



**KILIMANJARO CHRISTIAN
MEDICAL UNIVERSITY COLLEGE**

(A Constituent College of Tumaini University Makumira)

**PUBLICATION POLICY AND
GUIDELINES**

MAY 2024

DOCUMENT INDEXING INFORMATION

Policy Name:	Publication Policy and Guidelines
Policy Index No:	PP/004/SENATE95 /24/2.51
Custodian of the Policy:	Director, Research and Consultancy
Ownership:	College Academic Committee
Approving Authority:	TUMA Senate
Approval Date:	May 2024
Review Date:	May 2024
Next Review Date:	May 2029

Table of Contents

DOCUMENT INDEXING INFORMATION	i
ABBREVIATIONS AND ACRONYMS.....	iv
GLOSSARY OF TERMS.....	v
1.0 INTRODUCTION	6
1.1 Background	6
1.2 Sources of Research Grants and Academicism	6
1.3 Purpose of the Policy	8
1.4 Scope	8
2.0 POLICY STATEMENTS AND PROCEDURES	8
2.1 Need to publish project output/ research findings.	8
2.2 Publishing Books and Book chapters and related academic work	9
2.3 Quality and choice of media for Publication	9
2.4 Open access Policy	10
2.5 Authorship	11
2.6 Proper Acknowledgement of KCMUCo	12
2.7 Cultivating Publication Culture	13
2.8 Publication Database and Institutional Repository	14
2.9 Data sharing	15
3.0 GUIDELINES ON PUBLICATION	18
3.1 Manuscript preparation	18
3.1.1 Ensuring good integrity of data and information.	18
3.1.2 Authorship of Manuscripts	19
3.1.3 Choice of Journals for publications	19
3.1.4 Open access publication	20

3.2 Recognizing staff and students’ efforts in publications. .	20
3.3 KCMUCo publication repository.....	20
3.4 Data sharing	21
4.0 IMPLEMENTATION OF THE POLICY	21
5.0 POLICY STATUS.....	22
6.0 RELATED LEGISLATIONS.....	22
7.0 KEY STAKEHOLDERS.....	22
8.0 APPROVAL DETAILS.....	22
9.0 EFFECTIVE DATE FOR THE POLICY.....	23
10.0 NEXT REVIEW DATE	23
11.0 POLICY OWNER	23
12.0 POLICY CUSTODIANSHIP	23
13.0 APPROVAL DETAILS.....	23

ABBREVIATIONS AND ACRONYMS

COSTECH:	Commission for Science and Technology
CRERC:	College Research Ethics and Review Committee
DLS:	Directorate or Director of Library Services
DPS:	Directorate or Director of Postgraduate Studies
DRC:	Directorate or Director of Research and Consultancy
KCMC:	Kilimanjaro Christian Medical Centre
KCMUCo:	Kilimanjaro Christian Medical University College
KCRI:	Kilimanjaro Clinical Research Institute
NatHREC	National Health Research Ethics Committee
NIMR:	National Institute for Medical Research
OPRAS:	Open Performance Reporting and Appraisal System
OSP:	Office of Sponsored Projects
TMDA:	Tanzania Medicine and Medical Devices Authority

GLOSSARY OF TERMS

“Data (research data)” means any information whether in digital or non-digital form, that has been collected, observed, generated or created to validate original research findings. This includes laboratory and field logbooks, notebooks, diaries, worksheets and any form of recorded information.

“Data sharing” means the practice of making data available for use, in scholarly research, by other investigators.

“Investigator(s)” means a person who is involved in running a clinical trial or research study and may help prepare and carry out the protocol (plan) for the study, monitor the safety of the study, collect and analyze the data, and report the results of the study.

“Principal investigator: the individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or any other sponsored project.

“Publication” means the preparation and issuing of a piece of information, a book or a journal or any other form of information (Oxford Dictionary). In this Policy Publication shall refer to the preparation and issuing of scientific information and data to a public domain either a journal, a book, or any other scientific/ scholarly media outlet including websites, electronic repositories and libraries, conference proceedings and posters.

