals](#). Ghent University recommends that researchers turn down requests from these organizations to publish, review or advertise with them. It is also recommended in evaluations of CVs that publications offered to these publishers or journals be subject to additional quality checks. In this way, the sound Open Access journals are kept clearly distinct from the questionable ones.

(Source: BOZI-nieuwsbrief / intranet UGent)

In practical terms: How do I know whether a journal is A1/P1 (Wos)? Where do I find the impact factor of a journal?

The impact factors used by the Ghent University are those of Thomson Reuters' [Web of Science](#) (Wos).

[Web of Science](#) contains databases of articles belonging to category A1 in Ghent University's publication typology (SCI-E, SSCI, A & HCI), category P1 (CPCI-S, CPCI-SSH) and even to category A2 (ESCI). The latter database, the 'Emerging Sources Citation Index' (ESCI) contains journals that are still in the evaluation process of Wos and are, therefore, rated A2. Moreover, the wide Web of Science also comprises databases which do not belong to the core of the Web of Science. So these publications do not belong to types A1 and/or P1 either.

- If you want to search for A1 contributions, choose, in your search, the 'Web of Science Core Collection' and disable the databases CPCI-S, CPCI-SSH and ESCI.
- If you want to search for P1 contributions, choose, in your search, the 'Web of Science Core Collection' and disable the databases SCI-E, SSCI, A&HCI and ESCI.

In concrete terms

If you want to check whether a specific journal is an A1 journal, surf to the Master Journal List on <http://ip-science.thomsonreuters.com/mjl/>. If you find the title, check the 'Coverage' where at least one of the required Wos databases (SCI-E, SSCI and / or A & HCI) must be mentioned. Naturally, everything after that depends on which document type is assigned to a publication in the Wos indexing. It should at least be one of the following types: article, letter, note, review or proceedings paper.

If you are looking for the impact factor for a particular article or a particular author in a given year, it is best to use the regular search function <http://apps.webofknowledge.com>.

- You can find this on the opening page; enter your search terms and indicate the fields in which you want to search.

Note: if you want to be sure that it is an A1 or P1 publication, choose, in your search, the 'Web of Science Core Collection' and disable the non-relevant databases (ESCI ...).

- Then click on the title of the article in question.
- If the impact factors are calculated, you can click on 'journal information' at the top of the new page. You will see a pop-up with the quartile in which the publication is located.
- On the same page, you can click on 'Journal Citation Reports' at the bottom, where you will find the impact factors for several years.

If you are looking for the impact factor of a particular journal, it is best to use of the 'Journal Citation Reports'.

- You can find this button at the top on the above website
- You can make the selection you want (e.g. by country, discipline, ...), then you get a list of all the journals in question

If the publications are by Ghent University authors, just consult Ghent University's academic bibliography on [Biblio](#).

- The data on impact factors and citations are added as soon as they become available. Currently (May 2016), the data up to 2013 have been processed.
- If you are just looking up an article, you will find the impact factor somewhere at the bottom.

In practical terms: How do I know whether a publication channel is Vabb?

The Vabb committee assesses journals, book titles/book series/publishers and proceedings against the following minimum criteria:

- They are accessible to the public;
- They are unambiguously identifiable by an ISSN or ISBN number;
- They contribute to the development of new insights or their application;
- Prior to publication, they are evaluated in a verifiable peer review process by academics who are experts in the relevant (sub)discipline(s);

- Publications are at least four pages long.

Publications that meet these Vabb conditions generate [additional funding from the university and faculty](#). They generally have a slightly lower status than A1 or P1 publications (Wos) but a higher status than the other categories from the [Ghent University's publication typology](#).

Journals

You can check whether an article is in a Vabb journal by consulting the current Vabb list of journals. This list (currently version V) can be found on: <https://www.ecoom.be/vabb>. Articles published in a journal that appears on the list are automatically recognized as Vabb publications, provided they were registered on Biblio in time.

Books

You can check whether a (contribution to a) book is Vabb by verifying whether the publisher features on the current Vabb list of academic publishers. These are publishers that are proven to use peer review for all their books. This list (currently the list of June 2015) can be found on <https://www.ecoom.be/vabb>.

There are also (Flemish) publishers that can assign the so-called GPRC label to their books. With this label, they indicate that a publication bearing this label has gone through a peer review process that meets international standards. After completing the review process, GPRC- tagged book publications are also recognized as Vabb publications. The publisher list with GPRC label can be found on <https://www.ecoom.be/vabb>.

Finally, there is also a list of series. Many publishing houses do not only focus on academic publications, but do categorize this kind of publication in special series. Contributions that appear in this academic series (see <https://www.ecoom.be/vabb>) automatically receive the Vabb label.

Please note, as is the case for journals and proceedings, (contributions to) books cannot be assigned the Vabb label unless they are registered in Biblio in time.

