

PUBLISHING

Good practice guidance

PREPARATION OF SURVEYS



HR EXCELLENCE IN RESEARCH



Lodz 2021

GUIDE

In 2019, Medical University of Lodz received the HR Excellence in Research award, the title awarded by the European Commission to R&D institutions which follow the principles of European Charter of Researchers and Code of Conduct for the Recruitment of Researchers, thereby creating favourable working conditions and transparent recruitment for researchers.

In reference to this distinction, two people from the Information and Library Center (CIB), Agnieszka Goszczyńska, MA and Magdalena Kokosińska, MA created a guide for authors from the Medical University of Lodz, entitled "Publishing. Good practice guidance".

The guide consists of two parts, divided into sections:

1. Publish and do not disappear. How to choose a good place for publication?
 - a. How to choose the right publisher for publishing a monograph?
 - b. How to choose the right journal for publishing a research article?
2. From the concept to the effect. Writing scientific texts.
 - a. The structure of a scientific paper.
 - b. The literature search.
 - c. Bibliography, footnotes & appendices.
 - d. Linguistic correctness and the scientific style.

The PDF file has been published on the CIB website and is freely available to the entire academic community.

SURVEY

An extremely important issue was the reception of the guide among scientists of the Medical University of Lodz. In order to gain knowledge about the areas that could be extended to its next edition, so as to best serve the recipients for whom it was intended, a questionnaire was developed with questions about its content. The further part of this study presents the questions included in the survey and the answers provided. The questionnaire was sent to all research and teaching staff of the University, it was completed by 73 people.

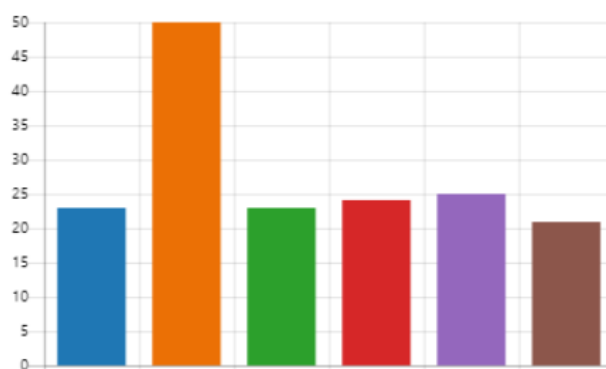
SURVEY ANALYSIS

The survey was created in a Microsoft Forms form and was active for two weeks. At that time, the form was completed by 73 people.

QUESTION 1

Which part of the Guide do you consider the most useful / interesting?

● Information about affiliation and licenses	23
● How to choose the right publisher / journal for publishing?	50
● The literature search	23
● Authorship and co-authorship of publications	24
● The structure of scientific paper	25
● Bibliography, footnotes & appendices	21



The most appealing for the respondents was a part concerning choosing a proper publisher (for a monograph) and a journal (for an article) – 50 people (68.5%). The rest of the information was equally popular. It is worth mentioning here that the respondents could choose more than one answer (maximum 3).

QUESTION 2

Do you find such guides useful?