“Research assistant” means a researcher employed on a temporary contractual basis in research settings, to assist in implementing the research activities, under a supervisor or principal investigator and usually are not directly accountable for the outcome of the research.

1.0 INTRODUCTION

1.1 Background

Research and Publication forms one of the three core functions of the Kilimanjaro Christian Medical University College (KCMUCo) which are Teaching, Research and Service. Research enables the creation of new knowledge, skills and innovations that leads to technological advancement, improved service to the society and overall wellbeing of the population.

KCMUCo and the affiliated institutions such as KCMC hospital and Kilimanjaro Clinical Research Institute (KCRI) form one consolidated training and research infrastructure. They provide a conducive state-of-the-art environment enabling local and international research partnerships and collaborations that lead to both efficient and effective research outputs. KCMUCo and its affiliates produce more than two hundred publications annually, but before this policy was formulated in 2020, there was misappropriation of authorship affiliation, as well as improper acknowledgement of the KCMUCo, has led to under-representation of the College in the global knowledge-sharing domain.

1.2 Sources of Research Grants and Academicism

Research grants at KCMUCo fall under three major categories. The first category involves research and capacity building grants obtained through investigator/applicant efforts in writing proposals and responding to call for funding opportunities from various funding agencies. These include institutional, partnership or consortia awards; investigator, studentships or fellowship awards. Grants are the most common projects at KCMUCo and one of the major ways to enhance academic growth of staff and students. Most of the information

obtained from research and capacity building grants require Publication as the primary way of dissemination and feedback to the funder and the international community. The second category involves small, student-initiated projects as a mandatory fulfilment of academic training. Such projects are mostly academic centering on simple, and many focused objectives but which eventually can result in useful information contributing to the knowledge base and as well can have a direct impact on the society. Students' research work constitutes a large proportion of the publications from the College. The third category is less common and involves contracts from companies and product development agencies on specific tasks such as product testing and or evaluation. Information from contractual work may be restricted depending on its nature and context of the research, but it is eventually published when due for dissemination.

Notwithstanding the type of research conducted, KCMUCo has set standards for its staff, affiliated scientists and students to conduct research and publish the findings. While the rate of Publication from donor-funded projects rely on the project objectives and outputs, KCMUCo student projects at postgraduate level must be designed in a way that they produce publishable data and eventually be published; at least one Publication from a master level project and three from PhD level projects. Furthermore, many publications are obtained from collaborative projects done elsewhere. The directorate of postgraduate studies (DPS) provides specific guidelines on students' research work and thesis and dissertation production. In contrast, this Publications policy provides a general guide on how research information sharing should be managed in a broader perspective. Despite the short duration allocated to undergraduate students for research

projects, KCMUCo will strive to maximize the number of publications from undergraduate research projects.

1.3 Purpose of the Policy

This Publication Policy aim to clarify and guide the process by which the College:

- (i) Communicates its research output to the local community, national and international stakeholders.
- (ii) Assists researchers in making the most significant impact in disseminating their research findings.
- (iii) Assists researchers in meeting open access requirements.
- (iv) Assists researchers in raising their profile and that of the College through research output.
- (v) Effectively manage its publications and data.

1.4 Scope

This policy applies to all types of publications such as books, journal articles, abstracts, conference posters and any other form whether electronic or hardcopy involving data and information from research conducted by staff, affiliated scientists and students at the College or using KCMUCo and its affiliated institutions (KCMC and KCRI) or its facilities.

2.0 POLICY STATEMENTS AND PROCEDURES

2.1 Need to publish project output/ research findings.

The College recognizes the need to publish research output as an effective and reliable means of sharing research findings with the global audience and produce impact. KCMUCo therefore shall encourage its staff to conduct research and publish the findings.

Procedures

- (i) The College shall from time to time, conduct short courses on academic writing to enable staff and students write manuscripts for publication of their research outputs.
- (ii) The College shall provide access to various tools such as plagiarism checker software, referencing software and data analysis software for researchers and students to be able to analyze, write and publish their work.

