



TUD COST ACTION TU1306

Manuscript Submission Guidelines

Editorial Rules for TU1306

Fostering knowledge about the relationship between Information and Communication Technologies and Public Spaces supported by strategies to improve their use and attractiveness (CYBERPARKS)

Submission Rules and Guidelines

by COST TU1306 Editorial Board

channels managed by COST (for more see COST Vademecum part 1 - pp 45)

Overview, task and vision

01. The published outcomes of the COST Action TU1306 CyberParks is one of the first, European, cooperative, interdisciplinary, academic, open access information source dedicated to the relationship between Information and Communication Technologies and Public Spaces supported by strategies to enhance their experience and use. As such a collaborative work aiming to bring together scholars and researcher from a wide range of scientific and artistic fields, its outcomes speak different languages and are open to embrace the diversity of partners' working fields; to enhance dialogues amongst them and to communicate multidisciplinary research results from all participating countries. Tightly following the overall rules set by the COST association, the published outcomes of TU1306 are free, accessible and inclusive, providing a platform for emerging and consolidated researchers. They aim to foster research, display best practices and inform discussion about the more and more important issues related to public spaces in our mediated screen-action everyday reality.

General COST Rules

02. As mentioned before, the *CyberParks TU1306* project follows the rules set by the European Cooperation in Science and Technology (COST Actions). Therefore, we consider that disseminating and transferring knowledge is a key value and the use of results by policymakers, industry and society is vital. COST Actions are therefore encouraged to use all means to communicate their findings to the European research community and to society at large. Publication and dissemination activities undertaken by Actions during their lifetime do not require the active involvement of the COST Office. However, the relevant COST Office must however be informed of TU1306 activities and should always receive two copies of every printed or other hardcopy publication and/or information about other forms of dissemination work (for example a publication file in case of a digital only publication, or a link to an online digital resource). Hard or digital copies of publications will be used by the COST Office to disseminate the publication further via relevant dissemination

Objectives & tasks of the Editorial Board

03. The Editorial Board (hereafter EB) was established after a decision of the Core Group in order to create and harmonize codes of good scientific practice and to regulate the relevant procedures for the dissemination of CyberParks' results that are based on common and cooperative work. The Universidade Lusófona - as overall coordinator - has also a Charter of good scientific practices that the EB must also follow along with similar codes established by the COST association. In this line, the Editorial Board has clarified clear administrative rules and intellectual properties always considering the fact that *CyberParks* is based on common and cooperative work.
04. Its main roles are to
- prepare and design working frameworks for future TU1306-events (conferences, Training Schools etc.)
 - check if the dissemination materials (papers, publications, information, texts for internet or similar, etc.) are in accordance with the general COST rules (see topic 8, COST Vademecum Part 1)
 - follow the publishing policies of the project upholding the integrity of the

scientific/academic record. The EB ensures that the submitted material follows the COST rules in terms of, for example, previously published material, plagiarism or the responsible of the authors for obtaining permission from copyright holders for reproducing any previously published material

- develop pre-submission and submission guidelines for all under publication results of the CyberParks project and ensure their application
- ensure that all relevant results and conclusions of the different activities in the framework of the Project are tailored and disseminated, especially to the four target groups identified in the MoU: scientific community, decision makers and stakeholders, ICT developers, public spaces users (for more see MoU C.5 Target groups/end users and H. Dissemination plan)
- provide support for WG5 in accomplishing the CyberParks' dissemination strategy and the legacy plan
- keep up to date the list of dissemination materials produced by the participants. The Head of the Editorial Board and the Universidade Lusófona/Lisbon are in charge in charge of this topic. The full list can be found online at <http://cyberparks-project.eu/publications>

The Editorial Board reports to Working Group 5, and at request, the Editorial Board prepares a report highlighting recent activities and accomplishments.



