



UPSA

UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA

Scholarship with Professionalism



PUBLICATION AND AUTHORSHIP GUIDELINES

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1. Introduction

The University of Professional Studies, Accra (UPSA) has a vision to be a world-class higher education provider in both academic and professional disciplines, nationally entrenched, regionally relevant and globally recognised. To fulfil its vision, the University is committed to providing and promoting quality and excellence in teaching and learning. At UPSA, teaching and learning should reflect the best in terms of contemporary knowledge and academic content. The University recognizes that research undertaken by its staff, students and others is critical in achieving its core mandate of providing excellent teaching to its students as well as contributing significantly to evidence-based decision making in society.

Additionally, the University recognizes that the quality of research outputs by its academic staff contributes greatly to its reputation and credibility globally. It is therefore essential to have a university-wide guideline on publication and authorship. At UPSA, publication of research is among the five key requirements when academic staff apply for promotion. This guide focuses on publication *only* which includes peer-reviewed journal articles and conference papers, books, monographs, and technical reports. For guidance on the remaining four requirements for promotion (which include teaching, community service, administrative experience and commercialization activities/technical transfer/extension activities) consult the UPSA Quality Manual for Senior Members. Journal articles that will be admissible for promotion must be published in ranked journals or indexed in at least one of the following: EBSCOhost, Scopus, Google Scholar, Web of Science, PubMed, Social Science Research Network (SSRN).

2. The Imperative for this Guidelines

There are several reasons why this publication and authorship guideline is necessary for academic staff at UPSA. First, it is important to emphasise that while research publications carry enormous weight in promoting and assessing the career advancement of academic staff (refer to the Quality Manual for Senior Members for the weighting criteria), it is not all research publications that may contribute positively to the reputation of academics. It

is worth noting that the **quality** of a researcher's publication record is more crucial to his/her reputation than the **quantity** of the publications.

Second, not only will quality publications impact positively on a researcher's career advancement but this will also influence the visibility and competitiveness of our University. Researchers should therefore be guided to work towards publishing their research in outlets that have high reputation and impact factor rather than outlets that are perceived to drag down the competitive standing of our University.

Finally, given that there is high demand surrounding the publication of research among academics, this guideline is crucial in helping to prevent researchers (especially early career researchers) falling prey to 'predatory' open access publishing journals (see section 5 for notes on predatory journals), which offer quick turnaround times. There is also the tendency for some researchers to think that there is an apparent scarcity of appropriate outlets to publish in their field and may accept any invitation to publish in 'never-heard-before' journal without undertaking sufficient background checks. Similarly, researchers may have a deliberate intent to fast-track their publication track record through unethical (see section 4 for notes on publication ethics) choices of publication outlets that circumvent conventional journal peer review protocols. This guide will therefore avert a situation whereby researchers publish papers only to realise that they do not count towards their promotion or career development.

3. Purpose

The main objective of this guideline is to ensure sound environment for knowledge production and scholarship in UPSA. It seeks to encourage regular research publications among academic staff as well as outline the key issues to consider when publishing. Every academic is expected to strive to the highest academic rank within his/her selected field and your research output plays an important role in achieving this.

Research achievements have always been weighted most heavily in promotion as compared to the other requirements such as teaching and service. Yet, the assessment of research achievements and the comparison of such achievements across researchers may

pose some challenges, as different researchers will often publish their research in a variety of outlets. While academics are expected to publish in peer-reviewed reputable and indexed outlets, many of these publications are evaluated on quality, focus, and impact of their contribution to knowledge or society. These guidelines will therefore assist academics in determining where and how to publish their research outcomes as well as ensure that all academic publications by staff of UPSA are recorded/registered in a central location. Before faculty submits any publication for promotion, he/she must report it to the Director of Research and Consultancy Centre or the designated official.