2.2 Publishing Books and Book chapters and related academic work

KCMUCo recognizes the need for its staff to publish books and contribute to book chapters. Books that are especially encouraged in the academic setting are those which are discipline-oriented. Therefore:

- 2.2.1 KCMUCo shall encourage its staff and students to publish books and or contribute book chapters in discipline-specific books.
- 2.2.2 KCMUCo shall assign merit to, and Honour books published by its staff and students through recognition of such work in staff promotions and/or academic awards.

2.3 Quality and choice of media for Publication

- 2.3.1 The primary outlet for the publication of research findings shall be Scientific Peer-Reviewed Journals. Other outlets such as conference proceedings, policy briefs and abstracts in meetings shall be considered subsidiary outlets to journal publications.
- 2.3.2 While the choice of the journal remains the discretion of the authors, KCMUCo shall encourage researchers to publish in high impact

factor journals and discourages publishing in predatory journals.

Procedures:

- (i) Before planning to publish in a journal, potential authors have to ascertain themselves of the authenticity of the journal in question.
- (ii) Junior authors can seek assistance from the Office of Sponsored Projects or the Office of the Director of Library Services on appropriate journals for their articles.
- (iii) Authors shall be required to make sure the journals they publish in are scientific and peer-reviewed.

2.4 Open access Policy

2.4.1 To enable prompt and broad dissemination of research outputs, KCMUCo believes in open access publication policy. KCMUCo thus, shall encourage researchers, staff, and students to publish their findings/outputs in open access journals.

2.4.2 Where possible, KCMUCo shall assist its students and staff in meeting costs for publishing in open access journals.

2.4.3 Authors must deposit full text copies of final accepted peer-reviewed research articles, including reviews and conference papers into the institutional repository, via the University's publications database as soon as possible after acceptance for publication.

Procedures:

- (i) The College shall seek to subscribe to and/or obtain waivers from journals for open access publishing and inform its researchers and students accordingly.

- (ii) KCMUCo shall include in the costs for postgraduate research fees an amount to cover open access publishing to enable students to publish their research in open access journals.

2.5 Authorship

- 2.5.1 KCMUCo requires that authorship credit to a scientific work be given to individuals who have substantive contributions to the book.
- 2.5.2 For scholarly publications particularly for PhD thesis, and where possible for master's degrees, first and second authorship positions shall be considered as reflecting strong ownership of the work and such manuscripts shall be accepted for including in a thesis. The last authorship positions shall in most cases be considered senior positions and shall reflect substantial contribution as for supervisory and oversight of the project from design to implementation.
- 2.5.3 Authors shall ensure that they acknowledge the source of grant funding associated with a research output in all research outputs.

Procedures:

- (i) During manuscript preparation, the responsible lead shall make sure authorship positions are assigned according to individual contributions and reflect the actual contributions in honesty and accurate manner.
- (ii) Authorship and authorship positions shall be agreed upon by all authors before submitting a manuscript for publication.
- (iii) Where necessary KCMUCo shall take action against any infringement of authorship rights by any researcher or person if so determined and proven by

the offended, including an appeal to the respective publisher.

- (iv) In acknowledging source of funding authors shall observe any standard format or guidance from the funder if any.

2.6 Proper Acknowledgement of KCMUCo

To build the profile and promote the visibility of the College in the global knowledge-sharing domain, it is essential to give appropriate credit and acknowledgement to the KCMUCo in every publication that involves the College staff/affiliated scientists and/or resources. Therefore:

- 2.6.1 KCMUCo shall require all its staff, affiliated scientists, and students to indicate their affiliation to KCMUCo in all manuscripts and publications produced at or using KCMUCo or any of its affiliated institutions and resources.
- 2.6.2 KCMUCo shall NOT consider for academic promotion or award or any other merit to its staff or students or affiliated fellow, publications that do not correctly show affiliation to the College.

Procedures:

- (i) When writing institutional affiliation, the author shall be required to optionally cite the department, unit, or institute where he/she belongs or attached (for students and visiting scientists) followed by (**compulsorily**) the College and the physical address; For example:
“Internal Medicine department, Kilimanjaro Christian Medical University College (KCMUCo), Sokoine Road, Moshi Tanzania.”
OR: Institute of Public Health, Kilimanjaro Christian Medical University College (KCMUCo), Sokoine Road, Moshi Tanzania.

