



GERMAN
CANCER RESEARCH CENTER
IN THE HELMHOLTZ ASSOCIATION



Research for a Life without Cancer

PUBLICATION GUIDELINES

for DKFZ employees and individuals associated with the DKFZ
through research collaborations and partnerships

as of July 2023





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Adopted by the Management Board of the DKFZ on 31 July 2023.

¹ with academic research institutes and university medical centers or university hospitals supported by institutional funding and/or in cases where the DKFZ acts as a supporting organization for a research institute.

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1. PREAMBLE

As a publicly funded research institution, the German Cancer Research Center (DKFZ) has a duty to record correct and complete data about the publication activity of its employees and of researchers who are associated with the DKFZ through research collaborations or partnerships. This information increases the visibility of the research conducted by the DKFZ and its partner institutes and organizations, and is proof of performance. These Publication Guidelines set out the rights and obligations of the authors of scientific publications.

2. SCOPE

The Publication Guidelines apply to all scientific publications authored by

- DKFZ employees, including stipend holders and those with access to premises and IT resources at the DKFZ
- employees at DKFZ partner institutes in the context of collaborations/joint research activities²
 - ▷ who have access to premises and IT resources at the DKFZ,
 - ▷ whose personnel costs are reimbursed in full or in part by the DKFZ,
 - ▷ who use DKFZ infrastructure and resources, and/or
 - ▷ who, as part of the research collaboration, have secured funding through a competitive funding program, e.g. the DKTK Joint Funding Program, the NCT Proof-of-Concept Program, the NCT-owned IIT program (OCT² Program), the HI-TRON Mainz Seed-Funding Program, or the DKFZ Hector Seed-Funding Program.
- visiting scientists who conduct research at the DKFZ, and
- former employees, if their publications relate to work done during their time at the DKFZ.

The DKFZ Publication Guidelines are to be followed for all scientific publications by employees of DKFZ partner institutes in the context of collaborations/joint research activities,³ even if they do not have access to premises or IT resources at the DKFZ.

² DKTK, NCT, DKFZ Hector Cancer Institute at UMM, HI-TRON Mainz, KiTZ, NCPC, HIRO/NCRO (see Section 3.2)

³ DKTK, NCT, DKFZ Hector Cancer Institute at UMM, HI-TRON Mainz, KiTZ, NCPC, HIRO/NCRO (see Section 3.2)

3. AFFILIATIONS

3.1 Affiliation wording for employees at the DKFZ

Official name that must be mentioned in English or German in all publications and publication processes:

German Cancer Research Center (DKFZ)

or

Deutsches Krebsforschungszentrum (DKFZ)

Avoid using the abbreviation DKFZ on its own, unless there is a technical character limit that prevents use of the full name.

DKFZ HEIDELBERG

As a rule, employees at the DKFZ Heidelberg must acknowledge their DKFZ affiliation in English in all publications.

German Cancer Research Center (DKFZ) Heidelberg, Division *[insert name]*, Germany

Exception: A DKFZ affiliation in German may be used for publications in German-language journals.

Deutsches Krebsforschungszentrum (DKFZ) Heidelberg, Abteilung *[insert name]*, Deutschland

DKFZ SITE DRESDEN

As a rule, employees at the DKFZ site Dresden must acknowledge their DKFZ affiliation in English in all publications.

German Cancer Research Center (DKFZ) site Dresden, Division *[insert name]*, Germany.

Exception: A DKFZ affiliation in German may be used for publications in German-language journals.

Deutsches Krebsforschungszentrum (DKFZ) Standort Dresden, Abteilung *[insert name]*, Deutschland.

3.2 Affiliation wording for individuals listed in Section 2 who work in one or more of the following DKFZ-associated research collaborations:

3.2.1 German Cancer Consortium (DKTK)

As a rule, researchers who work in the DKTK acknowledge their affiliation in English as follows

DKTK RESEARCHERS AT THE DKFZ, CORE CENTER HEIDELBERG:

1. German Cancer Consortium (DKTK), DKFZ, core center Heidelberg, Germany.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

DKTK RESEARCHERS AT THE PARTNER SITES:

1. German Cancer Consortium (DKTK), partner site *[insert site]*, a partnership between DKFZ and University Medical Center (or University Hospital) *[insert name]*, Germany.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

Exception: A DKTK affiliation in German may be used for publications in German-language journals.

