



**ACCRA
TECHNICAL
UNIVERSITY**

**DIRECTORATE OF RESEARCH,
INNOVATION, PUBLICATION AND
TECHNOLOGY TRANSFER (DRIPTT)**

PUBLICATION & AUTHORSHIP GUIDELINES

SEPTEMBER, 2022



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INTRODUCTION

This guidance document has been prepared by the Directorate of Research, Innovation, Publication and Technology Transfer (DRIPTT) to assist all staff, undergraduate and postgraduate students who are engaged in collaborative research at the Accra Technical University. This guidance document deals with the essential issues of authorship and publishing research outputs, and is in keeping with university's overarching second strategic pillar (Impact Oriented Research and Innovation, 2021-2025). This guidance document is also in consequence with the university's vision, which is to be a Technical University of global excellence in competency-based and practice-oriented training, applied research, and technology transfer.

To fulfil this vision, ATU is dedicated to promoting and facilitating quality and excellence in tertiary education (research, teaching, and learning). In ATU, the activities relating to tertiary education should corroborate quality standards in terms of academic content and knowledge. ATU comprehends that applied research conducted by its staff, students, and other stakeholders is significant in realizing its core mandate of facilitating and providing higher education in Engineering, Science, and technology-based disciplines, Technical and Vocational Education and Training (TVET), Applied Arts, and related disciplines.

Scientific and scholarly publications, such as books, articles, abstracts, presentations at professional meetings, and grant applications, provide the main vehicle to disseminate findings, thoughts, and analysis to the scientific, academic, and lay communities. For academic activities to contribute to the advancement of knowledge, they must be published in sufficient detail and accuracy to enable others to understand and elaborate the results. For the authors of such work, successful publication is an important means by which scholarly work from ATU can lead to significant impact within their field and to the larger society and improves opportunities for academic funding and promotion while

enhancing scientific and scholarly achievements and repute.

Concurrently, the benefits of authorship are accompanied by a number of responsibilities for the proper planning, conducting analysis, reporting of research, and acknowledging the content and conclusions of other scholarly work. Through this guidance document, ATU has the responsibility of protecting these fundamental elements of the scientific and scholarly process conducted by faculty, staff, and students. Furthermore, ATU acknowledges that globally, its credibility and reputation as a university is substantiated by the immense contribution of quality research outputs by its academic staff. Consequently, a guideline on publication and authorship is very important.

SCOPE

2.1.1 Application of Guidelines

This Publication and Authorship Guidelines apply to all staff of Accra Technical University, both academic and non-academic, including staff attached in a research institute, centre or group. This guidance document applies to research undertaken with any collaborator, including, but not limited to, research students, research partners from other institutions, companies, non-governmental organizations, and semi-state or government bodies. This guidance document also applies to all post-graduate research students, and to research graduates of ATU in reference to the output of research undertaken as part of a programme in ATU, or under the auspices of ATU.

2.1.2 Coverage of Guidelines

All outputs of research covered by this guidance document include the following but not limited to artifacts, books, book chapters, compositions, conference contributions, design, exhibitions, journal articles, papers forming part of a research theses or PhD by publication, performances, recordings, reports, software, and web-based publications. A publisher is a person or business that creates and markets publications like books, periodicals (such as journals and conference proceedings), newspapers, and software. Furthermore, a journal's indexation is seen to be a good indicator of its caliber, quality and reputation. Comparatively to non-indexed publications, indexes as shown below are considered to be of superior scientific quality.

