

# Experience Sharing in research support services about publication ethics

## 出版倫理研究支援服務 經驗分享

Ms Janice CHIA (謝佳燕)

Associate Librarian (Academic Support)

Pao Yue-kong Library, Hong Kong Polytechnic University

# Hong Kong Polytechnic University (香港理工大學)

- One of the 8 University Grants Committee (UGC) funded Universities in HKSAR  
八所由香港特別行政區大學教育資助委員會資助的大學之一
- Established in 1937 as a government trade school and in 1994 became a full fledged University.  
Celebrating our 85<sup>th</sup> Anniversary this year.  
成立於1937年，當時是一所官立高級工業學院；1994年更名為香港理工大學。今年亦是本校成立85週年。
- Strong focus on science, engineering and technology and how these disciplines intertwine— 8 faculties & school  
共設有8個學院，著重自然科學、工程與技術，及其交叉學科領域。
- More than 27,000 students and over 5,000 staff with more than 2,400 of them being Academic/Teaching & Research staff.  
擁有27,000多位學生、教職員5,000多人，其中有2,400多人為教學和科研人員。



QS World University Rankings

QS世界大學排名

6<sup>th</sup>

Top 50 Under 50 (2021)  
全球五十強年輕大學 (2021)

25<sup>th</sup>

Asia (2022)  
亞洲 (2022)

66<sup>th</sup>

The World (2022)  
世界 (2022)

By Subject 學科排名 (2021)



9<sup>th</sup>

Hospitality and  
Leisure Management  
酒店與休閒管理學



18<sup>th</sup>

Architecture and  
Built Environment  
建築與環境建設



20<sup>th</sup>

Art and Design  
藝術與設計學



21<sup>st</sup>

Civil and Structural  
Engineering  
土木與結構工程學



43<sup>rd</sup>

Nursing  
護理學



THE World University Rankings

泰晤士高等教育世界大學排名

12<sup>th</sup>

Young University (2021)  
全球年輕大學 (2021)

23<sup>rd</sup>

Asia (2021)  
亞洲 (2021)

91<sup>st</sup>

The World (2022)  
世界 (2022)

By Subject 學科排名 (2022)



25<sup>th</sup>

Business and Economics  
商業與經濟學



51<sup>st</sup>

Engineering  
工程學



64<sup>th</sup>

Computer Science  
電腦科學

ShanghaiRanking's Global Ranking of Academic Subjects 2021

2021年軟科世界一流學科排名



1<sup>st</sup> Hospitality and  
Tourism Management  
旅遊休閒管理



4<sup>th</sup> Transportation  
Science and Technology  
交通運輸工程



5<sup>th</sup> Civil Engineering  
土木工程



5<sup>th</sup> Management  
管理學

2020/2021

# About the Library

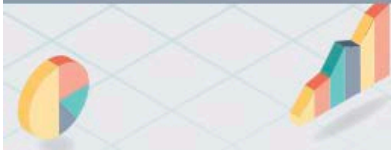
## 關於包玉剛圖書館

- Pao Yue-kong Library has about 130 full time staff, with about 26 Professional Librarians

擁有130位職員，其中26人為專業館員

- University Librarian Office  
大學圖書館館長辦公室
- Academic Support  
學術支援
- Administration  
行政
- Digital Development & Services  
數位發展與服務
- Resource Management  
資源管理

## Library Collections 圖書館館藏



Total Library Holdings  
全館收藏資料總數



**5,924,972**

Volumes in Library  
圖書總冊數

**1,235,796**

e-Books  
電子書籍

**3,784,522**

e-Journals (titles)  
電子期刊 (種類)

