

Instructions for reporting accepted & published papers

1. Actions to take as an author:

<p>While writing your paper:</p>	<p>All IPI members must include IMEC as the affiliation next to your name in the publication (with few exceptions*). Order of affiliation depends on who pays you:</p> <ul style="list-style-type: none"> • Contract with UGent: TELIN-IPI, Ghent University – imec • Contract with imec: imec – TELIN-IPI, Ghent University <p><i>imec address, where needed: imec, Kapeldreef 75, B-3001 Leuven, Belgium</i></p> <p><i>Always mention this as your affiliation! If this is not done, we cannot include the publication in the reporting to the Flemish government, which will have an impact on the imec KPI's and funding for IPI. Making solely an acknowledgement is not sufficient!</i></p> <p>In all other communications (except publications), the format is:</p> <ul style="list-style-type: none"> • Everyone: TELIN-IPI, imec research group at Ghent University <p>*Exceptions are researchers of Sidharta Gautama and in cases where no other IPI-professors are involved (based on list of co-authors). If in doubt, ask your promoter!</p> <p>Add other affiliations where appropriate (either as a primary or as a second affiliation where appropriate), e.g. VIB, Flanders MAKE</p> <p>Make sure to acknowledge funding sources (EU, IWT, iMinds/imec/VLAIO projects, etc)! → see Point 2</p> <p>Check in Web of Science if your paper will be classified as A1/P1 → see Point 5 <i>Note that some journals may NOT actually be A1 and will therefore not count for the PhD requirements. To be classified as A1, they must be in WoS.</i></p>
<p>When the paper is accepted:</p>	<ul style="list-style-type: none"> • Send me (Asli) a bibtex entry → see Point 3 • Tell me if it's A1/P1/C1/C3 etc • NEW: Indicate in the custom "affiliation" field if the paper is imec/ugent/VIB/etc, e.g.: <ul style="list-style-type: none"> ◦ affiliation={imec}
<p>When the paper is published:</p>	<ol style="list-style-type: none"> 1. Send me an updated bibtex entry (including page numbers, ISBN/ISSN, impact factor) 2. Enter your paper in https://biblio.ugent.be/ → see Point 4 <i>This is an important step: it determines IPI funding!</i> <ul style="list-style-type: none"> • Be sure to include the publication ISSN/ISBN number and page numbers • Upload the FINAL PRINT or PREPRINT version which includes publisher information • For P1 publication classification, UGent only accepts it as a P1 once it's been entered in isiknowledge.com. → see Point 5 3. Automatically add your publications to your website → see Point 6

Documentation from imec regarding author guidelines for research integrity, publications, and affiliations/acknowledgements (need to login with imec credentials):

- <https://imecinternational.sharepoint.com/sites/I0001/ResearchIntegrity/SitePages/Home.aspx>

2. How to acknowledge funding sources in your publication: (NOTE MULTIPLE CHANGES)

IWT/VLAIO project → IWT is now known as VLAIO:

“This research or part of this research is conducted within the project entitled [TITLE –ACRONYM] funded by VLAIO (Flanders Innovation & Entrepreneurship).”

imec/iMinds project → dual name should be mentioned for projects starting before 2017: “ iMinds (imec) “:

[acronym project] is a project realized in collaboration with iMinds (imec). Project partners are [names participating external partners].

In case there is support from VLAIO (Flanders Innovation & Entrepreneurship)/Innoviris for one of the partners, add “with project support from VLAIO (Flanders Innovation & Entrepreneurship) and/or Innoviris.”

Example:

“Telesurgery is a project realized in collaboration with iMinds (imec). Project partners are Unilabs Teleradiology BVBA, SDNsquare, and Barco, with project support from VLAIO (Flanders Innovation & Entrepreneurship).”

European project:

This work (or part of the work) has been performed in the project [NAME], co-funded by grants from [COUNTRIES RECEIVING SUPPORT], and the [EUROPEAN FUNDING PROGRAM].

Example:

“This work (or part of the work) has been performed in the project PANORAMA, co-funded by grants from Belgium, Italy, France, the Netherlands, and the United Kingdom, and the ENIAC Joint Undertaking.”

3. Adding publications to the IPI biblio

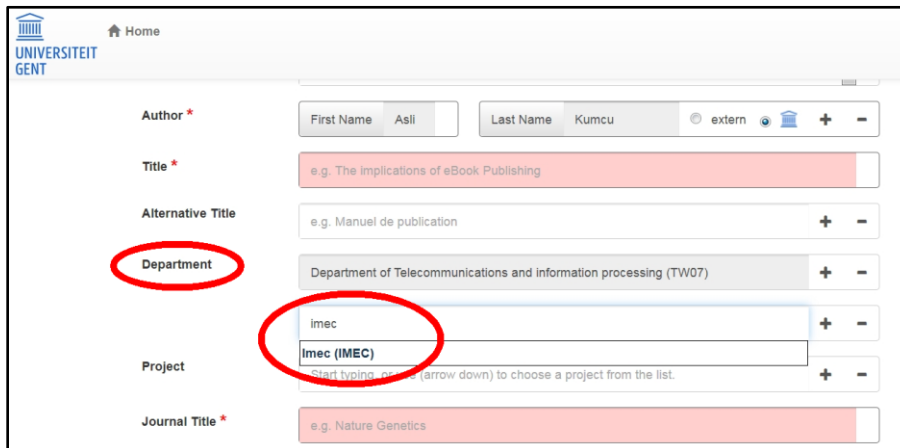
- Submit a Bibtext entry to me
- **Include ISBN / ISSN numbers** and the **page numbers** for all your publications! As there is no keyword in bibtext for ISBN / ISSN, put it in the **comments field** as in the examples. Include the **DOI/URL**.
- For A1s, include **journal’s impact factor** from previous year in custom field: **if = {x.xxx}**
- **NEW: Indicate in the custom “affiliation” field if the paper is imec or ugent (pubs after 1 Jan 2017):**
 - **affiliation={imec} for all pubs**
 - **affiliation={imec,vib,fm} for other affiliations, add as necessary (e.g. VIB, Flanders MAKE)**
- Author names should contain the **last name first, followed by the full first name**, separated by a comma. Different authors are separated by the key word **“and”**: author = { Roels, Joris and Philips, Wilfried},