- (ii) For authors belonging to KCMUCo and affiliated institutions shall mention both institutions such as:

From KCRI: *Kilimanjaro Clinical Research Institute and Kilimanjaro Christian Medical University College (KCMUCo), Sokoine Road, Moshi Tanzania*

OR write both institutions and refer to them by numbers. The same applies to researchers belonging to other institutions but temporarily working or attached to KCMUCo.

From KCMC teaching hospital: *Kilimanjaro Christian Medical Centre and Kilimanjaro Christian Medical University College, Sokoine Road, Moshi Tanzania*

OR write both institutions and refer to them by numbers.

- (iii) KCMUCo shall during appraisal of academic staff performance consider authorship affiliation as a criterion for any manuscripts and other academic work submitted for consideration and give credit accordingly.
- (iv) Part-time or contractual students and staff shall be required to declare an affiliation to KCMUCo in addition to their respective institutions in any authored manuscripts resulting from their work at the College.
- (v) Research outputs where KCMUCo facilities or resources have been used must acknowledge the College.

2.7 Cultivating Publication Culture

- 2.7.1 The College shall use publications as one among other criteria for staff academic promotions.

- 2.7.2 The College shall recognize active students in research and publication through awards such as best student researcher award and any other possible awards that may be introduced from time to time including Ben Hamel award for the best dissertation provided annually.
- 2.7.3 KCMUCo shall set criteria for recognizing and awarding credits to authored manuscripts by staff based on the quality of paper, journal impact and individual contribution to the research for the manuscript.

Procedures:

- (i) The College academic departments shall identify the best student publications and recommend them to the DPS for vetting. Selected best publications shall be awarded based on specific criteria set out in the awards.
- (ii) The College shall set aside funds for rewarding prolific authors at the College.
- (iii) Academic staff shall be required to include publications in the annual staff appraisal forms for evaluation. Merit to publications for staff promotion shall follow TCU guidelines.

2.8 Publication Database and Institutional Repository

- 2.8.1 KCMUCo shall maintain Institutional repository for staff and students' publications to enable easy access and to evaluate the College's research output and impact.

Procedures:

- (i) The College shall establish an electronic publications repository under the directorate of

Library Services for archiving of staff and students publications.

- (ii) Each staff and student (or his/her supervisor) shall be required, upon final publication and indexing of his/her Publication in a particular media outlet, submit a PDF copy of the full publication to the responsible administrator of the Institutional Repository.
- (iii) Notwithstanding number (ii) above, students shall in addition be required to send copies of their publications to the Administrator of the Directorate of Postgraduate Studies for evaluation of their academic achievements.
- (iv) In addition, KCMUCo staff shall be required to register and create a profile with a web-based research portal (preferably ORCiD identifier, Research gate or Google Scholar) that will be linked to the Institutional Repository for easy access to staff publications and ensure that the individual is credited for their work and that the correct institutional affiliation is achieved.
- (v) The DRC shall produce annual reports and bulletins on publications based on submitted manuscripts to the College Institutional Repository.

2.9 Data sharing

There is an increasing demand for wide sharing of research data to maximize research output while reducing duplications of data. Most funders and journals have set requirements for data sharing based on specific goals and interests. Most health research funders encourage and require authors to make their data openly available with minimum restrictions as possible. In contrast, journals require unrestricted availability of the data to validate the

publication. Yet there is a lot of considerations around data sharing especially in open access model such as making sure the data will be used following the original goals and purpose for which the data was collected and according to the agreed terms with the requester. Depending on the type of data and scale of sharing, ethical considerations may become necessary as well as data management oversight following the sharing of a data set. Therefore:

- 2.9.1 KCMUCo shall, without vetting, allow open data sharing to publish research outputs, by its researchers (staff and students) such as submission of supplementary tables, figures and small data sets that do not include personal or research participants' identifiers.
- 2.9.2 Sharing of large datasets for secondary use such as within clearly defined and approved partnerships by the KCMUCo and its affiliated institutions, in such settings as in clinical studies shall require ethical and regulatory approval and shall be clearly stated in the data handling and management section of the proposal and must have received proper approvals including CRERC approval. Under such circumstances, KCMUCo data management unit shall also, through the project local principal investigator, maintain oversight on the documented agreed use of the data by the destined investigator and shall make sure the College and any affiliates are adequately acknowledged and/or cited in any secondary outputs.
- 2.9.3 For all data sharing context other than the stated above, KCMUCo Data Sharing Policy and Data Security Policy shall apply.