**150,827**

e-Databases  
電子數據庫

**471**

Computer Files  
電腦檔案

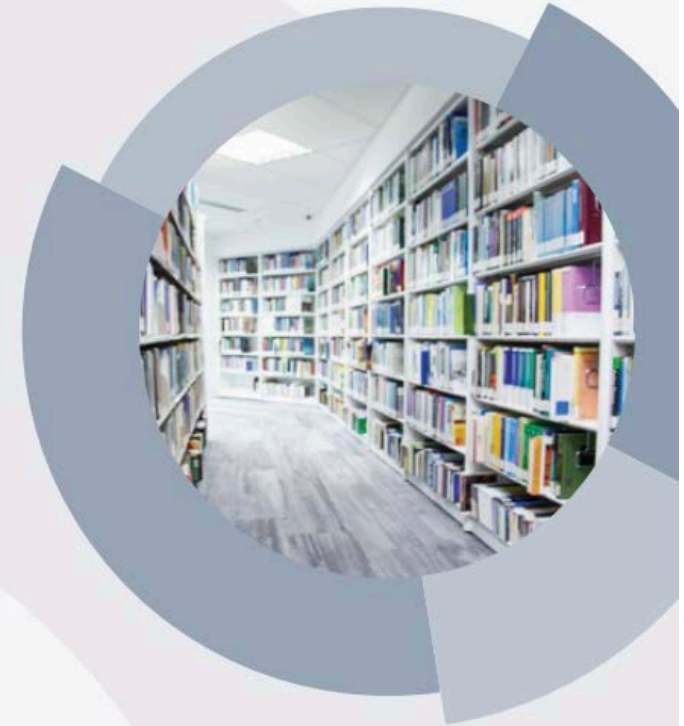
**10,523**

Audio-visual Materials  
視聽資料

**555,686**

Microforms  
縮微複製資料

**187,147**



# About Academic Support Section

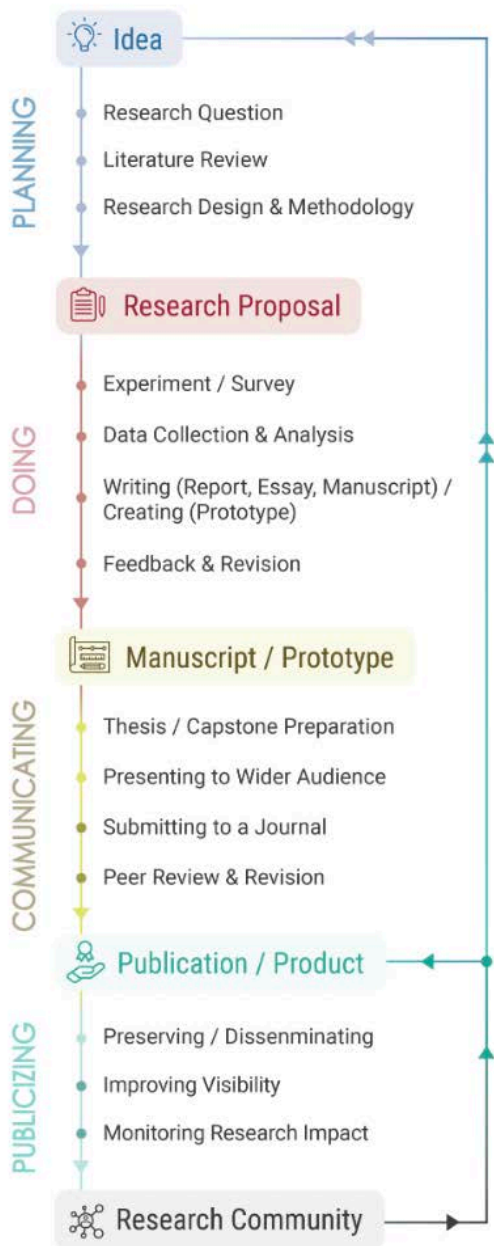
## 關於學術支援部門

- Consist of teams from Research Support, User Engagement and Outreach, Collection Development and Outstanding Work by Students/Open Educational Resources  
由研究支援、用戶參與及推廣、館藏發展以及傑出學生作品/開放教育資源項目四個團隊組成
- Synergy between the 8 Faculty Librarians with the different teams thus delivering quality library services attuned to the evolving research and learning needs of the University community.  
8名專業館員與各團隊共同合作，滿足香港理工大學不斷變化的科研與學習需求，提供優質圖書館服務

