

## ***Guidelines for Research Integrity and Good Scientific Practice at the Institute of Chemical Research of Catalonia (ICIQ)\****

Researchers at the Institute of Chemical Research of Catalonia (ICIQ) are committed to scientific integrity and truthfulness in research and peer review. The purpose of these guidelines is to define guiding principles for the planning, execution, presentation and assessment of research work.

These guidelines apply to all members of the ICIQ involved in scientific research, including master students, graduate students, postdoctoral associates, group leaders and technical staff. Violations of these guidelines may amount to research misconduct.

### **Article 1**

Within the framework of the research project, the Group leader should take the lead role in guiding and supervising the project participants. In particular, he or she must ensure that all research project participants are aware of these guidelines.

### **Article 2**

The group leader will ensure that the junior scientists are provided with sufficient supervision during the duration of the project. To the best of their abilities, group leaders should support junior scientists in their efforts to become independent researchers.

### **Article 3**

All project participants are required to disclose any potential conflict of interest to the group leader, the sponsor of the research, or the Director of the ICIQ.

### **Article 4**

All research project participants are responsible for the correctness of the data they collect and for compliance with the applicable regulations.

All steps in the treatment of primary data must be documented in a laboratory notebook, either electronically or in paper, in such a way as to ensure that the results obtained from the primary data can be reproduced completely.

Primary data must be filed and safeguarded in such a way as to ensure that they can be securely retrieved for later use or verification:

- Lab logs must be stored in a secure place and, if necessary, kept under lock and key;
- Electronic data must be stored on appropriate data carriers, backed-up and encrypted, if necessary;
- Data to be disclosed only to a limited number of persons should be clearly identified as such ("confidential"), and stored in an appropriate manner.

Group leaders are responsible for data management after the project is finished (data collection, storage, data access, compliance with data protection requirements, etc.).

### **Article 5**

Unless otherwise agreed upon with external project partners, primary data and materials from research projects undertaken at ICIQ remain the property of the ICIQ.

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\* These guidelines follow closely those implemented at the ETH Zürich ("Guidelines for research integrity").

ICIQ researchers are required not to disclose the primary data and materials to non-participants before having carried out their own analysis, evaluation and publication and before having evaluated the convenience of seeking protection by industrial property rights, with the exception of disclosure to committees.

The group leader will determine the participants who, after having left the project team or the ICIQ, should retain access to the primary data or materials, and the purposes for which they may use these data and materials.

#### **Article 6**

Research results should be made public, except in cases where confidentiality obligations or contractual obligations prohibit publication. Planned and ongoing projects and ongoing patent application procedures must be kept in confidence.

Following completion of the project and publication of the research results, third parties wishing to repeat the experiments and verify the results will, as a rule, be provided with the data required to do so.

#### **Article 7**

Research results should not be divided up and published in separate publications for the sole purpose of increasing the number of published papers.

#### **Article 8**

Concerning scientific publications, all individuals who have contributed as authors must be acknowledged as such.

Individuals meeting the stated below criterias will be considered as authors; therefore authors are those who:

- a. contribute in an essential way to the planning, execution, control, drafting, or evaluation of the research work through their personal work;
- b. approve the final version of the manuscript.

The contributors who only partially meet these criteria should be mentioned in the "Acknowledgements" of the publication. A managing function or financial and organizational support to the project does not entitle anyone to appear as author. Honorary or courtesy authorship is not acceptable.

Generally, the corresponding author is accountable for the correctness of the content of the publication. The other authors are accountable for the correctness of the statements that they can verify due to their position in the project team.

#### **Article 9**

Plagiarism is understood as the complete or partial imitation of the work of another author without citing that work's source and author. Plagiarism in publications, Doctoral and Master Thesis, or any other scientific report constitutes a disciplinary violation and will result in disciplinary procedures.

Verbatim plagiarism is completely unacceptable in ICIQ publications even when citing the source and author. Short quotations can be accepted if written between quotations marks and they are adequately referenced.

Use of your own written texts or parts of them in different course papers without explicitly identifying them as such is considered as self-plagiarism.

Guidelines regarding plagiarism:

- a. Source citation: Cite all of your sources fully and in a verifiable manner, such that anyone can check them. Don't cite publications you have not read in detail. Follow the scientific citation rules usual for chemistry, together with the special rules for citing electronic sources.
- b. Your own work: Differentiate clearly between your own work and that of others: always name the author(s) of work which is not your own. This applies to texts, computer codes, tables, graphics and data, even if they come from the Internet.
- c. Word-for-word quotes: Place borrowed text (both sentences and concepts) in inverted commas.
- d. Analogous quotes (paraphrases): If you have rendered text in your own words or summarized it, give its source in parentheses.
- e. Bibliography: List all of the sources and 'intellectual mentors' you have used.
- f. General knowledge: Anything that may be regarded as general or basic knowledge does not require a source citation. If the basic ideas are taken from another author, e.g. from a textbook, however, the source must be cited.

### **Article 10**

When research work executed in whole or in part at the ICIQ is published, the ICIQ must be mentioned as the institution.

This institutional affiliation information must conform to the uniform ICIQ address format:

ICIQ group leaders who concurrently work in another institution should indicate both affiliations in publications.

### **Article 11**

ICIQ researchers are willing to serve as experts, in particular concerning: Project financing; acceptance of publications (peer review); selection of applicants in case of appointments or fellowship programs; evaluation of groups, departments and research organizations.

The expert person's anonymity warrants the highest degree of objectivity, impartiality and confidentiality. The expert person:

- a. must treat all information in question as confidential as long as it has not been published by the authors;
- b. may not consult other experts on the subject of the expert opinion without the consent of the competent body who has appointed him/her;
- c. may not use the confidential information disclosed to him/her in the course of his/her activities as expert; and
- d. must provide timely, unbiased, constructive and well-established expert opinions. He or she must refrain from making emotional, derogatory or offensive remarks.

### **Article 12**

ICIQ researchers asked to provide an expert opinion on research competing directly with their own work or on the selection of applicants (e.g. in case of appointments or fellowships) must decline the appointment or disclose their conflict of interest.

### **Article 13**

The ICIQ Committee in Research Integrity provides advice and assistance to ICIQ researchers in matters regarding research integrity and good scientific practice and serves as mediator in cases of conflict.

Any allegation of research misconduct should be addressed to either the Director or the Vicedirector for Academic Affairs.

In case of an allegation of research misconduct, the ICIQ Committee in Research Integrity will hear all parties involved. After investigation of the alleged research misconduct, the ICIQ Committee in Research Integrity (made of the Director or, by delegation, the Vicedirector for Academic Affairs, one group leader elected by the ICIQ group leaders, and an external member from the ICIQ Scientific Committee designed by the Director) will issue a confidential report to the ICIQ Director, who will decide on the undertaking of any disciplinary actions.

These guidelines will become effective as of November 1<sup>st</sup> 2015.