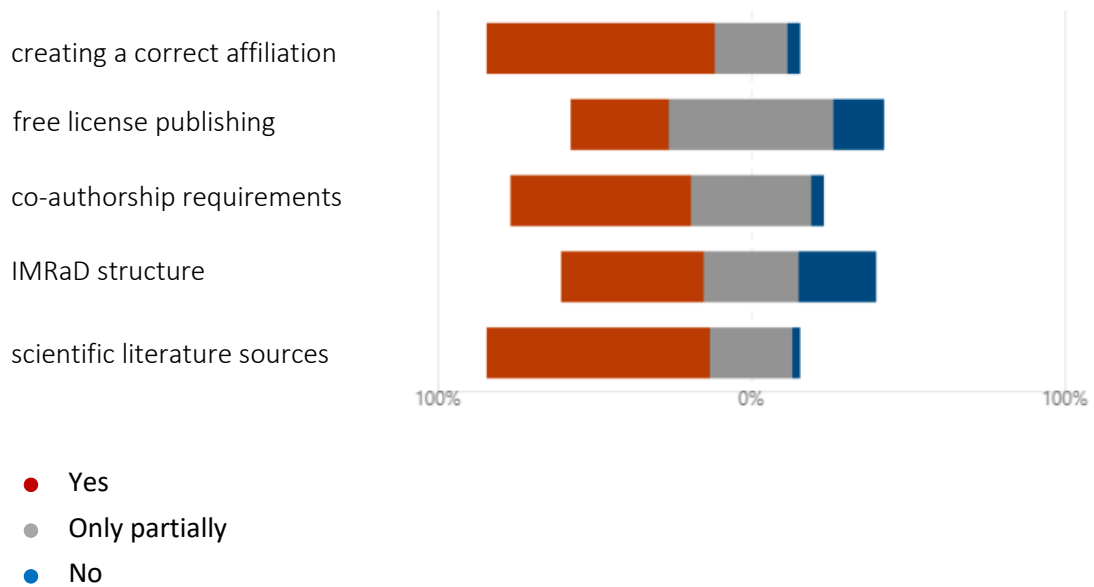
● Yes	70
● No	3
● No opinion	0



The vast majority of respondents (70 people, 95.9%) see the value and sense of preparing this type of material that can support the daily scientific work.

QUESTION 3

Before reading the guide, were you aware of the following rules, did you have knowledge of the following information?



In this question, we gave the authors a choice of three answers: “yes”, “only partially”, “no”. The table below summarizes the answers given by the respondents.

INFORMATION	THE ANSWER “YES”	THE ANSWER “ONLY PARTIALLY”	THE ANSWER “NO”
creating a correct affiliation	72,6%	23,3%	4,1%
free license publishing	31,5%	52,1%	16,4%
co-authorship requirements	57,5%	38,4%	4,1%
IMRaD structure	45,2%	30,1%	24,7%
scientific literature sources	71,2%	26%	2,7%

Overall, the above results are very promising, as they prove that the academic community is very knowledgeable about the topics covered in the guide. At the same time, there are still areas that are wholly or partially new to respondents, such as publishing under a free license, the structure of scientific paper or the co-authorship requirements.

QUESTION 4

How do you generally rate the usefulness of the guide from the point of view of the author of a scientific publication?



grade point average: 4,52

In this question, the respondents had the opportunity to rate the guide on a scale of 1 to 5. As can be seen in the attached graphic, the materials created by the CIB team were perceived positively among the academic community.

Individual responses

* 2 respondents

** 0 respondents

*** 5 respondents

**** 17 respondents

***** 49 respondents

The vast majority of respondents assess the materials as very good (over 67%) or good (over 23%). A small number gave the score 3 (below 7%), and only two people rated the guide very badly. The answers to the questions, which result in both low and high marks, are provided by the analysis of the last open question.

QUESTION 5

If you have any additional comments, please enter them here.

This field was completed by 17 people (slightly over 23% of respondents), of which only 10 (13.7%) submitted comments on the guide (one answer was "Thank you", the remaining six people left a note "no comments").

Among the respondents' statements, one negative opinion can be found, it indicates that such guides should be developed by people with publishing experience, and that full versions of EndNote or RefMan software should be purchased for the University. Positive opinions indicated the substantive usefulness of the content, especially for people starting their research work. The respondents liked the clarity of the prepared materials, they emphasized the accessible language, and the comprehensively formulated information that is worth coming back to and helps to navigate more efficiently in the academic environment.

TIPS FOR THE NEXT VERSION OF THE GUIDE

In the last comment, several respondents indicated topics that could be presented in the next version of the guide: different types of articles and the differences between them, information on the need to include the approval of the Bioethics Committee, instructions on the use of reference managers. The authors of the materials see the need to raise also other issues related to the publication of their texts by the University's academic staff, so it is possible that if the next version of the guide will be prepared, it will contain a lot of additional information.

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