

*Institute for Environmental Monitoring and Research*

**Publication Policy for Internal Reports and Publications**

**Introduction**

All data which is produced by employees of the IEMR or contractors to the IEMR will remain the property of the IEMR unless there is a written agreement to the contrary. The IEMR may restrict access and the use of the data by former employees. The contribution of former employees will be taken into consideration by the Research Manager in his or her assessment of the total contributions of the project.

The Research Manager will ensure that the contribution of previous employees is respected during the allocation of the credits to the project. A former employee will always have the option of withdrawing from the authorship in case of a disagreement. The final decision on the content of the report will reside with the Research Manager. However, the Research Manager will develop a review process which will include the SRC members as well as the Board members of the IEMR. Prior to starting any new project, a contract or memorandum of understanding among partners will identify responsibilities with respect to potential publication and authorship.

**IEMR Generated Data**

Data which is the sole responsibility of the IEMR will be managed by the Research Manager. He or she will be responsible for establishing a process which will respect the contribution and responsibilities of each staff member and technical staff associated with the project. Prior to the initiation of the project, the Research Manager shall identify the contribution of each team member to the following areas:

- Conception of the project
- Planning of the experimental design
- Responsibilities for data collection
- Responsibilities for data analysis
- Writing of initial drafts
- Writing of final document
- Process for reviewing drafts and final document
- Process for approval of drafts and final review.

The process should be modeled on the principles of the Ecological Society of America (Appendix A) and the Environment Canada guidelines (Appendix B). The contribution assessment will be reviewed by the SRC prior to the implementation of the project.

## **Jointly Shared Data with DND and Provincial Governments**

For jointly shared data with DND and/or the Provincial Governments, a **letter of understanding** at the initiation of a project would be required. This letter would address various aspects of the initiative such as:

- level of contribution,
- project funding,
- project concept and design,
- manpower,
- technical assistance,
- in-kind contribution,

The letter of understanding should clearly outline how authorship will be assigned, based on contribution. A detailed quantifiable process such as the one outlined in appendix A should be devised to assess the contributions. It should indicate who will be responsible for the analysis and the writing of the report, as well as specify future usage of the data by either of the partners. The content of the letter of understanding must be agreed upon by management prior to the initiating of the project.

After agreement by the data owners that a paper will be submitted for publication in a refereed journal, the owners of the data will agree who will be the senior or corresponding author. This individual will liaise with the editors. If the editors recommend major changes to the manuscript, and/or substantial work is needed to improve the quality of the work, the revised manuscript must be sent to the data owners for review and consideration.

## **Retrospective and Interpretive Analysis**

In some circumstances, employees or contractors of the IEMR may be asked to compile retrospective collective reviews of previous studies, publications or data. Such reviews will follow standard methods of literature review and retrospective analysis in which authors of material used are cited. If data used in respective analysis are not in the public domain, then licenses / agreements permitting use of the data must be obtained prior to any retrospective analysis.