

Dear Students, and Alumni,

On May 5th the Management Committee approved the *ITM Policy on Open Access and Archiving Journal Publications* and *Frequently Asked Questions About Publishing*.

The purpose of the policy is to define expectations for anyone publishing in scholarly journals or open research platforms with ITM affiliation with regards to archiving and open access. Clarification about when to use ITM affiliation is provided in the FAQs. See a selection of the FAQs below:

Affiliation

1. What is the correct format for ITM affiliation?
 - a. Use the official institutional name: Institute of Tropical Medicine (ITM), [Department/Unit name], Antwerp, Belgium
2. When should I list ITM as my affiliation?
 - a. The guiding principle is: when ITM has contributed substantially to the research underlying the publication. For example, ITM provided funding, infrastructure, supervision and/or substantial support for the research.
3. I am an ITM sandwich PhD student. How many affiliations should I list? Home institute and/or ITM and/or PhD-granting university?
 - a. You should try to give the three affiliations, in that order, implying that the PhD granting university is deleted if only two affiliations are allowed.
4. I am an ITM PhD student, but not a sandwich PhD student. What affiliations should I list?
 - a. You should list two affiliations: ITM and your PhD-awarding university. The order of affiliations should reflect where the majority of your PhD research is conducted:
 - i. If most of your research is carried out at ITM, list ITM first.
 - ii. If most of your research is carried out at your PhD-awarding university, list that institution first.
5. I am a FWO Postdoctoral researcher. Should I list ITM?

- a. Yes, for all postdoctoral researchers, if ITM is your main host institute we expect ITM to have contributed to your research underlying the publication. If ITM is additional host institute, you have to list ITM if ITM contributed to the research underlying the publication.
6. What about students/alumni and ITM affiliation?
 - a. Students and alumni (such as master, postgraduate, short course, individual, and pre-doctoral students) can only use an ITM affiliation when they publish a publication to which ITM contributed and with their supervisor(s) as co-author with ITM affiliation.
7. What about honorary, guest or visiting researchers/professors?
 - a. List ITM if ITM contributed substantially to the research underlying the publication (see Q2).
8. I am retired as an ITM employee. Should I use ITM as my affiliation?
 - a. Yes, when ITM has contributed substantially to the research underlying the publication (see Q2).
9. I left ITM before or during the publishing process and now I am working at a different institution. Should I list ITM as my affiliation and/or my new institute?
 - a. List ITM as your institutional affiliation if ITM substantially contributed to the research underlying the publication. If no significant contribution is made at the new institution, do not list the new institute as an affiliation.
10. I started at ITM after conducting the research. Should I use ITM as my affiliation?
 - a. No. If the research was conducted before you joined ITM, you should use the affiliation you had when the research was conducted. You may list ITM as your current address but not as the institutional affiliation for the research.
11. I have multiple institutional affiliations, when should I list ITM?
 - a. List only the institutions that contributed to the research. If you have an appointment at ITM of at least 50%, mention ITM first.
12. What address should I use in the publication?

- a. The address for your affiliation should be the institutional address of the affiliation used. So, if you are publishing as an ITM-affiliate, you should use the ITM address. If you are publishing as an affiliate of another institute, you should use that institute's address, even if you currently live or work in Antwerp.
- b. For practical reasons and to avoid confusion, it is convenient to have a corresponding author who is expected to remain at the institute for a long time. Even if you are the corresponding author during the submission, you may consider changing the corresponding author to a co-author with long-lasting affiliation for the published version.
- c. However, if you are the corresponding author and you are publishing with affiliation at an institute other than ITM, but you are currently working in Antwerp at ITM, then it would be appropriate to use the ITM address for correspondence only.

If you are not sure whether you should use ITM affiliation in a publication, you can contact your master thesis promotor, your co-authors currently at ITM, or the ITM Library (bib@itg.be).