Why do I have to submit my report to Scientific Publications?

All scientific and technical research funded by the U.S. Government or undertaken at facilities funded by the government must be made available for access by the public. The Department of Energy’s Office of Scientific and Technical Information (OSTI) maintains several databases for open access to this information. Our contract requires us to send all scientific and technical documents including journal and conference submissions, proceedings, books and book chapters, theses/dissertations, and formal programmatic progress and completion reports to OSTI. This requirement is described in more detail in LBNL’s policy on Scientific and Technical Publications Requirements.

In addition to sending your paper to OSTI, the Scientific Publications Office also sends it to the UC California Digital Library (CDL)/eScholarship open access database. Inclusion in this repository and in the OSTI database provides access to your paper by thousands of scientists worldwide, without paying subscription or other access fees. This directly affects the likelihood of your paper being downloaded, referenced, and cited in other scientific studies. In addition, citation metrics are a measurement used by DOE to determine the value of research done at LBNL and they directly influence funding decisions made by funding agencies. Berkeley Lab routinely uses these figures to support the significance and value of research being done at LBNL. In addition, greater citation of your published works documents the value of your research within your program, and to other institutions interested in collaboration. Submitting your papers also supports a model of sustainable scientific and scholarly publishing endorsed by most major academic and research institutions. To read more about this, visit the website for the Scholarly Publishing Academic Resources Coalition (SPARC).

What is the process for contracting with a commercial journal publisher?

First, check with your supervisor or division administration about your division’s specific process for publishing. Each division determines the most effective way for their organization to handle reviews, entering into a contract with the publisher and paying publishing charges from journals.

When your paper is accepted and you receive a copyright agreement form from the publisher, you must include the following Copyright Statement with the completed and signed form you return to the publisher:

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Contact Scientific Publications, x2633, with any questions concerning publisher copyright compliance.

When you have a contract with the publisher, they may request an exclusivity period, holding back the work from the public via open access databases. You should enter this date into the Report Submission System so that the report is only accessible to the submitter, contact person, patent attorneys, and the Report Coordinator. After the exclusivity date has expired the system will automatically release the document so further processing to the public sites can take place. You must contact Scientific Publications, RepCoor@lbl.gov, if a release date needs to be changed.

When and How should I submit my report to Scientific Publications?

Our new publications management system (publications.lbl.gov) makes it easy to submit your work to Scientific Publications. In most cases, it will find your work in various commercial and public databases and inform you when it has done so. Once you get an email informing you that new publications have been found, please log into the system using the link provided to claim or disclaim the publication. If you claim it, you will need to provide two items to be in compliance with our OSTI obligations:

1. You should upload an open-access version of the paper in .pdf form. The open access version of the paper can be the same as the published version, only if the work was published in an open-access journal or you paid a closed-access journal additional fees to make your work open access. Most commonly, you will upload the final author’s draft that you submitted to your publisher. We understand that you may probably would prefer to submit the published version, but what you submit must not conflict with the journal’s copyright.

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2. You should know the name of the DOE office that funded your work, so that you can tag the work appropriately.

Commercial journal publications often require an exclusivity period before your paper can be made available through OSTI and eScholarship. The Publications System allows you to enter set an embargo period when you claim the publication. When the embargo period has expired, Scientific Publications Office will automatically transmit your report to OSTI, and your paper will become visible in the open access repository.

Some of your publications may not appear in any of the databases that our system scrapes. In that case, we ask you to log into publications.lbl.gov and manually enter the relevant bibliographic data, as well as provide the final draft and funding information normally. Often, if the publication is already published, most of the bibliographic data will auto-fill after you have entered the DOI, so this is not particularly arduous.

What do I need to do to prepare to claim a document to Scientific Publications?

As stated above, before you claim your work in the system, you should have the final version on hand to upload. You should also know what DOE offices (if any) funded the work.

Review Berkeley Lab Policy Requirements

When you are ready to publish, you need to make sure that your paper complies with LBNL's policy on Scientific and Technical Publications Requirements section D.2. This describes in detail the requirements for a title page (see example), credit line, author affiliation(s), copyright notice, and legal disclaimer, that must be included.

If your work is funded in part or whole by a non-DOE sponsor, be sure to use the credit line specified in your grant or agreement. Examples and information on where to find the credit line requirement in your agreement are available specifically for NIH. (Search for the word acknowledgement on the page).

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You will need to have a generic file of your report available for uploading to the Publications System. This file cannot have any journal specific content or formatting.

Submit for Division Review

All publications must be reviewed within a division before being submitted per RPM Policy Scientific & Technical Publications Authorship and Review. Each division must have a procedure to ensure that a reasonable scientific process has been followed and the publication requirements in Scientific and Technical Publications Requirements above are met. Each division may also define any other requirements for their division review process.

Once I have submitted my report to Scientific Publications do I need to submit it anywhere else?

If the research being reported was funded solely by DOE, there are no other requirements.

If the National Institutes of Health (NIH) funding was used, you are required to report the paper to NIH as well as DOE. For more information see the Sponsored Projects Office web site. Check with all your funding agencies for any other requirements.

Note that regardless of the source of funds, any work performed through LBNL must be submitted to RCO for DOE distribution.

How do I get more information about the Report Submission process?

For more information contact the Scientific Publication Coordinator at repcoor@lbl.gov or call x6504

What is an LBNL report number and why do I need one?

Our publications system no longer created report numbers automatically. If your division requires one for tracking, please contact repcoor@lbl.gov for help.
How do I get help using the Publications System?

If you need help with logging into the Publications System, technical support, help with the reports submission process, or help finding reports in the Publications System, contact RepCoor@lbl.gov or x2633. To get a copy of a report not in the database, contact the Reference Librarian at Library@lbl.gov or x5621.

How do I request further system training?

If you are interested in having a training session for your group, department or division, please contact RepCoor@lbl.gov, and we will work with you to schedule a convenient time. Monthly or quarterly division, department or group meetings often provide a good opportunity for this. Let us know if you would like us to attend one of your regularly scheduled meetings, or arrange a custom time to help your group with the LBNL Report Submission System.