- 2.9.4 Principal Investigators shall first obtain publication permission from NIMR for any research findings emanating from studies which were granted ethical clearance from NIMR.
- 2.9.5 Authors shall include a Data Access Statement in their research findings even where there are no data associated with the publication or the data are inaccessible. The statement informs readers where the associated underlying research materials are available and how they can be accessed.

Procedure

- (i) Requests for data sharing for secondary uses shall be typically made to project Principal Investigators. Secondary uses of data that were not previously approved by CRERC and/or National Research Ethical Committee (NatHREC) shall require submission to CRERC and subsequent approval before a DTA can be allowed.
- (ii) When reviewing applications for secondary uses of data to answer research questions that are unrelated to the primary application, CRERC shall consider potential infringement of study participants rights and safety where applicable.
- (iii) CRERC and when necessary, NatHREC and any other relevant regulatory authorities shall approve data transfer agreements. It is the responsibility of the responsible researchers to seek adequate information regarding the required approvals and ensure compliance, and most importantly consult in advance and follow the Data Sharing Policy.

3.0 GUIDELINES ON PUBLICATION

3.1 Manuscript preparation

3.1.1 Ensuring good integrity of data and information.

- (i) Project leaders and principal investigators (for grant projects) and student supervisors are responsible for guiding manuscript preparation.
- (ii) Deliberate actions and procedures must be taken to ensure the integrity of data and information provided in manuscripts and any publications produced by or involving KCMUCo to promote the right image of the College.
- (iii) Where necessary consultation for external experts on data analysis and/or interpretation of the findings should be encouraged to make the most accurate interpretation of the research findings.
- (iv) Data falsification constitutes research misconduct, and KCMUCo shall not tolerate such acts if so determined. Researchers should refrain from any acts that might lead to data falsification. Any suspected data falsification should be reported to the DRC office immediately for follow-up and action.
- (v) Where applicable checking for plagiarism and proper referencing, proper acknowledgements and author affiliation shall be done.
- (vi) Because of the large volume of draft manuscripts developed from students' dissertations, the DPS shall form research and manuscript review groups to scrutinize postgraduate Master Students' manuscripts before they can be allowed to proceed with publication. This is to ensure maximum output from students' research in terms of publications.

3.1.2 Authorship of Manuscripts

- (i) Authorship composition in a manuscript is a total discretion of the research teams for that project led by the Principal Investigator. The team should discuss the individual contributions into the study and agree on authorship composition and positions beforehand. Subject to the respective inputs, all investigators shall be given a chance to participate in publications.
- (ii) Where individual efforts do not warrant being an author, those individuals shall be acknowledged accordingly. It is the total discretion of the authors to agree on whether or not to recognize someone based on his/her contribution.
- (iii) Students must be given a chance to prepare their manuscripts and become first authors unless the context demands otherwise, or they fail to deliver.
- (iv) KCMUCo acknowledges the lack of knowhow and experience by students in conducting research and writing manuscripts. Towards this end, the Supervisors have the responsibility to take initiatives in teaching students how to write a good manuscript, including recommending the student to take scientific writing courses to be able to write their work. KCMUCo shall not consider the lack of knowledge on how to write a manuscript by a student an excuse for excluding a student from a manuscript/paper generated from his/her academic work.

3.1.3 Choice of Journals for publications

Authors have the discretion of choosing where to publish research outputs. However:

- (i) As the circumstances may require, KCMUCo may issue a list of approved journals by category for publication of research outputs OR a list of

journals and media outlets disapproved for publications.

