

# Guidelines for publication as part of Fojo study series and Fojo media insights 2023

## I. Background

Based upon an assessment of previous publication activities at Fojo, to enhance quality, visibility, accessibility and to streamline the production and dissemination process of Fojo-associated publications, Fojo **relaunches its publication series in two formats** in January 2023 in collaboration with Linnaeus University Library:

### 1. Fojo study series

### 2. Fojo media insights

Fojo furthermore

- **establishes an editorial board** for both publication series formats consisting of the Director of Fojo (ex officio) as **main editor**, 1 specially appointed Fojo staff member as **co-editor**, 1 specially appointed MJ staff member as **co-editor** and an editorial team consisting of a member of the Fojo communication team as well as ad-hoc members appointed for special publication projects
- **revises section 3** in “Fojo research guidelines for Fojo staff and partners February 2021”, as well as other applicable sections in the same document with relevance to the production process of publications.
- All projects **are to be made aware of** the existence of these guidelines and **instructed to** follow them.

The editorial program of both series as well as the MO of the editorial board and the editorial process is outlined below.

## II. Editorial program

### 1. Fojo study series

Fojo study series are **flagship studies** emanating from projects Fojo is engaged in or which are commissioned by Fojo. These studies provide new and original knowledge, initiated insights, relevant policy advice, stimulating further investigation and debate. They are written with the ideal of independence, integrity and inspiration.

Fojo study series are integrated into the ToR of projects and are agreed deliveries/outputs between project/team leaders and project



participants/consultants. The aim of these studies is that they are produced within the timeframe of the project or immediately afterwards so that issues of quality-control, language-polish and production (in line with the study template) can be addressed. A Fojo study follows a strict procedure of quality control, outlined in detail below. What is introduced from January 2023 onwards is the **mandatory review** from a reviewer outside the project with relevant competence, preferably academic. What also is introduced is that the editorial board **approves publications** after review.

## 2. Fojo media insights

Fojo media insights (MIs) are papers reserved for the publication of work-in-progress, conference studies, journalistic articles and portraits, keynote talks and studies of activities or projects in the form of documentation rather than analysis and assessment. The aim of Fojo MIs is to **stimulate ongoing work and discussion** in our designated key areas.

Fojo MIs might be part of designated projects or not. They can be published by invitation of the editorial board or proposed to the editorial board for publication by Fojo's different teams. The author of an MI has sole responsibility for the quality of the content; however, the final publication of the MI is subject to approval by the editorial board. MIs are produced in a specific template.

### III. Editorial process

#### 1. Fojo study series

- 1.1 The study is clearly located as the desired deliverable and outcome within the framework of a designated project and follows Fojo's research guidelines (see guidelines)
- 1.2 The planned production of a study is notified to the Editorial board
- 1.3 The project coordinator is assigned as the person responsible for the study's adherence to these guidelines
- 1.4 A clear deadline is set for the submission of a) a *draft* of the study and b) the *final* version
- 1.5 A draft of the study is produced as a deliverable before the end of the project and sent to the editorial board for reference
- 1.6 The author holds a meeting with the communications team to clarify requirements pertaining to the layout of the study (such as size, type and license of images) and is provided with a Word template for the final version of the study
- 1.7 The final study draft is proof-read and language-polished by a native speaker of the given language of the study, assigned by the project coordinator



- 1.8 The final study is delivered a) at the agreed deadline and c) written in the Word template provided. Potential delays are reported
- 1.9 The editorial board appoints an external reviewer
- 1.10 The external reviewer delivers a reading report recommending publication with a) minor revisions b) major revisions or c) refusal
- 1.11 The reading report is sent to the author(s). Revisions are to be incorporated within a set time period and with a clear deadline set by the project coordinator
- 1.12 After the revisions are incorporated, the study is sent to the editorial board for approval
- 1.13 After the approval of the editorial board, the study is sent to the communications team for final adjustments of the layout
- 1.14 The layout of the study is shared with the author. Feedback can only be submitted once as a comprehensive list
- 1.15 The communications team coordinates with the Linnaeus University Library to assign a DOI and ISBN and adds them to the study layout
- 1.16 After approval of the layout, the communications team sends the study for publication and public dissemination
- 1.17 The communications team publishes the study in DiVA, on the Fojo publications page and announces it in Fojo's social media. The team shares all links with the project coordinator for further dissemination by the project team
- 1.18 Format: A study has
  - Title page
  - Editorial page with ISBN, DOI, date, etc.
  - Table of Content
  - List of Abbreviations if applicable
  - List of illustrations / tables / visuals etc. with credits and copyright-cleared
  - Page with executive summary / key findings / key recommendations and keywords
  - Acknowledgments (e.g., funding bodies), if applicable
  - Foreword (if applicable)
  - Introduction, Main Body and Conclusions/ policy-relevant recommendations
  - List of references (see style sheet of template).

## 2. Fojo media insights

- 2.1 An MI is proposed by a member of the editorial board or by Fojo's teams, hereafter referred to as the author
- 2.2 The production of an MI is notified to the editorial board



- 2.3 A deadline for proof-read and language-polished delivery according to the MI-template is set and arranged by the author
- 2.4 The MI is delivered and reviewed by the editorial board. If revisions are recommended, the new submission deadline is communicated to the author
- 2.5 The author holds a meeting with the communications team to clarify requirements pertaining to the layout of the study (such as size, type and license of images) and is provided with a Word template for the final version of the media insight
- 2.6 The author submits the final version of the media insight to the communications team, who returns the designed version of the MI to the author for feedback. Feedback can only be submitted once as a comprehensive list.
- 2.7 The communications team coordinates with the Linnaeus University Library to assign a DOI and ISBN and add them to the MI.
- 2.8 After approval of the layout, the communications team sends the MI for publication and public dissemination.
- 2.9 The communications team publishes the MI in DiVA, on the Fojo publications page and announces it in Fojo's social media. The team shares all links with the project coordinator for further dissemination by the project team.
- 2.10 Format: An MI has
  - Title page / mandatory
  - Editorial page with ISBN number, date, etc /mandatory
  - *Table of Content (if applicable)*
  - *List of Abbreviations (if applicable)*
  - *List of illustrations / tables / visuals etc with credits and copyright-cleared (if applicable)*
  - *Page with executive summary / key findings / key recommendations and keywords (if applicable)*
  - *Acknowledgments (e.g. funding bodies), if applicable*
  - *Foreword (if applicable)*
  - Introduction, Main Body and Conclusions/ policy-relevant recommendations (different parts if applicable)
  - *List of references (if applicable see style sheet of template)*

### 3. MO of editorial board

1. The editorial board has the following members:
  - Director of Fojo (ex officio) as **main editor**
  - 1 specially appointed Fojo staff member as **co-editor**
  - 1 specially appointed MJ staff member as **co-editor** and



- an editorial team consisting of a member of the Fojo communication team as well as
  - ad-hoc members appointed for special publication projects
2. The editorial board appoints the project coordinator as responsible for the ongoing communication with authors/consultants/teams related to the commissioning and production process of studies and MIs
  3. The editorial board meets once per semester or when appropriate. Decisions of the editorial board (also when done per-capsulam) are recorded in minutes
  4. The editorial board appoints external reviewers for studies and ensures that reading reports are produced (according to a template) and communicated back to the authors
  5. The editorial board approves studies and MIs before publication in Fojo's respective series. Without this approval, publications in the name of Fojo are not authorized.