DKTK RESEARCHERS AT THE DKFZ, CORE CENTER HEIDELBERG:

1. Deutsches Konsortium für Translationale Krebsforschung (DKTK), DKFZ, Kernzentrum Heidelberg, Deutschland.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

DKTK RESEARCHERS AT THE PARTNER SITES:

1. Deutsches Konsortium für Translationale Krebsforschung (DKTK), Partnerstandort [*insert site*], eine Partnerschaft zwischen DKFZ und der Universitätsmedizin (or Universitätsklinikum) [*insert name*], Deutschland.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

3.2.2 National Center for Tumor Diseases (NCT)

As a rule, researchers who work at the NCT acknowledge their affiliation in English as follows

1. National Center for Tumor Diseases (NCT), NCT [*insert site*], a partnership between DKFZ and University Medical Center (or University Hospital) [*insert name*], Germany.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

Exception: An NCT affiliation in German may be used for publications in German-language journals.

1. Nationales Centrum für Tumorerkrankungen (NCT), NCT [*insert site*], eine Partnerschaft zwischen DKFZ und der Universitätsmedizin (or Universitätsklinikum) [*insert name*], Deutschland.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

3.2.3 Hopp Children's Cancer Center (KiTZ)

As a rule, researchers who work at KiTZ acknowledge their affiliation in English as follows

1. Hopp Children's Cancer Center (KiTZ), Heidelberg, Germany.
2. National Center for Tumor Diseases (NCT), NCT Heidelberg, a partnership between DKFZ and Heidelberg University Hospital, Germany.
3. Institute(s) where the author works, and to which they are connected via a contract.

Additional affiliations are possible.

Exception: A KiTZ affiliation in German may be used for publications in German-language journals.

1. Hopp-Kindertumorzentrum (KiTZ), Heidelberg, Deutschland.
2. Nationales Centrum für Tumorerkrankungen (NCT), NCT Heidelberg, eine Partnerschaft zwischen DKFZ und dem Universitätsklinikum Heidelberg, Deutschland.
3. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

3.2.4 DKFZ Hector Cancer Institute at the University Medical Center Mannheim

As a rule, researchers who work at the DKFZ Hector Cancer Institute at the University Medical Center Mannheim acknowledge their affiliation in English as follows

1. DKFZ Hector Cancer Institute at the University Medical Center Mannheim, Germany.
2. Institute(s) where the author works, and to which they are connected via a contract.

Additional affiliations are possible.

Exception: An affiliation to the DKFZ Hector Cancer Institute at the University Medical Center Mannheim in German may be used for publications in German-language journals.

1. DKFZ-Hector Krebsinstitut an der Universitätsmedizin Mannheim, Deutschland.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

3.2.5 Helmholtz Institute for Translational Oncology Mainz (HI-TRON Mainz)

As a rule, researchers who work at HI-TRON Mainz acknowledge their affiliation in English as follows

1. Helmholtz Institute for Translational Oncology Mainz (HI-TRON Mainz) – A Helmholtz Institute of the DKFZ, Mainz, Germany.
2. Institute(s) where the author works, and to which they are connected via a contract.

Additional affiliations are possible.

Exception: A HI-TRON Mainz affiliation in German may be used for publications in German-language journals.

1. Helmholtz-Institut für Translationale Onkologie Mainz (HI-TRON Mainz) – Ein Helmholtz-Institut des Deutschen Krebsforschungszentrums, Mainz, Deutschland.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

3.2.6 National Cancer Prevention Center (NCPC)

As a rule, researchers who work at the NCPC acknowledge their affiliation in English as follows

1. National Cancer Prevention Center (NCPC), NCPC *[insert site]*, a strategic partnership between DKFZ and German Cancer Aid, Germany.
2. Institute(s) where the author works, and to which they are connected via a contract.

Additional affiliations are possible.

Exception: An NCPC affiliation in German may be used for publications in German-language journals.

1. Nationales Krebspräventionszentrum (NCPC), NCPC *[insert site]*, eine strategische Partnerschaft zwischen DKFZ und der Deutschen Krebshilfe, Deutschland.
2. Institute(s) where the author works, and to which they are connected via a contract.

