

**UNIVERSITY OF SZEGED**  
**PUBLICATION POLICY**

**Szeged, 25 May, 2025**

**SZ-138-IX/2024/2025.**

# **Publication Policy of the University of Szeged**

## **Preamble**

The University of Szeged (hereinafter referred to as the University or SZTE), taking into account the publication obligations specified for individual positions and legal relationships, in accordance with the University's Code of Ethics (<https://u-szeged.hu/download.php?docID=22839>) and Research Regulations (<https://u-szeged.hu/szabalyzatok/kutatasi-szabalyzat-2022>), and in order to ensure the authentic and accurate recording of scientific activities that form an integral part of university activities, hereby decrees the following:

## **Section 1**

(1) The personal scope of these regulations extends to employees of the University in teaching and research positions, persons in a contractual or other legal relationship with the University for the purpose of performing work, holders of the title of Professor Emeritus/ Emerita, persons in a student relationship with the University, including doctoral students and doctoral candidates of the University who engage in publication activities in connection with their doctoral studies, as well as all persons who acknowledge these regulations as binding upon themselves by means of a legal declaration.

(2) These regulations apply to publications that are full-length scientific or educational communications. The local requirements of individual university units (e.g. performance evaluation systems of the faculties) may differ in that they define the scope of publications considered to be full-fledged scientific communications differently.

## **Section 2**

(1) Publications in the Hungarian Science Bibliography (Magyar Tudományos Művek Tára; hereinafter: MTMT) and international databases (Web of Science, Scopus) can only be linked to individual institutions based on the affiliations listed in them. It is in the fundamental interest of the University and its organisational units that scientific databases contain authentic and reliable publication and citation data.

(2) The University must be indicated as the institutional affiliation as defined in Section 3

- a) by the University's teaching staff and employees employed in research positions within the framework of their legal relationship for the purpose of filling the position;
- b) employees of the central service, financial management and administrative units within the framework of their legal relationship;
- c) doctoral students and doctoral candidates of the University in connection with their doctoral studies

when publishing their publications.

(3) When publishing the research results of researchers holding the title of professor emeritus/emerita of the University, using the University's equipment and resources, the University shall be indicated as the institutional affiliation as specified in Section 3.

(4) Persons employed by the University on a contract basis, other employment relationships for the purpose of performing work, or employment relationships in non-teaching or non-research positions shall indicate the University as their institutional affiliation as specified in Section 3 when publishing their publications containing the results achieved using the University's equipment and resources.

(5) Persons in a student relationship with the University are required to indicate the University as their institutional affiliation as specified in Section 3 in their publications related to their studies at the University, especially in the case of those that may be taken into account when awarding university grants.

(6) In all other cases not mentioned in paragraphs (2)-(5), when a publication recording results achieved at the University using the University's equipment or resources is published, the University must be indicated as the institutional affiliation as specified in Section 3.

(7) In the case of full-time lecturers, researchers, Hungarian state scholarship doctoral students and doctoral candidates, the University affiliation must always be listed first.

(8) When publishing works created in connection with the activities of a scientific research group operating at the University, in addition to referring to the research group, it is also mandatory to indicate the University in accordance with Section 3.

### **Section 3**

Affiliations indicated uniformly and accurately in publications ensure that publications can be linked to the University and its organisational units in the MTMT and international databases (Web of Science, Scopus), thereby ensuring the reliability of reports generated from the relevant databases. To ensure this, the University orders the following:

(1) The affiliation relating to the University shall always include the full official name of the University in the following form:

- a) in Hungarian: Szegedi Tudományegyetem;
- b) in English: University of Szeged;
- c) in German: Universität Szeged;
- d) in French: Université de Szeged.

(2) After the name of the University as specified in paragraph (1), unless excluded by specific publication rules, the place of work and/or the organisational unit concerned by the publication shall be indicated in accordance with its own requirements; this may be the name of a faculty, institute, department, or independent organisational unit outside the faculty, or a doctoral school.

(3) The name of the organisational unit to be displayed in the affiliation must be the name in effect at the time of publication.

(4) The organisational unit must be indicated according to the university's unit register, and the doctoral school must be indicated according to its official name as recorded in the Hungarian Doctoral Council's register.

(5) In the case of foreign-language publications, the organisational unit shall be indicated according to the official university unit register, using its official foreign-language name.

(6) The University requires authors to use their university email address (@szte.hu, @[...].u-szeged.hu) when publishing their publications.