Proceedings

Proceedings receive the Vabb label if they either have an ISSN number or have been published by a publisher who features on the current Vabb list of academic publishers. They must be at least four pages long. Via the appeal procedure, (ex post) proceedings can be recognized that do not meet the first two conditions.

Please note, as with journals and books, proceedings cannot receive the Vabb label, unless they were registered in Biblio in time.

In practical terms: How do my publications gain the Vabb label?

Important: a Vabb label is only awarded to publications that are included in Biblio, Ghent University's academic bibliography, in time.

The labels are awarded automatically (ex post) if the publishing channel is included in one of the lists used by the Vabb committee: the journal list, the list of publishers, the list of series, the list of publishers who may grant a GPRC label (in the latter case, the publisher must have assigned the GPRC label to the publication). [Read more here](#).

Articles

If a journal is not on the list, but you believe that you have written a peer-reviewed article, register your publication in Biblio as A2. The Biblio lists are sent to the Vabb committee each year, which will screen the not previously recognized journals in question and grant them Vabb status, if appropriate. The decisions of the Vabb committee will be incorporated into Biblio afterwards (with some delay, therefore) without the need for extra steps.

(Contributions to) books

If a publisher or series are not on the list, but you believe that you have written a peer-reviewed (contribution to a) book, you will need to launch an appeal. After all, individual book publications are no longer assessed. Books can only be included on an individual basis by being subjected to an (ex post) appeal procedure, provided that it has been proved that the publication has been subject to a thorough peer-review process.

Proceedings

If your proceedings do not have an ISSN number or have not been published by a publisher whose name appears on the publisher's list, but you believe that you have written a peer-reviewed proceeding, you will need to launch an appeal.

Appeal procedure

For more information about the [appeal procedure](#) (areas to consider, deadline, form), please visit <https://www.ugent.be/intranet/nl/op-het-werk/onderzoek-onderwijs/onderzoek/publiceren/vabb.htm>.

In practical terms: How can I verify if my publications have received a Vabb label?

You can look up your Vabb publications in Ghent University's academic bibliography ([Biblio](#)) via '[Advanced Search](#)'. Where it says 'author', fill in your employee code; select 'only Vabb approved publications' at the bottom of the page. Please note: awarding a Vabb label is done ex post. At present (May 2016), the publications until 2013 have been processed.

Since June 2015, it is possible to consult Version V of the Vabb via <http://anet.ua.ac.be/opac/opacvabbg>. This version contains the approved publications that were supplied from different academic bibliographies of the Flemish universities in 2014 (i.e. publications up to 2013).

In practical terms: Biblio

Ghent University asks its researchers to register all of their academic publications and upload them onto [Biblio](#), Ghent University's academic bibliography. The application is self-explanatory.

Compulsory registration and depositing is based on the Copyright Act. This allows Ghent University to make the publications of its researchers available through Biblio, insofar as such publications can only be accessed in an intranet system via a login by academic staff or students of Ghent University.

Since 1 January 2010, Ghent University researchers have been required to archive/deposit their academic publications in Biblio, Ghent University's academic bibliography. This requirement is enforced by linking a number of internal allocation keys, funding requests etc. to publications that have actually been deposited. The publications are made available in the UGent intranet in either an author version or a publisher version. In addition, the publication is optionally given in open access if the right holder has consented to this.

Some tips

- Note that it is possible to specify multiple authors and affiliations. It is also possible to enter multiple affiliations with the same author.
- If you have done a translation and wish to enter it into Biblio, translations of works come under 'miscellaneous' (V). The original author must be mentioned immediately after the title and the translator's name is entered as the author.

Export options

Biblio contains multiple export options. That way, you do not need to re-compile your complete bibliography. For example, you can easily export your personal publication list to EndNote, Reference Manager, Bibtex or Excel. From there, the data can be further processed. Since recently, it is possible to export the Impact Factor and other data, such as rankings from the Journal Citation Reports, along with the rest. The faculty's research platform makes use of the data in Biblio for publications.

Interestingly, members of Ghent University can easily transfer their publications from Biblio to the e-counter of the FWO. The procedure exports your full CV from Biblio into an XML file that you can upload onto the FWO counter.

- Go to your personal Biblio page, e.g. <https://biblio.ugent.be/person/801000332584>
- Click on the Export button, select the 'FWO XML' format, check 'include JCR data' and confirm
- A publications.xml file is downloaded that you can upload onto your FWO e-counter

More information

More information about Biblio can be found on:

- <https://biblio.ugent.be/pages/link/oproep-nl.html> (useful tips)
- <https://biblio.ugent.be/pages/faq.html> (frequently asked questions)

Biblio has its own helpdesk, which you can contact via:

- biblio@ugent.be
- Peter Reyniers, tel. +32 (0)9 264 79 41
- Griet Devolder, tel. +32 (0)9 264 98 95

Read more about:

- [Ghent University's publication typology](#)
- [How do I know whether an article is A1 \(Wos\)?](#)
- [How do I know whether a journal or book is Vabb?](#)