Additional affiliations are possible.

3.2.7 Heidelberg Institute for Radiation Oncology (HIRO) and National Center for Radiation Research in Oncology (NCRO)

As a rule, researchers who work at HIRO acknowledge their affiliation in English as follows

1. Heidelberg Institute for Radiation Oncology (HIRO) and National Center for Radiation Research in Oncology (NCRO), Heidelberg, Germany.
2. Institute(s) where the author works, and to which they are connected via a contract.

Additional affiliations are possible.

Exception: A HIRO affiliation in German may be used for publications in German-language journals.

1. Heidelberg Institut für Radioonkologie (HIRO) und Nationales Zentrum für Strahlenforschung in der Onkologie (NCRO), Heidelberg, Deutschland.
2. Institute(s) where the author works, and to which they are connected via a contract of employment.

Additional affiliations are possible.

3.3 Affiliations in the media

Correct affiliation of employees of the DKFZ and of its partners in joint DKFZ-associated research activities/networks in the context of interviews and in contact with the media and journalists is essential for visibility and clear attribution/recognition in the media and in politics. The correct affiliation wording to share with journalists is:

DKFZ HEIDELBERG OR DKFZ SITE DRESDEN

in German:

Title name, function⁴ ... am Deutschen Krebsforschungszentrum (DKFZ) Heidelberg or Standort Dresden.

in English:

Title name, function⁴ ... at the German Cancer Research Center (DKFZ) Heidelberg or site Dresden.

GERMAN CANCER CONSORTIUM (DKTK)

DKTK researchers at the core center in Heidelberg:

in German:

Title name, function⁴ ... am Deutschen Konsortium für Translationale Krebsforschung (DKTK), DKFZ, Kernzentrum Heidelberg.

in English:

Title name, function⁴ ... at the German Cancer Consortium (DKTK), DKFZ, core center Heidelberg.

DKTK researchers at the partner sites:

in German:

Title name, function⁴ ... am Deutschen Konsortium für Translationale Krebsforschung (DKTK) am Partnerstandort [*insert site*], eine Partnerschaft zwischen dem DKFZ und der Universitätsmedizin (or Universitätsklinikum) [*insert name*].

in English:

Title name, function⁴ ... at the German Cancer Consortium (DKTK) at the partner site [*insert site*], a partnership between DKFZ and University Medical Center (or University Hospital) [*insert name*].

NATIONAL CENTER FOR TUMOR DISEASES (NCT)

in German:

Title name, function⁴ ... am Nationalen Centrum für Tumorerkrankungen (NCT) [*insert site*], eine Partnerschaft zwischen dem DKFZ und der Universitätsmedizin (or Universitätsklinikum) [*insert name*].

in English:

Title name, function⁴ ... at the National Center for Tumor Diseases (NCT) [*insert site*], a partnership between DKFZ and University Medical Center (or University Hospital) [*insert name*].

HOPP CHILDREN'S CANCER CENTER HEIDELBERG (KITZ)

in German:

Title name, function⁴ ... am Hopp-Kindertumorzentrum (KITZ).

in English:

Title name, function⁴ ... at the Hopp Children's Cancer Center (KITZ).

DKFZ HECTOR CANCER INSTITUTE AT THE UNIVERSITY MEDICAL CENTER MANNHEIM

in German:

Title name, function⁴ ... am DKFZ-Hector Krebsinstitut an der Universitätsmedizin Mannheim.

in English:

Title name, function⁴ ... at the DKFZ Hector Cancer Institute at the University Medical Center Mannheim.

⁴ Abteilungsleiter:in / Division head, (Nachwuchs-) Gruppenleiter:in / (Junior research) group leader, ...

HI-TRON MAINZ

in German:

Title name, function⁴ ... am Helmholtz-Institut für Translationale Onkologie Mainz (HI-TRON Mainz) – Ein Helmholtz-Institut des Deutschen Krebsforschungszentrums

in English:

Title name, function⁴ ... at the Helmholtz Institute for Translational Oncology Mainz (HI-TRON Mainz) – A Helmholtz Institute of the DKFZ

NATIONAL CANCER PREVENTION CENTER (NCPC)

in German:

Title name, function⁴ ... am Nationalen Krebspräventionszentrum (NCPC) [*insert site*], eine strategische Partnerschaft zwischen DKFZ und Deutscher Krebshilfe.

in English:

Title name, function⁴ ... at the National Cancer Prevention Center (NCPC) [*insert site*], a strategic partnership between DKFZ and German Cancer Aid.