(7) The University requires that employees specified in Section 2 (2) have an ORCID (Open Researcher and Contributor ID) author identifier registered on the <https://orcid.org> platform, and that they indicate this on their publications, unless specific publication rules exclude this. The ORCID profile must include at least the university affiliation specified in paragraph (1).

#### **Section 4**

(1) All books (textbooks, lecture notes, etc.), periodicals (e.g. yearbooks, newspapers, journals) published by the University or any of its organisational units must indicate the authors' affiliation in the form specified in Section 3, as well as the ORCID identifier of any author affiliated with the University of Szeged.

(2) All university books and periodicals (e.g. yearbooks, newspapers, journals) published online that do not appear in the SZTE Open Journal Systems (hereinafter: OJS) or SZTE Open Monograph Press (hereinafter: OMP) editorial system must be forwarded by their editorial offices to the SZTE Klebelsberg Library and Archives (hereinafter: Library) staff for archiving in the SZTE Repository of Paper and Books (<https://acta.ek.szte.hu>), following a cooperation agreement with the Library.

(3) For journals published by editorial offices and scientific workshops affiliated with SZTE, the OJS journal editorial platform can be requested at <https://www.ek.szte.hu/ojs>; and the OMP editorial platform for electronic books can be requested at <https://ebook.ek.szte.hu>.

#### **Section 5**

(1) Authors publishing in a legal relationship with the University as defined in Section 2 (2)-(4) must have an author profile registered in MTMT, which must include the SZTE organisational unit or units listed in MTMT that they have previously and currently used as their affiliation. The author's MTMT data sheet must also include the ORCID identifier confirmed by the author.

(2) Authors who have a legal relationship with the University as defined in Section 2 (2)-(4) are required to record in MTMT the details of their publications and, when known, citations arising from their scientific activities at the University.

(3) The Library shall ensure the professional recording of the data and citations of publications indexed by the Web of Science and Scopus databases from 2025 onwards in MTMT on a monthly basis, unless the author has done so by the time of recording. In the case of recording by the author, the Library shall verify the accuracy of the recording.

(4) Authors are responsible for recording data on publications not indexed by the Web of Science and Scopus databases in MTMT and for ensuring their accuracy. Authors are required to record publications in MTMT within 30 days of their publication, but no later than January 31 of the year following publication.

(5) Authors must record new citations to their publications in MTMT as soon as they become aware of them, on an ongoing basis but at least yearly.

(6) Authors in a legal relationship with the University as defined in Section 2 (2)-(4) are required to upload the full text of their publications covered by the collection policy of the SZTE Repository of Publications (<https://publicatio.ek.szte.hu>) within 30 days of their publication, but no later than January 31 of the year following publication, in accordance with the Repository's current General Rules (<https://publicatio.bibl.u-szeged.hu/information.html>).

(7) Authors with questions regarding MTMT should primarily contact the appointed local administrator (level 5 in MTMT) of the organisational unit where they work or which is affected by the publication. If there is no designated local administrator (level 5 in MTMT) in the given unit, the staff of the Library's MTMT Group is available to authors for individual consultations and organised group training sessions.

(8) The local administrator (level 5 in MTMT) is appointed by the head of the organisational unit, who also requests their training from the Library. After completing the training, the administrator receives the access rights necessary to perform their duties. A list of colleagues currently performing MTMT administrator tasks in the units of the University of Szeged is available on the website <https://szerzoknek.ek.szte.hu/szte-mtmt-adminisztratorok>.

(9) The Library's MTMT-related services are available on the Library's main page (<https://www.ek.szte.hu/kezdoldal/kutatastamogatas/mtmt>) and in the MTMT menu of the Author Toolbox (<https://szerzoknek.ek.szte.hu>).

## **Section 6**

(1) The Director General of the Library, as the institutional representative appointed by the Rector, is responsible for the operation of the MTMT at university level.

(2) The institutional representative

a) ensures that the interests of the University are adequately represented in the various committees of MTMT,

b) reports to the University management on events related to the operation of MTMT and prepares an annual report in a format approved by the Rector,

c) appoints the institutional administrator (level 4 in MTMT).

(3) The heads of the University's organisational units cooperate with the institutional representative and the institutional administrator (level 4 in the MTMT) appointed by him/her: consult them in advance on measures affecting MTMT and inform them of decisions and deadlines relating to it.