- (ii) Investigators and students are encouraged to publish in journals with high impact factors to increase the visibility of their work and college profile.

3.1.4 Open access publication

- (i) Notwithstanding the level of reporting, that is whether a short report or a full article, KCMUCo shall encourage open access journals to enhance visibility and academic growth.
- (ii) Therefore, researchers shall look for ways to meet free access costs. For student's manuscripts, students should check with DPS or DRC for the possibility of support for the open access costs or a waiver. Some journals, for example, BMC journal have waivers for LMIC not-for-profit academic institutions.

3.2 Recognizing staff and students' efforts in publications.

Students' academic manuscripts shall be evaluated by a committee appointed by the DPS for consideration of academic awards that will be implemented from time to time.

For academic staff, the College shall apply the staff promotion criteria for recognition of staff publications and contribution to promotion and/or an award.

3.3 KCMUCo publication repository

Detailed procedures for depositing publications to the KCMUCo repository shall be issued by the Director of Library Services (DLS).

- (i) DLS shall require that every staff is registered with Google scholar and Research gate for easy capture of research outputs in real-time and for easy inclusion in the KCMUCo evaluation.
- (ii) Procedures for submission of copies of published manuscripts shall be issued by DLS for academic staff. In contrast, for students, such procedures shall be included in the postgraduate academic requirements for dissertation and thesis completion in the respective curricula.

3.4 Data sharing

Notwithstanding the type and quality of data to be shared, all requests for data sharing for secondary use other than supplementary data in manuscripts shall be submitted to the CRERC for vetting and approval.

- (i) All researchers, project principal investigators and collaborators are expected to observe the Data Sharing and Data Security Policies and their guidelines for any publication of large data sets or repository.
- (ii) For detailed Data sharing guidelines consult KCMUCo Data Sharing Policy.

4.0 IMPLEMENTATION OF THE POLICY

All KCMUCo staff and administrative units shall have access to the hard copy of this Policy, and it will be available electronically on the KCMUCo website.

DRC through OSP shall disseminate the Policy through various meetings, including workshops where applicable and/or when deemed necessary.

Monitoring the policy implementation will be done by assessing various projects and stakeholders' compliance with the Policy from time to time and shall be reported quarterly in appropriate College meetings. Noncompliance shall be communicated to the responsible staff or stakeholder, and where necessary remedial action shall be taken.

5.0 POLICY STATUS

This is a reviewed policy

6.0 RELATED LEGISLATIONS

This Policy will be implemented closely with:

- (i) KCMUCo Research policy and Guidelines
- (ii) KCMUCo Intellectual Property Rights Policy.
- (iii) KCMUCo Collaboration and Partnership Policy and Guidelines
- (iv) KCMUCo Data Sharing Policy and Guidelines
- (v) KCMUCo Data Security Policy and Guidelines
- (vi) National and/or sectorial policies and guidelines on publication of research findings.

7.0 KEY STAKEHOLDERS

Staff and students of KCMUCo, affiliated fellows and scientists and its affiliated institutions, Ministries responsible for Health, Education, NIMR, COSTECH, TMDA collaborators and project sponsors.

8.0 APPROVAL DETAILS

The University Senate through the College Academic Committee shall approve this Policy.

9.0 EFFECTIVE DATE FOR THE POLICY

The Policy shall take effect from the date it is approved by TUMA Senate.

10.0 NEXT REVIEW DATE

The Policy will be reviewed in five years after the date of approval.

11.0 POLICY OWNER

Kilimanjaro Christian Medical University College
Academic Committee.

12.0 POLICY CUSTODIANSHIP

The Directorate of Research and Consultancy

13.0 APPROVAL DETAILS

This policy is approved by the TUMA SENATE this 21st
Day of May 2024.

Submitted by:

Prof. Ephata Kaaya

PROVOST

KCMUCo

Date: 21st May 2024

Approved by:

Rev. Prof. Dr. Joseph W. Parsalaw

CHAIRPERSON

TUMA SENATE

Date: 21st May 2024

-- Ω --