# Research Support Section

## 研究支援部門

- Support **PolyU researchers at all levels**, both junior researchers such as undergraduate students, or experienced researchers, to better understand the research process and gain easy access to the information pertinent to their different research needs.  
香港理工大學各級研究人員（包括初級的大學本科生及經驗豐富的研究人員），協助研究人員更好了解研究流程，並輕鬆取得不同研究需求的相關資訊。
- Research Cycle which shows the steps needed to plan, conduct, communicate meaningful research  
制定研究週期，包含規劃、執行和交流重點研究所需的步驟
- Different levels of research and they require different skills to help them achieve their goals (eg.: Research done by Undergraduate Students research vs Research done by Research Postgraduate Students).  
針對不同等級研究，幫助研究人員發展達成目的所需的多元技能（例如：大學生與研究生研究擁有不同目標）



## 1. PLANNING YOUR RESEARCH

Develop a Research Question	Basic
Conduct a Literature Review	Basic
Write a Research Proposal	Intermediate
Write Data Management Plan	Advanced

## 2. DOING YOUR RESEARCH PROJECT

Organize Research Data & Files	Basic
Cite & Avoid Plagiarism	Basic
Manage References	Intermediate
Stay Up-to-Date	Advanced
Reuse Copyrighted Materials in Research	Advanced

## 3. COMMUNICATING YOUR RESEARCH

Present & Showcase Your Research Outputs	Basic
Choose the Right Journal to Publish Your Research	Advanced
Publish in Open Access	Advanced
Understand Copyright of Published Works	Advanced

## 4. PUBLICIZING YOUR WORK

Deposit Your Work in PIRA	Advanced
Share Research Data	Advanced
Manage Author Profiles	Advanced
Monitor Research Impact	Advanced

Target for	Purpose
<b>Basic</b> UG Year 1-2	Basic research skills for preparing <b>assignments</b>
<b>Intermediate</b> Mainly UG Year 3+, TPG	Basic research skills for preparing <b>capstone/ final year project</b>
<b>Advanced</b> Mainly RPG or students who are involved in research projects with publishing needs	Advanced research skills for preparing larger-scale research projects, such as <b>thesis</b> or <b>journal publications</b>



[https://libguides.lb.polyu.edu.hk/researchers\\_library](https://libguides.lb.polyu.edu.hk/researchers_library)

# Academic Publishing Support for Authors

## 論文發表支援服務

### Aims 目標:

- Just as different research levels require different skills, different researchers also have different publishing aims. Hence, we aim to equip them with the information and skills needed to use different tools to help them decide where to publish  
不同等級的研究需要具備不同技能，不同等級的研究人員也有不同的發表目標，因此我們的目標是為研究人員提供多元資訊及技能，利用不同的工具，幫助他們決定目標期刊。
- Enquiries via different reference channels 透過不同參考管道提供諮詢
- Workshops 工作坊
- Publishing Seminars by Editors from Publishers 由出版社編輯舉辦的出版研討會
- Guides 指南
- Consultation with Faculty Librarians 諮詢學科館員



# Workshops: Some on publishing support-1

## 論文發表支援工作坊-1

---

### ■ Citation Databases: Web of Science and Scopus 引文資料庫

To locate seminal works by topic & author and appreciate the differences between these 2 core databases for their research activity.

研究人員可按主題和作者搜尋開創性研究，並從自己的研究開始了解這兩個核心資料庫的差異

### ■ Using Journal Analyzing Tools to Evaluate Journals 利用期刊分析工具評估期刊

Introduce key tools and metrics to evaluate & rank journals including Impact Factor in JCR, CiteScore, SJR, SNIP in Scopus

介紹重要的工具與指標以評估期刊並為其排名，包括 JCR 的影響因子及 Scopus 的 CiteScore、SJR 和 SNIP

# Workshops: Some on publishing support-2

## 論文發表支援工作坊-2

- **Using Essential Science Indicators to Analyse Research Performance** 利用基本科研指標分析科研績效

Participants will be able to use this tool to analyze research performance, rank journals, determine research output & impact in specific fields

參與者可利用此工具對科研績效進行分析、對期刊進行排名、確定研究成果及其在特定領域的影響力

- **Publishing 101: Basics of Academic Journal Publishing** 發表學術期刊基本原理

Introduce basics of academic journal publishing process – choosing right journal for submission, getting through peer review, sharing works online after publication, tracing impact of your publications. Also look at Open Access, copyright, tips to increase research visibility.