(4) The institutional administrator (level 4 in MTMT)

a) ensures the maintenance of data relating to faculties and other organisational units in the database,

b) ensures the creation, training, and operation of the database's administrative network,

c) registers and maintains the data and authorizations of local SZTE administrators (level 5 in MTMT) in the database,

d) maintains contact with the institutional representative and local (level 5 in MTMT) administrators, and informs them about developments in the MTMT database system,

e) approves the MTMT registration of SZTE authors and provides them with the opportunity to acquire the knowledge necessary to use it,

f) continuously provides the University and its organisational units with up-to-date scientometric data available from the system,

g) coordinates other activities related to the operation of MTMT within the framework of campaigns and projects.

(5) The heads of the University's organisational units shall

a) appoint a local administrator (level 5 in MTMT) suitable for performing the database administrator tasks of their unit and notify the institutional administrator (level 4 in MTMT) of this in advance, in writing,

b) inform the staff members belonging to the unit about the authors' MTMT-related tasks and the identity of the local (level 5 in MTMT) administrator,

c) ensure that the appointed local (level 5 in MTMT) administrators participate in the consultations and training necessary for their professional activities and are able to perform their tasks related to database administration,

d) inform the institutional (level 4 in MTMT) administrator of the deadlines for uploading data to MTMT required in their unit.

(6) Local (level 5 in MTMT) administrators shall

a) perform the tasks specified by the head of their unit or the institutional (level 4 in MTMT) administrator in relation to their units and colleagues (<https://szerzoknek.ek.szte.hu/5-os-szintu-mtmt-adminisztratori-feladatok>), with

particular regard to checking the records of publications affiliated with their unit and assigning them to the institution,

b) participate in consultations and training necessary for their professional activities,

c) maintain continuous contact with the institutional (level 4 in MTMT) administrator and inform them of any changes affecting MTMT in their unit.

## **Section 7**

(1) In all university procedures requiring the submission of a list of publications, tables, or scientometric data, MTMT shall be considered relevant and required.

(2) The Library shall issue a document certifying the authenticity of the data contained in MTMT after verifying the data contained therein. SZTE authors may submit a verification request using the following forms: <https://szerzoknek.ek.szte.hu/palyazatok-kinevezesek-elomenetelek>, provided that

a) a document certifying the authenticity of the data contained in MTMT is a mandatory element of the procedure, or

b) the author requests such verification in consultation with the institutional administrator (level 4 in MTMT), in particularly justified cases.

(3) Mandatory checks carried out in accordance with paragraph (2) a) shall in all cases take priority over other requests for checks submitted for other reasons.

(4) Before submitting a request for verification, the author is obliged to comply with the obligation set out in Section 5 (2) of this policy.

(5) If a local (level 5 in MTMT) administrator works in the author's unit, the verification request may only be submitted to the Library after the inspection falling within the scope of the local (level 5 in MTMT) administrator's responsibilities.

## **Section 8**

### **Final provisions**

(1) These regulations were adopted by the Senate of the University of Szeged at its meeting held on May 26, 2025, by Resolution No. SZ-138-IX/2024/2025. (V.26.).

(2) These regulations shall enter into force on June 1, 2025, and their provisions shall apply to publications submitted for publication after their entry into force.

- (3) The regulations are available at the following link: <https://www.u-szeged.hu/szabalyzatok>
- (4) The University recommends that all authors strive to maintain their author profiles in the international databases Web of Science (WoS, <https://www.webofscience.com>) and Scopus (<https://www.scopus.com>) in full. All authors who have at least one publication indexed by the aforementioned databases have a WoS or Scopus author profile.
- (5) The University recommends that all authors who have an author profile in the WoS or Scopus databases record their unique author identifiers – WoS Researcher ID and Scopus Author ID – on the MTMT author data sheet.
- (6) The following guide is available to authors for maintaining their WoS and Scopus profiles and recording their unique author identifiers on the MTMT author data sheet: <https://szerzoknek.ek.szte.hu/szerzoi-profilok>.
- (7) Scopus also allows librarians to maintain the Scopus profiles of authors affiliated with their institution. To request this service from the Library staff, visit <https://www.ek.szte.hu/homepage/research-support/scholarly-publishing/scopus-author-profile-correction>.

Dated: Szeged, 26 May, 2025

**Dr. Rovó László s.k.**

rector

**Dr. Fendler Judit s.k.**

chancellor