External Publication Submission Guidelines

External publications linked to ICES have been collected in an internal database since 2017.

The references collected fit the following parameters:

- they use ICES data;
- they result from ICES sponsorship or funding; or
- they are linked to ICES Expert Groups or Strategic Initiatives.

Chairs of ICES Expert Groups and Strategic Initiatives have, since then, been requested to send references to the Publications Office on an annual basis. Data have been input by the ICES Publications Office and then used to demonstrate the publication records of Expert Group members in internal meetings and reviews, as well as links to ICES data and to funding.

As a reminder, when it comes to publications linked to Expert Groups and SIs, we suggest the following text be included in acknowledgments: "The authors thank the [XXX Group] of the International Council for the Exploration of the Sea (ICES) for facilitating this research".

In order to encourage submissions from the ICES community, streamline the collection process, and make the information more accessible, the new online repository (hosted on the figshare platform) includes an open External Publications Database.

Members of the ICES Community are encouraged to submit peer-reviewed publications that fit the parameters above to this Database, as well as various other publications where it would benefit the wider community to have access to them.

Important: In the management of this database the ICES Publications Office staff act as Administrators, and have full control over what is made public. They may edit or add metadata to fit the database standards, and content that does not adhere to the rules outlined in these Guidelines as well as in the online repository Terms and Conditions (excerpt below) will be deleted.

Content you must not submit
You shall ensure that no part of any User Submission: (i) violates, infringes or makes unauthorised use of any Proprietary Rights (ii) is defamatory, derogatory, discriminatory or violates any rights of privacy (iii) breaches, causes the breach, or promotes or encourages the breach of, any applicable law (iv) contains a virus, malware or other potentially harmful component, information or instructions (v) is indecent, obscene, offensive, abusive, sexually explicit, violent or pornographic (vi) contains educational records, health or other sensitive personal, highly classified or regulated information or personal information of others, or which you are not authorised to upload, publish or share (vii) is fraudulent or known to be false or misleading or (viii) could result in any claim or action against Figshare, ICES or affiliates, or damage their goodwill or reputation in any way.

Submission instructions

Access the online form here: https://ices-library.figshare.com/submit

Select the destination for your submission from the dropdown list, depending on which of the parameters for inclusion it fits. If it fits more than one, please choose a single option then go into further details in the submission form (in the Comments field).

Upload your file(s)

Currently, every submission must include an uploaded file. This can be a PDF/text file of the publication or abstract, or a citation in RIS/another bibliographic file format. These files are for internal use by Publications Office staff only, and for licencing reasons will not be stored in the public database.

Fill out the submission form

To submit, you must include certain mandatory metadata. This is to ensure that the Publications Office has enough information to review the submission and check it fits the database parameters for inclusion.

Title *	Title of the publication
Keywords *	If this is a peer-reviewed journal article, please enter the associated keywords for easy discovery. If no keywords are present, please try to enter some descriptive terms yourself.
Licence *	This should be set as External Publisher Licence by default (more information on licences here)
Comments	Any other relevant information on your submission for the Administrators, such as whether it should appear as part of a specific Collection. These will not be made public.
Full name / email address *	These will not be made public; they are used to contact you regarding your submission and deleted after the review process.
Link to the publication / Supplement to	Any link added will ideally be a DOI or another persistent identifier.
Contributors	If possible, add the individuals names as authors/editors of this publication in the following format: *First name/initials*, *Last name*. Use ; as a separator.
Contributors (ORCID)	If possible, add the ORCID reference of the authors/editors.
Connections to Steering Groups/Committees and Expert Groups/Strategic Initiatives	If this submission is linked to specific groups: Select the Steering Group/Committee from the dropdown list. Enter the Expert Group/Strategic Initiative acronym into the text field.

* Mandatory metadata.

Multiple submissions can be made in one go; as long as all the mandatory metadata are complete for all files you can finish by selecting **Submit**.

What happens next

After this, the Publications Office will be alerted to a new submission and they will begin the review process. You may be contacted during the process if any details need to be checked. Some metadata will be edited to fit the External Publications Database standards, then you will be informed when your submission is live.

Your name and email address, as the submitter, will be deleted from the metadata form in the review process and only used by the Publications Office to contact you as described above. The communications sent to submitters (and replies) are protected by ICES IT systems and is only password accessible by ICES staff members. Communications will be permanently deleted after one month.

If you need to make changes to your submission after it is live, please inform the [ICES Publications Office](#)