HEIDELBERG INSTITUTE FOR RADIATION ONCOLOGY (HIRO) AND NATIONAL CENTER FOR RADIATION RESEARCH IN ONCOLOGY (NCRO)

in German:

Title name, function⁴ ... am Heidelberg Institut für Radioonkologie (HIRO) und Nationalen Zentrum für Strahlenforschung in der Onkologie (NCRO).

in English:

Title name, function⁴ ... at the Heidelberg Institute for Radiation Oncology (HIRO) and National Center for Radiation Research in Oncology (NCRO).

4. GENERAL AFFILIATION RULES

- Publications by doctoral researchers must mention their university affiliation alongside the DKFZ affiliation.
- If an author is permanently affiliated with more than one organization, for instance through a jointly appointed professorship or because they work for more than one DKFZ-associated research collaboration (e. g. DKTK and KiTZ), all relevant institutions are to be mentioned in publications and, where relevant, in personal IDs, such as ORCID iDs.
- If an author transfers between institutions during the research and publication process, they must always mention the institution at which most of the research work was carried out. If significant research work was carried out at both institutions, both should be mentioned.
- Publications in which core facilities of the DKFZ were involved must mention these in accordance with the applicable conditions of use.
- Publications produced with third-party funding or resources must mention the funding providers in accordance with the relevant funding guidelines, generally in the acknowledgments section.
- The affiliation rules do not apply to contract research.
- In particular, publications that do not comply with the 'rules before submitting a work for publication' (Section 5) must not contain DKFZ affiliations.

5. RULES BEFORE SUBMITTING A WORK FOR PUBLICATION

- As a rule, every researcher is entitled to submit their results for publication within a reasonable time frame, provided the work meets the scientific, ethical and social requirements.
- Before submitting a work for publication, approval must be obtained from all participating authors and the relevant head of division/(junior research) group. If the respective research unit has been disbanded in the meantime, approval may be given on a voluntary basis by a different head of division or (junior research) group from a field that is sufficiently closely related.
- All authors of a scientific publication are responsible for its content.
- Before a work is submitted for publication, a check must be carried out to ensure that the rules of good research practice (GRP) and good clinical practice (GCP) were observed.⁵
- The head of the author's research unit must ensure compliance with foreign trade legislation. If the publication is relevant to foreign trade, any necessary approvals must be obtained.
- Everyone who has made significant contributions to the idea, planning, conduct or analysis of the research work must be listed as a co-author. Individuals who have made minor contributions are mentioned in the acknowledgments section.

⁵ <https://intranet.dkfz.de/unser-zentrum/gremien-vertretungen/wissenschaftlicher-rat>

- Publications (including posters, abstracts, presentations, etc.) must not hinder or prevent the patenting and exploitation of research results. The research unit head is responsible to ensure the patenting of inventions relevant to exploitation and, in relevant cases, to disclose an invention with the Innovation Management Division prior to the submission of the manuscript. However, publications must not be unreasonably delayed by IP applications, in particular by late filing of disclosure of an invention (“Dienstserfindungsmeldung”).

Further details are governed by the *Guide to the reporting of Inventions and Software*⁶ and the *Guidelines on Remuneration for the Exploitation of Inventions and Qualified Technical Know-How*.⁷

5.1 Supplementary rules for DKFZ employees contacted by the media

- **Interviews and statements in consumer media:** In the event of direct inquiries from journalists asking for an interview or statement, the Management Department of Strategic Communication and Public Relations at the DKFZ in Heidelberg (contact: presse@dkfz.de; +49 6221 42-2854) must be informed and consulted immediately, with a view to obtaining approval of the interview/statement.
- **Press releases about scientific publications:** In cases where publications may be relevant to the public (DKFZ author is first or last author), the Management Department of Strategic Communication and Public Relations at the DKFZ in Heidelberg must be contacted immediately to discuss the possibility of a press release (contact: presse@dkfz.de; +49 6221 42-2854).