4. Authorship

An author of a publication may generally be described as anyone who makes substantial intellectual contributions to its publication. Specifically, one can be an author if you contribute substantially in one or more of the following ways to the publication of the work:

- The conception or design of the work;
- The acquisition, analysis or interpretation of data for the work;
- Drafting, reviewing or revising the publication;
- Ensuring that questions related to the accuracy or integrity of any part of the work could be appropriately investigated and resolved; and
- Approving the final version of the publication.

Where the work has more than one author, the arrangement of authors on the publication should fairly reflect the contributions of each author. Faculty should not accept to be co-author of publications that they have not contributed to substantially.

5. Publication ethics

Academic publishing depends, to a large extent, on the honesty of authors. It also takes place in environments of powerful intellectual, financial, and political interests that may compete or collide. Researchers must therefore be transparent about the sponsors of their work and other sources of support they receive for their publications.

The desire to have good publication record might have adverse effects on the quality of publications, as researchers may be tempted to find short cuts and easy ways to publish, which in turn can compromise publication ethics. Researchers must avoid well-known academic misconducts such as plagiarism, falsification and fabrication. Among others, researchers should ensure that they do the following:

- Comply with UPSA Research Policy and funder requirements in the dissemination of the results of research and, where appropriate, seek guidance and approval to report the research findings.
- Give notice of intention to publish and seek approval, where appropriate, from all partner organisations.
- Acknowledge the funding, support, sponsorship and other forms of input (including that of UPSA) to the work in an appropriate way.
- Avoid media exposure for research, which has not been subject to peer review, unless sanctioned by all parties.

Note that there are editorial processes designed (e.g. peer review processes) by recognised publishers to deal with academic misconduct and penalties for unethical behaviour can be damning. The Committee on Publication Ethics (COPE), a forum of editors and publishers of peer review journals provides a great detail of information on research publication ethics (<http://publicationethics.org/about>).

6. Predatory Journals

While open access publishing and online journals have enriched academic publishing outlets, some of them have created traps for researchers, especially early career researchers anxious to boost their publication records. It is not uncommon for some online publishers to flatter researchers via unsolicited emails extolling the merits of their research and offer rapid publication for a ‘small’ or no fee. Only later do the researchers discover no peer review actually occurred and that the publication may not be indexed and will not count in their career advancement.

It is therefore in the interest of academics to undertake thorough background checks when publishing in new journals. A basic way to avoid predatory journals is to do careful due diligence of the journal and publisher to ensure that it is indexed at least in one of following: EBSCOhost, Scopus, Google Scholar, Web of Science, PubMed, Social Science Research Network (SSRN). It is also important to note that reputed publishers do not necessarily compel you to pay fees as a prerequisite of publication.

Without prejudice, Beall provides a list of predatory journals with a detailed description of predatory publishers, journals and related issues at <http://scholarlyoa.com/publishers/>. The list also contains more than twenty-six misleading metrics organisations fabricating spurious variants of Impact Factors. Between 2011 and 2015 Beall's list of predatory publishers and Journals has grown in size from 18 to about 700. Researchers should therefore give priority to publishing their work in publications that employ rigorous standards of peer review.

7. Acceptable publications

At UPSA, acceptable publications for promotion purposes include refereed books and book chapters, book reviews, peer-reviewed journal articles, articles in refereed conference proceedings, monograph, research reports and technical reports. These are explained in detail in the Quality Manual for Senior Members and are also highlighted as follows:

1. Books
 - i. Books (Refereed)
 - ii. Monographs
 - iii. Handbooks, Pamphlets,
2. Journal and Conference Papers
 - i. Refereed Journal Paper
 - ii. Edited Conference Paper
 - iii. Unedited Conference Paper/Poster Presentation
 - iv. Conference Paper Abstract (Refereed)
 - v. Feature Article – Refereed
 - vi. Feature Article – Unrefereed
 - vii. Research Report - Refereed

3. Technical Reports
 - i. Implemented Technical Report
 - ii. Research Report/ Review – Unrefereed
 - iii. Memoirs

A. Books

1. Different types of books attract different weights/points if used by authors for promotion. The categorization of books will largely be based on quality and the weights range from 1-9 points.
2. A published book should be the product of a rigorous assessment by academics in your area of specialization.
3. Books published both locally and internationally are recognized.
4. Academics are encouraged to publish books with recognized or prestigious publishers.
5. All published books must bear an ISSN in order to be considered for promotion.
6. For promotion purposes, textbooks published for primary and secondary schools are not acceptable.