TU1306-related topics

05. The Editorial Board has clarified indicative broad areas of research within which authors can submit original research articles dealing with themes relating to the vision of ICT mediated and enhanced open public spaces, which may include, but are not limited to:

Material Space: architecture, urban design, landscape design, planning, interaction design, urban installations, geography, environmental disciplines, spatial morphology and outdoor

materiality, image making, esthetics, sustainability

Immaterial Values: ethnography, sociology, culture, psychology, human interaction and engagement, analogue and digital humanities, education, policy and decision-making, playfulness, economy, ethics

Networks: information and communication technologies, platform design, digital environments, computer engineering, responsive technologies, prototypes, immaterial concepts

CyberParks Dissemination Strategy

06. Before publication, the EB of the CyberParks project is being developed the procedures for any dissemination material related to the project should follow, without any exception, the following steps:
- Pre-Information – Authors should briefly inform the EB via e-mail about the intention of preparing a dissemination material (communication, paper, journal article, etc.), with the name(s) of author(s) and contribution(s), the brief contents and information on where to be submitted/presented
 - Draft version – all materials have to be delivered as a draft to the EB. The EB has 10 working days to provide an answer. The draft should list all authors in the proper order (Main author(s), co-author(s), and/or level of contribution) correctly spelled and provided with affiliation and contact information. Authors have to pay attention to this before submitting any paper related to CyberParks. If the EB does not respond the request within the 5 working days, the proposed material can be considered as approved.
 - Final Version –in order to keep the records of the Project update the final version once delivered should be sent also to EB (or posted in the Agora). Once the material is published, the authors should deliver a hard copy (to Lusófona Lisbon, PT) or inform the links where the text in the case of online resources.
07. The authorship of all TU1306 published material remains –but not exclusively- to the European Cooperation in Science and Technology. Further dissemination of any material produced within the CyberParks network can be done by

anyone but *only* after proper acknowledgment of its authors and contributors. In the case of published articles in proceedings and reports of TU1306 events, the EB acknowledges authorship of the involved parties following the guidance from the International Committee of Medical Journal Editors (ICMJE), known as the Vancouver group. The latest version, issued in 2013, states that: "Authorship credit should be based only on: (1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; (3) final approval of the version to be published; and (4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Conditions (1), (2), (3) and (4) must all be met.



In case of collaborative workshop outputs, like for example the material from the TU1306 Training Schools, the EB accepts the ICMJE's position, that is the "acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship." Therefore, in the case of collaborative work made in the context of daily workshops, for example, the authorship remains to COST but individual author disseminating further the results should make clear reference to all contributors of the team that meet

all four criteria for authorship in full names and roles.

decide to restrict inclusion of the paper in CyberParks List of Publications.

- o8. The results of the training school, as any other outcome/result/finding generated within the scope and objectives of the CyberParks can be further used in the TU1306 project and its dissemination activities – both in printed and online digital material. The scope behind all CyberParks activities is to get different insights, new ideas, increasing arguments for discussion, etc. and involving young researchers, making them aware about the opportunities technology opens for public spaces.
11. As a collaborative project financed by EU, any further dissemination of CyberParks' results is encouraged but it has first to pass through the process established by the Editorial Board. The EB will then decide on how and in which format the use, reference or dissemination of the results can be done, keeping records of all events and materials that appropriately reference the CyberParks TU1306 Project.

Proof-reading of Submitted Material

- o9. All submitted material and manuscripts must be in English. They must be well written, well documented, well-reasoned, balanced, and relevant to the TU1306 topics. The Editorial Board is *not* in charge of any proof reading. Non-native authors should search and ask for proof-reading services and manuscript language revision by themselves and prior to any submission. Submissions that lack clarity of the English language may be subject of rejection from inclusion in any TU1306 publication or activity.

Peer review process for Proceedings and Edited Books

10. The EB is responsible for establishing different review and advisory board for each activity of the TU1306 project. The board is made out of people participating in the Management Committee of the project and upon their agreement to contribute as reviewers or advisors. A double blind peer review process, based on the previously established board will ensure that the above steps and rules are followed carefully from all future author(s). In terms of conferences, each paper will be assessed by two reviewers and any identifying information in relation to the author will be removed during the review process. Reviewers follow an evaluation framework and recommendation guidelines to ensure objectivity and fairness. Submitted articles should not have been previously published. Based on COST rules, it is strongly encouraged that authors of each paper should represent three or more different participating countries. In case that this cannot be achieved, the EB can

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