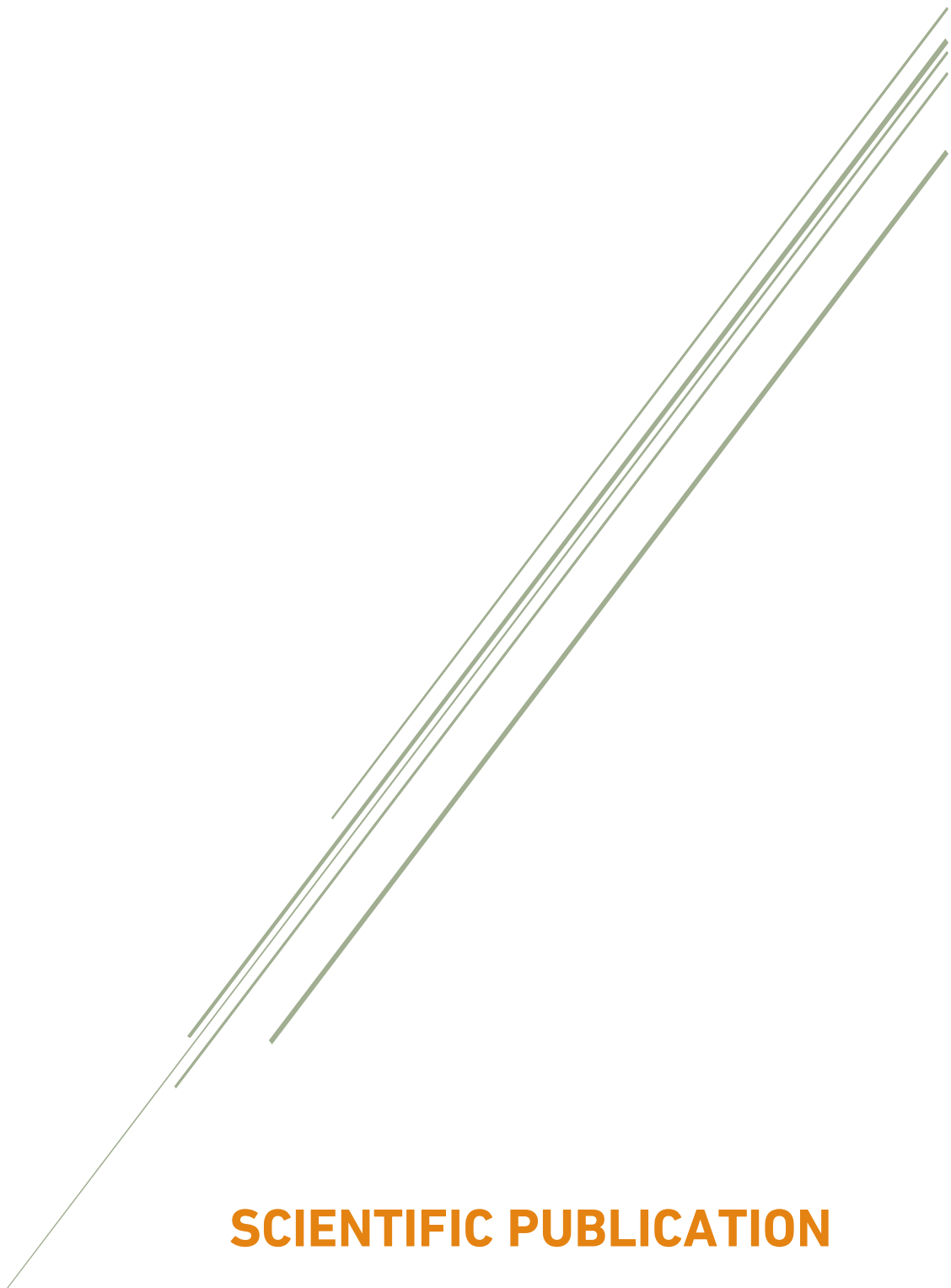




# **SCIENTIFIC PUBLICATION POLICY**

| POLICY DETAILS              |                                                                                      |                                          |                                          |
|-----------------------------|--------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|
| Policy Title                | Scientific Publication Policy                                                        |                                          |                                          |
| Policy Number               | RP-26-03                                                                             |                                          |                                          |
| Policy Area<br>(Choose one) | <input type="checkbox"/> Governance                                                  | <input type="checkbox"/> Academic        | <input type="checkbox"/> Administrative  |
|                             | <input checked="" type="checkbox"/> Research                                         | <input type="checkbox"/> Student Affairs |                                          |
| Policy Owner                | Deputy Vice-Chancellor for Postgraduate Studies, Scientific Research, and Innovation |                                          |                                          |
| Policy Status               | <input checked="" type="checkbox"/> New Policy                                       | <input type="checkbox"/> Major Amendment | <input type="checkbox"/> Minor Amendment |
| Approval Authority          | University Council                                                                   |                                          |                                          |
| Approval Status             | <input checked="" type="checkbox"/> Approved                                         | <input type="checkbox"/> Under Review    |                                          |
| Approval Date               | 10 May 2026                                                                          |                                          |                                          |
| Lead Contact                | Dean of Scientific Research and Consultation                                         |                                          |                                          |
| E-mail Address              | Fatma.AlMaqbali@utas.edu.om                                                          |                                          |                                          |
| Contact Number              | 24114151                                                                             |                                          |                                          |

## VERSION CONTROL

|                            |                                              |
|----------------------------|----------------------------------------------|
| <b>Version No.</b>         | v01 (Final)                                  |
| <b>Date of Next Review</b> | 10 May 2029                                  |
| <b>Unit of Origin</b>      | Scientific Research and Consultation Deanery |
| <b>Reviewers</b>           | UTAS Academic Council                        |

## Feedback And Amendments

| Version No. | Date       | Summary of Revisions or Feedback                                                                                                                  |