B. Book Chapters

1. Academics are encouraged to publish book chapters in prestigious publishers.
2. Book chapters, tenable for promotion, may attract 1-3 points.
3. A chapter in a book that bears an ISSN shall be considered as research article.

C. Monographs

1. Staff on completion of a PhD must inform the relevant Faculty/Department and may submit a copy of the PhD thesis to the Faculty/Department.
2. A PhD monograph thesis may be used for promotion if it has not been used for promotion before and if not a mandatory requirement for promotion in a certain rank.
3. In the case of PhD by publications, the published articles shall be evaluated and awarded like any other journal articles.
4. Monographs must bear the imprints/certifications of the sponsoring agencies if they are to be considered for promotion.

D. Book Reviews

1. Book reviews that are published in recognized publications are accepted.

2. Reviews on primary and secondary level books will not be accepted.

E. Peer-Reviewed Journal Articles

1. Academics are encouraged to publish in a variety of journals including prestigious international journals and peer-reviewed journals at the national and international levels.
2. Academics who publish in high-ranking journals will score higher points for promotion purposes.
3. Faculties and departments should determine a list of journals from which their staff must publish. Such journals list must be furnished to the Research and Consultancy Centre and should generally be peer-reviewed, indexed and reflect international authorship.
4. While journals of international standard may not necessarily be location-bound, academics must not publish in only local journals, that is, publishing in journals located in Ghana only.
5. For purposes of promotion, not more than 20% of a candidate's entire publications should be in journals that have not gone beyond four (4) Volumes.
6. For purposes of promotion, not more than 70% of the total number of journal articles should have been published in the same journal.

F. Articles in Refereed Conference Proceedings

1. Academics must ensure that their Faculty/Department have records of all conference presentation papers.
2. For purposes of promotion, only conference papers retrievable from refereed proceedings shall be considered for promotion.

G. Research Reports

1. Staff should register their research reports with their Faculty/Department and the Research and Consultancy Centre.
2. Research reports can be used for promotion but they must be officially registered with relevant Faculty/Department before they will be considered and evaluated for promotion.

H. Technical Reports

1. Staff involved in the production of technical papers or notes for the University will be recognized.
2. Staff can include implemented technical reports as part of their promotion application.
3. Technical reports must bear the imprints/certifications of the sponsoring agencies if they are to be considered for promotion.

8. Weighting System for publications

As indicated in Section 2 (Purpose) of this document, within the academic publication groups, there is great variation in terms of the quality and outreach of the different modes of publications (e.g., books, edited books and journals will have different levels of quality and readership). Consequently, the amount of effort required to achieve acceptance of a publication in the different outlets differs. It is therefore not easy to compare the research performance of individual academics for purposes of promotion, as they often will publish in a variety of publication outlets. This challenge may give rise to differing assessments of research performance by different University management because perceptions about the quality and importance of different publication outlets may vary.

The above challenge is not unique to UPSA alone but it is faced by other Universities around the world where research performance is an important ingredient in the promotion of academic staff. The solution adopted by many universities around the world is a weighting system that ranks and assigns weights to different publications according to their academic merits, and allows an aggregation across publications. The weight for each publication outlet is often derived at, in part, by the impact factors of the publication outlet (e.g. journals), and/or by perceived effort required to prepare and publish a research product (e.g. books). The Quality Manual for Senior Member provides the weighting criteria for promotion of academic staff as follows:

	ITEM	WEIGHT
1.1	JOURNAL AND CONFERENCE PAPERS	
i	Refereed Journal Paper	3-5
ii	Edited Conference Paper	2-3
iii	Unedited Conference Paper/Poster Presentation	1-2
iv	Conference Paper Abstract (Refereed)	0.5-1
v	Feature Article - Refereed	1-2
vi	Feature Article - Unrefereed	0.5-1
vii	Research Report - Refereed	2-3
1.2	BOOKS	
i	Books (Refereed)	5-9
ii	Monographs	1-3
iii	Handbooks, pamphlets, etc. (edited)	1-3
iv	Chapter in Refereed Book	1-3
1.3	TECHNICAL REPORTS	
i	Implemented Technical Report	3-4
ii	Research Report/Review - Unrefereed	1-3
iii	Memoirs	1-2

9. Collaborative Works and Co-Authorship

The University strongly encourages collaborative work among academics both within and outside UPSA. While collaborative work is encouraged, it has implications on the weights/points each author would receive when a multiple-authored publication is being considered for promotion. Naturally, some discount should be applied for multi-authored publications. The simplest discount method is by dividing the weight associated with the specific type of publication by the number of authors. However, such an approach may be a deterrent to collaborative work. For that reason, a non-linear discount method may be preferred. The allocation of multiple authorship publication points should reflect the level of contribution of each author, which is often determined by the position of the author's name in the listing of authors. The order of authorship is often assumed to be proportional to the contribution of each author. Thus, for co-authorship, principal (first) author attracts 75%, second author 50%, and third onwards 25% of the weighted score.

10. Procedure for Reporting Publications

In order to attract funding from governmental and nongovernmental organisation, UPSA is required to record and report the research publications of its staff annually. The annual

publication record of the University is also used in assessing the quality of research being undertaken at UPSA and can influence the local and global rankings of the University.

All academic staff must therefore report their research publications to the Director of the Research and Consultancy Centre (RCC) through their Departments and Faculties. New publications must be reported as soon as they published. The RCC shall compile and maintain information about UPSA research publications. Staff must ensure that works published in a particular year are all reported to ensure the compilation of the annual research publication report of that year. Besides the annual publication report, publication records of faculty members should be made available on the University’s website.

It is in the interest of academic staff to report their research publications, as only those reported, verified and registered with the University will be used for promotion purposes. Publication outputs with the status of ‘advance’, ‘under review’, ‘accepted for publication’, or ‘in-press’ cannot be reported as published work as they are subject to change. Similarly, conference papers that have not been published in the conference proceedings should not be reported.

11. Format for Reporting Publications

For the purposes of reporting publications to the Director of RCC and to have uniformity in the way faculty research is reported on the University website, the references must be written using American Psychological Association (APA) style, 6th Edition. Do not use ‘...’ or ‘et al.’ if multiple authors are involved. Ensure that you include all authors and verify the correct order and spelling of authors’ names. You must include DOI and web link as part of the reference where applicable. For illustrative purpose, an example is provided here.

Name	Dr. Ibrahim Mohammed	
Faculty	Accounting and Finance	
Department	Banking and Finance	
A	<i>Journal Articles (Sorted Chronologically, latest to earliest)</i>	
1.	Full Reference	Mohammed, I., Denizci Guillet, B. & Law, R. (2015). The contributions of economics to hospitality literature: A content analysis of hospitality and tourism journals. <u>International Journal of Hospitality Management</u> , 44(2015), 99-110. http://dx.doi.org/10.1016/j.ijhm.2014.10.010
	Abstract	This paper aimed to develop a concrete understanding of economics topics and methodologies that have been applied