介紹學術期刊發表流程的基本原理——選擇適合的期刊投稿、同儕審查、論文發表後的線上分享、追蹤所發表研究論文的影響力。也可查看公開取用內容、版權及提高研究知名度的技巧。

# Some enquiries received: 諮詢案例

- *“please confirm if you received my previous email about the free-of-charge publishing of your work....?” Received by a ex-PhD Student*  
「請確認您是否收到之前一封有關為您免費發表研究的電郵……？」——一位前博士生收到的問題
- *“... since our submitted journal paper has been accepted and published in “Journal”, can the publisher in question re-publish our article in their journal?*  
「……我們投稿至期刊的文章已被接受，且已在“xxx期刊”上發表。問題中的出版社是否能在其期刊上再次發表我們的文章？」

# Some enquiries received: 諮詢案例

---

- “May I ask about the journal selection? How to decide which journal is the most suitable for u (for example immunology area)?”  
「能否諮詢期刊選擇相關問題？如何確定最適合自己的期刊(例如：免疫學領域)？」
- “How to evaluate which level of a journal is more acceptable for my article?”  
「如何評估哪個級別的期刊更適合我的論文？」

# Some enquiries received: 諮詢案例

---

- *“Do you think “Journal XXX” is a predatory journal? How to identify predatory journals?”*  
「您認為XXX期刊是否屬於掠奪性期刊？如何鑒別掠奪性期刊？」

## Be Aware of Predatory Journals

**Many fake or predatory journals** have emerged since the change in the publishing model. These journals publish articles as long as APC is paid, without giving a rigorous peer review process. As an author, you need to be cautious and avoid submitting your work to any of these journals. Publishing with such journals may ruin your research career.

### Quick tools to help you identify potentially predatory journals:

- **Think. Check. Submit.**

A simple checklist to help researchers identify trusted journals for their research.

- **Beall's list**

A list of potential predatory OA journals and publishers compiled by a librarian. DO NOT submit to any journal or publisher listed here.

- **Directory of Open Access Journals (DOAJ)**

The directory of open access, peer-reviewed journals. DO NOT submit to an OA journal that's not indexed in this directory.

[Contact us](#) if you need any assistance!



Here are some additional indicators to facilitate journal evaluation:

OA Journal Quality Indicators, adapted from [Grand Valley State University Libraries](#).

✓ Positive Indicators	✗ Negative Indicators
<p>▶ <b>Journal:</b></p> <ul style="list-style-type: none"><li>• <b>Scope</b> - well-defined and clearly stated</li><li>• <b>Primary audience</b> - researchers/practitioners</li><li>• <b>Editor, Editorial Board</b> - recognized experts in the field</li><li>• <b>Background</b> - affiliated with or sponsored by an established scholarly society or academic institution</li><li>• <b>Publishing fees</b> (if any) - easily found on the journal website and clearly explained</li><li>• <b>Copyright policy</b> - clearly indicate the rights for use and re-use of content at article level (e.g., <a href="#">Creative Commons CC-BY license</a>)</li><li>• <b>Has an ISSN</b> (e.g., 1234-5678)</li><li>• <b>Registered in UlrichsWeb</b>, Global Serials Directory</li><li>• <b>Listed in the Directory of Open Access Journals (DOAJ)</b></li><li>• <b>Indexed by major subject databases</b></li></ul> <p>▶ <b>Articles published:</b></p> <ul style="list-style-type: none"><li>• <b>Within the scope</b> of the journal and meet the <b>standards</b> of the discipline</li><li>• Have <b>DOIs</b> (e.g., DOI:10.1006/abio.1996.0292)</li></ul> <p>▶ <b>Publisher:</b></p> <ul style="list-style-type: none"><li>• Is a member of <a href="#">Open Access Scholarly Publishers Association (OASPA)</a></li><li>• Is a member of <a href="#">Committee on Publication Ethics (COPE)</a></li></ul>	<p>▶ <b>Journal:</b></p> <ul style="list-style-type: none"><li>• <b>Website</b> - difficult to locate or identify</li><li>• <b>Scope</b> - absent or extremely vague</li><li>• <b>Editorial Board</b> - real researchers but names are used without their knowledge</li><li>• <b>Instructions to authors</b> - not available</li><li>• <b>Indexing</b> - falsely claim that the journal is indexed in prestigious professional indexes (e.g. SCIE, SSCI); misrepresent the Impact Factor of the journal</li><li>• <b>Submission fee</b> - ask for submission fee and not refundable</li><li>• <b>Peer review</b> - no peer-review, or unclearly stated</li><li>• <b>Contact information</b> - absent, or using a commercial email domain (e.g., gmail.com)</li></ul> <p>▶ <b>Articles published:</b></p> <ul style="list-style-type: none"><li>• <b>Out of scope</b> of the journal</li><li>• <b>Repeat lead authors</b> in same issue</li></ul> <p>▶ <b>Publisher:</b></p> <ul style="list-style-type: none"><li>• <b>Office location</b> - fake or misrepresent (e.g., headquarter in New York but eventually in Nigeria)</li><li>• <b>Direct marketing</b> (i.e., spamming) or other unsolicited advertising</li><li>• <b>Negative reputation</b> (check <a href="#">Beall's list</a> of potential predatory OA journals and publishers)</li></ul>