|-------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| v0.1        | 28-05-2025 | Initial draft completed                                                                                                                           |
| v0.2        | 16-02-2026 | Expanded definitions, clearer publication criteria, authorship guidance, research ethics requirements and institutional affiliation requirements. |
| v0.3        | 07-03-2026 | PMS compliance review conducted                                                                                                                   |
| v0.4        | 30-03-2026 | Addressed issues identified by the Academic Council during their review.                                                                          |

## Plagiarism Verification

| Version No. | Date       | % Of Similarity | Remarks  |
|-------------|------------|-----------------|----------|
| v0.4        | 30-03-2026 | 10%             | Turnitin |
|             |            |                 |          |

## Proofreading

| Version No. | Date       | Proofread By:         | Remarks                                                 |
|-------------|------------|-----------------------|---------------------------------------------------------|
| v0.4        | 29-03-2026 | Dr. Fatema Al Maqbali | Directed to use clearer language and remove repetition. |
|             |            |                       |                                                         |

**SIGNATURE AND STAMP**



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# SCIENTIFIC PUBLICATION POLICY

## 1. PURPOSE

This policy establishes the principles and standards governing all scholarly publication activities undertaken by university affiliates under the name, affiliation, funding, or supervision of the University of Technology and Applied Sciences (UTAS).

This policy exists to:

- Uphold the integrity, quality, and credibility of the University's research outputs.
- Ensure compliance with recognized national and international standards of research ethics and scholarly publishing.
- Protect the University's academic reputation and intellectual property interests.
- Promote open, transparent, and responsible dissemination of research findings.
- Support the University's strategic research objectives and enhance its visibility within the global academic community.

## 2. SCOPE

This policy applies to all University affiliates — including academic staff, researchers, postgraduate students, visiting researchers, emeritus and honorary staff, and external collaborators — who author or co-author scholarly publications bearing the University's institutional affiliation.

It applies to all forms of scholarly publication, including journal articles, conference papers, book chapters, monographs, technical reports, and pre-prints, regardless of the funding source, language, or publication venue.

### 3. POLICY STATEMENT

The University is committed to the highest standards of scholarly publishing that enhance its academic reputation, research impact, and global visibility. Scholarly publications produced under the University's name or institutional affiliation shall uphold the principles of academic integrity, responsible authorship, rigorous peer review, and ethical research conduct. Compliance with this policy is mandatory for all University affiliates publishing under the University's institutional affiliation, and publication in predatory or non-credible outlets is prohibited.