		to hospitality research and to suggest areas for further research. Content analysis of 292 full-length articles was performed. The results showed that the contributions of economics to hospitality literature were largely empirical and microeconomics-related. Most of the research topics focused on market analysis, which involves demand and supply modelling and price determinants, followed by performance analysis, involving efficiency and productivity studies. Limited contributions of macroeconomic topics to hospitality were determined, highlighting the lack of studies on the impact of government or public policies on the hospitality industry. Moreover, the application of game theory to market structures was found to be limited, creating a vacuum in terms of understanding the competitive and cooperative behaviours of hospitality firms. As a contribution to the literature, the study provides suggestions for future research.
2.	Full Reference	Denizci Guillet, B. & Mohammed, I. , (2015). Revenue management research in hospitality and tourism: A critical review of current literature and suggestions for future research. <u>International Journal of Contemporary Hospitality Management</u> , 27(4), 526-560. http://dx.doi.org/10.1108/IJCHM-06-2014-0295
	Abstract	<p><i>Purpose</i> – The purpose of this study was to examine hospitality and tourism revenue management (RM) research in the recent decade, to identify emergent issues/topics and suggest directions for future research.</p> <p><i>Design/methodology/approach</i> – A systematic process of literature review involving content analysis was adopted. The process involved searching for published articles in three major online databases for hospitality and tourism journals, evaluating and selecting the relevant articles, analyzing and synthesizing the findings of the selected papers, and organizing the findings to determine what is known and what is yet to be known.</p> <p><i>Findings</i> – The paper established a broad range of topics that have engaged the attention of hospitality and tourism researchers in contemporary times. These topics were structured into seven major themes constituting the core activities of hospitality RM process and another eight themes covering the factors influencing the practice of RM.</p> <p><i>Practical implications</i> - The classification of the literature into core activities of RM process and factors influencing RM serves as a useful guide for practitioners and academics to trace relevant literature on various aspects of RM and to visibly notice the gaps in the existing literature.</p>

		<i>Original/value</i> – By developing a RM framework and using it to evaluate existing literature, this study brings cohesion into the hospitality and tourism RM literature.
3.	Full Reference	
	Abstract	
B. Books (Sorted Chronologically from the latest to the earliest)		
1.	Full Reference	
2.	Full Reference	
3.	Full Reference	
C. Book Chapters (Sorted Chronologically, latest to earliest)		
1.	Full Reference	Mohammed, I., Guillet, B. D., & Law, R. (2015). Corporate Identity Communication on Corporate Websites: Evidence from the Hong Kong Hotel Industry. In Tussyadiah, I. & Inversini, A. (Eds.), <i>Information and Communication Technologies in Tourism 2015</i> (pp. 635-649). Springer International Publishing.
	Abstract (if applicable)	In today's competitive business environment, corporate identity communication has become prominent and a useful strategy for gaining competitive advantage. The role of corporate websites in communicating corporate identity has also been underscored but there have been limited empirical studies investigating the actual usage of corporate websites in communicating corporate identities of hotels. To contribute to this scarce stream of research, this study identified the core elements of corporate identity from the literature and applied them to evaluate the websites' content of 123 hotels in Hong Kong. The results indicated that, corporate identity elements relating to design such as logo and slogan were the commonly reported; but identity elements regarding corporate culture, corporate behavior and corporate strategy were scarcely communicated by more than 60 % of the hotels. Significant differences were also found between chain-affiliated hotels and independent hotels. From a practical standpoint, these results can be used to enrich the contents of corporate websites.
2.	Full Reference	
	Abstract (if applicable)	
3.	Full Reference	
	Abstract (if applicable)	
D. Conference Presentations (Sorted Chronologically, latest to earliest)		
1.	Full Reference	Mohammed, I., Denizci Guillet, B. & Law, R. (2015). Improving Competitive Set Selection in the Hotel Industry through an Integration of Different Approaches, paper presented at the 20 th Annual Graduate Conference in

		Hospitality and Tourism, Tampa, Florida, USA, January 8-10, 2015
2.	Full Reference	Alabi, G., Alabi, J., & Mohammed, I. (2014). Traditional Leaders Involvement in Land Management for Sustainable Development: A case of Ghana, paper presented at The Clute Institute International Academic Conference, Orlando, Florida, USA, January, 1-4, 2014.
3.	Full Reference	