Examples of valid Bibtext entries:

<p>A valid bibtext entry for a journal paper:</p> <pre>@Article{RoelsAAEC2015, Title = {Image degradation in microscopic images: avoidance, artifacts and solutions}, Author = {Roels, Joris and Aelterman, Jan and De Vylder, Jonas and Lippens, Saskia and Luong, Hiep Q. and Guerin, Chris and Philips, Wilfried}, Journal = {Advances in Anatomy, Embryology and Cell Biology}, Year = {2016}, Pages = {41--67}, Volume = {219}, Doi = {10.1007/978-3-319-28549-8_2}, If = {17.000; 1/21; Q1}, ISBN = {978-3-319-28549-8}, Publisher = {Springer International Publishing}, Url = {http://dx.doi.org/10.1007/978-3-319-28549-8_2} affiliation={iminds,vib} }</pre>	<p>A valid bibtext entry for a conference:</p> <pre>@INPROCEEDINGS{VanHamme2011IV, Author = {Van Hamme, David and Veelaert, Peter and Philips, Wilfried}, title = {Robust monocular visual odometry by uncertainty voting}, booktitle = {IEEE Intelligent Vehicles Symposium IV}, year = {2011}, pages = {643--647}, address = {Baden-Baden, Germany}, month = {June}, comment = {ISBN: 1-4244-1067-3}, affiliation={imec} }</pre>
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4. Adding publications to the UGent biblio

- Be sure to include the publication **ISSN/ISBN number and page numbers**
- Under **Department/Affiliation**, make sure to select **both TELIN and iMinds/imec/VIB (as appropriate)**:
 - Department of Telecommunications and information processing (TW07)
 - **iMinds** (for publications up to and including year **2016**)
 - **imec (starting 2017)**
 - **VIB where appropriate**
 - As well as **affiliations of ALL coauthors** (also those outside TELIN and imec)



- **Upload the FINAL PRINT version** which includes publisher information – hide it behind the UGent firewall if you are not allowed to make it public (This step now replaces having to give a paper copy to the secretariat). **Pre-prints can usually be public immediately** (check journal/conf here: <http://www.sherpa.ac.uk/romeo>).
- For **P1 publication classification**, UGent only accepts it as a P1 once it's been entered in isiknowledge.com. This can take up to 1 year. Once it's in ISI/WoS, login into your UGent biblio account and send a message to the reviewer that the classification needs an update. → **see Point 5**

5. Verifying publication A1/P1 status in Web of Science

- **UGent Biblio classification information:** <https://www.ugent.be/intranet/nl/op-het-werk/bibliotheek/biblio-info/faq-en.html#Classification>
- **A1 publications:** the journal must appear in one of these three databases to be classified as A1:
 - [Arts & Humanities Citation Index®](#)
 - [Science Citation Index Expanded™](#)
 - [Social Sciences Citation Index®](#)
- **Tips to searching the WoS databases:**
 - Conduct the search by “Full Journal Title”
 - Add a wildcard (“*”) to the end of the search terms if the journal name does not come up after your search (e.g. sometimes the official name of the journal might be longer than what it is typically called)
 - The search by ISSN does not always work
- **P1 publications:**
 - [Search here](#) to see if your conference paper has been added to WoS (within UGent network)
 - [Download the excel sheet of conferences](#) to see past conference proceedings indexed in WoS (click “cancel” if it asks for a login, then scroll down to the bottom of the page to “Conference Lists” to find the current excel sheet)

6. Tips for including publications on your website

Create a direct link to your publications:

You can create a bookmark to your own publications as follows, by replacing this field [**author=Philips,+Wilfried**] (last name and first name; watch out for special characters in name and any middle initials):

<http://telin.ugent.be/~akumcu/ipi-publications/bibtexbrowser.php?author=Philips,+Wilfried&bib=IPIall-A1.bib%253BIPall-A2.bib%253BIPall-A4.bib%253BIPall-B1.bib%253BIPall-B2.bib%253BIPall-B3.bib%253BIPall-C1.bib%253BIPall-C3.bib%253BIPall-P1.bib%253BIPall-V.bib%253BIPall-patents.bib>

Embed an RSS feed of your publications on your website:

1. Use the UGent biblio to embed a feed: <https://biblio.ugent.be/doc/api>
2. Use the IPI biblio to embed an RSS feed
Click on the [rss] link that appears when you navigate to the above link. To group publications by category (A1/P1/C1), just remove the unnecessary bib files.
 - So for **A1** journal papers, the RSS link would be: <http://telin.ugent.be/~akumcu/ipi-publications/bibtexbrowser.php?bib=IPIall-A1.bib&author=Philips,+Wilfried&rss>
 - And for **P1+C1** combined: <http://telin.ugent.be/~akumcu/ipi-publications/bibtexbrowser.php?bib=IPIall-P1.bib%253BIPall-C1.bib&author=Philips,+Wilfried&rss>

7. The current publication lists:

- <http://telin.ugent.be/~akumcu/ipi-publications/index.php> (Web interface)
- <http://telin.ugent.be/~akumcu/ipi-publications/index.html> (Link to this document and individual bib files)