### 4. AUDIENCE, RESPONSIBILITIES AND DELEGATION

| ROLES                                                                               | RESPONSIBILITIES                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deputy Vice Chancellor for Postgraduate Studies, Scientific Research and Innovation | Provides institutional oversight of the implementation of the policy and ensures alignment with the University's research priorities and strategic objectives.                                                                                                              |
| Dean of Scientific Research and Consultation                                        | Oversees the implementation of the policy across the University, develops related procedures and guidelines, and monitors research publication outputs.                                                                                                                     |
| Head of Research Department                                                         | Accountable for compliance with this policy within the Research Department.<br>Ensures that University affiliates are aware of and adhere to the requirements of this policy.<br>Escalates known or suspected breaches to the Dean of Scientific Research and Consultation. |
| Head of Consultation Department                                                     | Ensures that research outputs resulting from consultancy activities comply with the policy and supports the dissemination of consultancy-                                                                                                                                   |

|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                        | related research in appropriate scholarly outlets where applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Assistant Vice Chancellor at the Branch                                | Ensures the implementation of the policy at the branch level and promotes a culture of responsible and high-quality research publication among university affiliates.                                                                                                                                                                                                                                                                                                                                      |
| Deputy AVC of Postgraduate Studies, Scientific Research and Innovation | Supports the implementation of the policy at the branch level, coordinates research and publication activities, and monitors compliance with publication standards within the branch.                                                                                                                                                                                                                                                                                                                      |
| Head of Research and Consultation Department                           | Supports university affiliates in publishing their research in reputable journals and conferences and ensures adherence to the requirements and ethical standards outlined in the policy.                                                                                                                                                                                                                                                                                                                  |
| University Affiliate                                                   | Responsible for complying with all provisions of this policy when publishing under the University's institutional affiliation.<br>Responsible for the integrity of their authorship contributions, the accuracy of their institutional affiliation declarations, and the ethical conduct of the research they publish.<br>Responsible for disclosing any conflicts of interest and obtaining all necessary approvals prior to publication, in accordance with this policy and related University policies. |
| Staff and Students                                                     | Adhere to this policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## 5. POLICY

This section presents the key principles and requirements that govern the scientific publishing performance in the University. The procedures supporting this policy shall be read in conjunction with the policy.

## **Publication Quality Standards**

- University affiliates shall publish their research in peer-reviewed scholarly outlets that apply recognised editorial and academic standards. Specifically:
- University affiliates shall target peer-reviewed indexed journals listed in Scopus, Web of Science, or equivalent recognised databases when publishing original research.
- Open access publication is encouraged. Where pursued, University affiliates shall publish only in outlets listed in the DOAJ or an equivalent recognised open access standard.
- Publication in predatory journals or with predatory publishers is strictly prohibited. University affiliates are responsible for verifying the standing of any proposed publication venue prior to submission.
- Conference papers shall be submitted to recognised academic conferences with established peer-review processes.

## **Institutional Affiliation**

- All publications produced by university affiliates under the University's employment, supervision, or funding shall acknowledge UTAS as the author's institutional affiliation, in the standard form specified by the Deanery of Scientific Research and Consultation.
- Where a university affiliate holds a concurrent affiliation with another institution, both affiliations shall be declared. The University's affiliation shall be listed as the primary affiliation where the research was primarily conducted under university employment, supervision, or funding.



- University affiliates shall register and maintain an active ORCID identifier and shall associate it with all publications produced under the University's affiliation.

## **Authorship and Attribution**

- All authorship decisions shall comply with recognised international authorship standards.
- Ghost authorship and gift or honorary authorship is strictly prohibited
- Authorship disputes shall be resolved in accordance with the University's Academic Integrity Policy.
- Contributors who do not meet authorship criteria shall be recognised in the acknowledgements.
- All matters relating to publication integrity, misconduct, and plagiarism shall be governed by the University's Academic Integrity Policy.

## **5.1 Definitions**

5.1.1 Research: A systematic investigation designed to generate or validate knowledge using recognized scholarly methods.

5.1.2 Researcher: Any individual engaged in research, including faculty affiliates, students, or collaborators, whether internal to the University or contracted by it.

5.1.3 University Affiliate: Any individual conducting research under the name, affiliation, supervision, funding, or resources of the University. This includes academic staff, researchers, students, visiting scholars, adjunct or honorary staff, external collaborators, consultants, and any other person authorised to conduct research under the University's affiliation.

5.1.4 Author: An individual who has made a substantive intellectual contribution to research, participated in drafting or critically revising the

publication, approved the final version, and accepts accountability for the work.