# Some enquiries received: 諮詢案例

---

- *“With the University’s Open Access policy for PhD and MPhil theses, would this create issues with me trying to publish my work from PhD thesis in peer-reviewed journals?”*  
「按照香港理工大學對於碩博士論文的公開取用政策，若在同儕審查期刊發表自己的博士論文，是否會有任何問題？」

# Open Access in PolyU 香港理工大 學的開放取 用狀態

- Support OA Depositing (Green OA) in PolyU Institutional Research Archive  
支持在理工大學機構典藏庫中保存公開取用（綠色公開取用）內容
- Support OA Publishing (Gold OA) through Read & Publish agreements with publishers  
與出版社簽訂閱讀和出版協議支持公開取用(金色公開取用) 內容
- Some researchers are unaware of the options they have to make their research Open Access.  
有些研究人員尚未意識到研究論文有公開取用選項



This guide provides information and resources in open access and scholarly publishing.

Open Access & OA

Requirements @ PolyU

OA Depositing (Green OA)

Versions of Manuscripts

**OA Publishing (Gold OA)**

[Publish in OA Journals](#)

[Waivers or Discounts on  
OA Publishing Fees \(APC\)](#)

[Journals that Publish OA  
Without Charge](#)

[Be Aware of Predatory  
Journals](#)

[Publish with CUP in OA](#)

[Movement Towards OA  
Publishing](#)

[OA Copyright - Creative  
Commons](#)

[FAQs on Open Access](#)

**Publisher's and Funder's  
OA Policies**

## Publish in OA Journals

Publishing your work in OA provides unrestricted access and reuse of your research outputs even without a subscription to journal packages. This form of publishing is also known as the **Gold OA**.

Usually, an **Article Processing Charge (APC)** will be charged to authors when the paper gets accepted so that the research will be made available to readers and not just to subscribers. For Gold OA publications, **copyright is usually retained by authors**. Learn more from [OA Copyright - Creative Commons licenses](#).

## Types of OA Journals

Authors have the option to publish in

- **full OA journals**, where all articles are in Gold OA (e.g. *Scientific Reports*, *Nature Communications*, and journals from *PLoS*, *BMC*); or
- **hybrid OA journals**, where authors can choose to publish in the traditional way (without APC) or in Gold OA.

Most OA and hybrid OA journals charge APCs, ranging from a few hundred to a few thousand US dollars. Generally, APCs are covered by institutions or funders. However, there are still **many OA journals that publish OA articles without charge**. Many of these journals are managed by institutions or academic associations. An example would be *London Review of Education*, published by UCL Press. To find more of such journals, check [here](#).

## Alternative to Publishing OA

Publishing OA is one form of making your research articles openly accessible. If the APCs are an issue, or if you would like to publish in specific journals that do not have OA options, authors can go OA via **Green OA route** involving self-archival.

[https://libguides.lb.polyu.edu.hk/open\\_access/publishing](https://libguides.lb.polyu.edu.hk/open_access/publishing)