⁶ <https://intranet.dkfz.de/en/services/wissenschaftliche-dienste/innovation-management/leitfaden-zur-meldung-von-erfindungen-und-software>

⁷ <https://intranet.dkfz.de/en/services/wissenschaftliche-dienste/innovation-management/ip-policy>

6. CONFLICTS OF INTEREST

Authors must disclose potential conflicts of interest which are usually published with the article. A conflict of interest exists if the author (or their employer and/or sponsor) could derive a financial advantage from the results, or if there could be a potential commercial interest. This includes family, legal or professional links to companies or individuals that may have had such interests or may have influenced the research. Specific examples are grants for education or travel, fees, patents, license fees, memberships, employment, consultancy activities or the ownership of shares and equity; this list is not exhaustive.

For more information see:

<http://www.icmje.org/conflicts-of-interest/>.

7. DEPOSITING PUBLICATIONS IN THE DKFZ PUBLICATION DATABASE

- All publications that have a single affiliation or multiple affiliations with the DKFZ, DKTK, NCT, KITZ, DKFZ Hector, HI-TRON Mainz, NCPC and/or HIRO/NCRO in accordance with Section 3 of these Publication Guidelines must be entered in the DKFZ Publication Database (<https://inrepoo2.dkfz.de/>). This forms the basis for key publication-related figures. It is freely accessible online. Every day, the Library imports the DKFZ-, DKTK-, NCT-, KITZ-, DKFZ Hector-, HI-TRON Mainz-, NCPC- and HIRO/NCRO-affiliated articles from the *Web of Science* (WoS, ISI-cited), *Scopus* and *PubMed* databases into the Publication Database and processes them.
- Articles from journals that are not indexed in these databases, and all other document types, such as doctoral dissertations and habilitation theses that are recorded in the Publication Database must be deposited in the Publication Database in a timely manner by the authors themselves or by the individuals responsible for publications within the research unit. The bibliographic data in the entries are edited by the Library.
- The head of the research unit is responsible for checking the completeness of the deposited publications.
- The following document types are included in the Publication Database:
 - ▷ **Journal articles** (published)
 - ▷ **Doctoral dissertations** for which academic supervision was provided by DKFZ researchers.
 - ✓ A prerequisite for academic supervision is that doctoral researchers conduct their research at, or for, the DKFZ for the majority of their time and use DKFZ resources (personnel, equipment, materials).
 - ✓ The year of publication is the calendar year in which the final examination requirements were met.
 - ✓ Doctoral researchers must make a copy of their dissertation available to the Library, either in digital or printed format. It will be published in the Publication Database.
 - ▷ **Habilitation theses**, provided they are to be published
 - ▷ **Degree, master's and bachelor's theses**, provided they are to be published
 - ▷ **Edited special editions of journals**
 - ▷ **Book chapters**
 - ▷ **Books**
 - ▷ **Edited books**
 - ▷ **Patents**
 - ▷ **Reports**
 - ▷ **Conference proceedings**
 - ▷ **Proceedings**
 - ▷ **Preprints**
 - ▷ **Research data** that are released as stand-alone publications (e.g. datasets)
- The Publication Database does not include:
 - ▷ Poster
 - ▷ Meeting abstracts
 - ▷ Presentations, other speeches or discussions in front of third parties
 - ▷ Website content and social media posts

8. OPEN ACCESS

- In order to comply with the requirements of most research funding bodies and to increase the visibility of DKFZ publications, all publications should be made available via open access routes, wherever possible. Information about the open access options available (including for articles published in subscription-based journals) can be found here:
<https://www.dkfz.de/de/zbib/info/o-a.html>.
- A final draft version of articles published in subscription-based, i.e. not freely accessible, journals must be uploaded to the Publication Database. The Library will make them available via the *green open access route* in line with the publishers' requirements.
- When publishing articles in open access journals, authors must make sure that these are reputable publishers and journals. They must be listed in the *Directory of Open Access Journals* at <https://doaj.org/>. In case of doubt, the DKFZ Library will provide assistance and check out the publisher.

9. DKFZ LIBRARY CONTACT DETAILS

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GERMAN
CANCER RESEARCH CENTER
IN THE HELMHOLTZ ASSOCIATION



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