5.1.5 Scholarly Publication: A formally disseminated research output in a recognised academic outlet, including peer-reviewed journal articles, conference papers, book chapters, monographs, technical reports, and pre-prints submitted for formal publication.

5.1.6 Institutional Affiliation: The formal acknowledgement of UTAS as the author's employing, supervising, or sponsoring institution, required to appear in all publications produced under university employment, funding, or institutional support.

5.1.7 Publisher: An organization that disseminates scholarly outputs through journals, conference proceedings, books, or other recognized academic publication platforms.

5.1.8 Peer-review: A formal assessment process in which scholarly work is critically examined by qualified independent experts in the relevant discipline prior to publication or acceptance.

5.1.9 Peer-reviewed journal: A journal in which submitted manuscripts are evaluated by independent experts prior to acceptance for publication.

5.1.10 Predatory Journal or Publisher: A publication outlet that falsely claims to apply peer review or recognized editorial standards, or that engages in deceptive publishing practices. Acceptable publication standards are determined by reference to Scopus, Web of Science, or DOAJ listings.

5.1.11 ORCID (Open Researcher and Contributor ID): a persistent digital identifier used to uniquely distinguish a researcher's scholarly identity and outputs across institutions and databases.

5.1.12 Scopus: A multidisciplinary abstract and citation database (Elsevier) used for indexing peer-reviewed literature and evaluating journal quality.

5.1.13 Web of Science: A curated citation database (Clarivate) indexing peer-reviewed journals, books, and conference proceedings.

5.1.14 Directory of Open Access Journals (DOAJ): An independent database listing and verifying high-quality open access journals that meet recognised peer-review and ethical publishing standards.

## **5.2 Other Pertinent Elements**

This policy shall be read in conjunction with the following. In the event of conflict, the UTAS Bylaws and applicable national regulations shall prevail.

- UTAS Bylaws and Governance Framework
- Academic Regulations of the University
- UTAS Strategic Plan 2026–2030
- Intellectual Property Policy
- Research Ethics Policy
- Academic Integrity Policy

## 6. REFERENCES

| SN | Institution Name                | Referenced Points                                                                                                                                                                                                                                                                 |
|----|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Harvard University              | Harvard University. (2011). Policy on publications.<br><a href="https://osp.finance.harvard.edu/publications-0">https://osp.finance.harvard.edu/publications-0</a>                                                                                                                |
| 2  | King's College London           | King's College London. (2023). Research publications policy.<br><a href="https://www.kcl.ac.uk/policyhub/research-publications-policy">https://www.kcl.ac.uk/policyhub/research-publications-policy</a>                                                                           |
| 3  | Technical University of Denmark | Technical University of Denmark. (2023). DTU research publication policy.<br><a href="https://orbit.dtu.dk">https://orbit.dtu.dk</a>                                                                                                                                              |
| 4  | University of Dundee            | University of Dundee. (2023). Policy to govern the publication of research.<br><a href="https://www.dundee.ac.uk/corporate-information/policy-govern-publication-research">https://www.dundee.ac.uk/corporate-information/policy-govern-publication-research</a>                  |
| 5  | University of Glasgow           | University of Glasgow. (2023). Research publications and copyright policy.<br><a href="https://www.gla.ac.uk/research/strategy/ourpolicies/publications-policy/">https://www.gla.ac.uk/research/strategy/ourpolicies/publications-policy/</a>                                     |
| 6  | University of Leeds             | University of Leeds. (2022). University research outputs policy.<br><a href="https://library.leeds.ac.uk/info/1406/researcher-support/229/university-research-outputs-policy">https://library.leeds.ac.uk/info/1406/researcher-support/229/university-research-outputs-policy</a> |
|    | University of Northampton       | University of Northampton. (2023). Publications policy.<br><a href="https://www.northampton.ac.uk/research/research-support/open-research/publications-policy/">https://www.northampton.ac.uk/research/research-support/open-research/publications-policy/</a>                    |
|    | University of Toronto           | University of Toronto. (2007). Publication policy.<br><a href="https://governingcouncil.utoronto.ca/secretariat/policies/publication-policy-may-30-2007">https://governingcouncil.utoronto.ca/secretariat/policies/publication-policy-may-30-2007</a>                             |