The above categories shall be disseminated through publication by ATU staff to benefit the society, and improve university visibility and rankings. Consequently, research outputs through publication by ATU staff will be recognized and accepted if only the publisher is non-

predatory. The following reputable publishers, but not limited to, are recommended for publication:

- AJOL (African Journals Online)
- American Physical Society (APS)
- Association for Computing Machinery (ACM)
- Association of Business Schools (ABS) Academic Journal Guide
- Australian Business Deans Council (ABDC) Journal Quality List
- BioMed Central
- Cambridge University Press
- Emerald
- Elsevier
- Frontiers
- Harvard University Press
- Hindawi
- IGI Global
- Institute of Electrical and Electronic Engineers (IEEE)
- Inderscience
- Nature Publishing Group
- Nova Science Publishers
- Oxford University Press
- Oxford Journals
- Palgrave Macmillan
- PLOS One
- Project Muse
- PubMed
- Routledge
- Royal Society of Chemistry Journal Archives
- Sage
- Science Direct
- Springer
- Taylor and Francis

- Wiley and Sons

And any other Journals/Publishers indexed in the following:

- Arts and Humanities Citation Index (AHCI)
- Emerging Sources Citation Index (ESCI)
- Engineering Index (EI) Compendex
- INSPEC
- ProQuest
- Science Citation Index Expanded (SCIE)
- Science Citation Index (SCI)
- Social Sciences Citation Index (SSCI)
- Scopus
- Web of Science/Clarivate Analytics

RATIONALE

This publication and authorship guidelines are important for both academic and non-academic staff in ATU and serves as a broad guide for authorship and avoiding authorship disputes at the ATU. This document is very important for the following reasons:

- **Firstly**, this guidance document aims to ensure the rights of each author of research to be credited for their work, to ensure that they understand their role in taking accountability for its dissemination and to note that, quality (content, non-predatory, and originality) is more critical than quantity in terms of a researcher's publication record.
- **Secondly**, quality publications of ATU staff will have a positive impact on the ranking and competitiveness of ATU.
- **Thirdly**, promoting research work among ATU staff will eventually improve our teaching ability, ability to help solve community problems and enhance the image of ATU.
- **Finally**, this guidance document will provide a pathway for research collaboration and mentorship of young/early career researchers, which will guide them to publish their research work appropriately. This will improve the publication process atmosphere in ATU.

GUIDELINE OBJECTIVES

This guideline seeks to provide a conducive environment for research, scholarship, and the production of knowledge in ATU. Additionally, this guide seeks to facilitate important issues when publishing as well as regulate and inspire research publications by academic staff.

Since there are a variety of publishing houses including predatory outlets for different researchers to publish their findings, the assessment and comparison of such publishing achievements may sometimes pose diverse challenges to ATU. Although it is with the expectation that academics will publish in peer-reviewed publishing houses which are reputedly indexed, this may not always be the case due to lack of knowledge regarding where to publish and the reasons why quality publication outlets are important for academics and ATU as a whole.

The guideline, therefore, seeks to assist ATU academics by providing a pathway relating to the selection of appropriate publishers for the submission of articles. Furthermore, ATU needs to ensure that the publications of staff can be effectively stored in a central database at DRIPTT. Before manuscript/paper submission to a journal, academic staff in ATU should verify the quality and reputation of the journal. There should be verification on whether the journal being considered is indexed appropriately per the publication requirements in ATU (see Appendix A). DRIPTT is always available to staff to provide advice before they submit your manuscript/paper to a journal.

AUTHORSHIP OF PUBLICATIONS

Generally, an author is defined as anyone who provides extensive intellectual contributions to a publication in the following:

- The formation of the initial research idea or design;
- Data gathering, analysis, and interpretation for the research work;
- Manuscript/paper writing, reading, reviewing, and revising;

In cases whereby the research work involves more than one author, the arrangement of the author list in the publication should fairly illustrate each author's contributions. It is unethical for academics in ATU to accept co-authorship of publications without any of the above contributions.

PUBLICATION ETHICS

The honesty, integrity, and ethical approach of authors contribute immensely to academic publishing activities. Publication activities in ATU may occur in settings consisting of intellectual, financial, and political interests which may lead to competition or collision. Consequently, ATU academic staff must be transparent about organizations that provide support and sponsor their research work.

The aspiration of academic staff in ATU to have suitable publication records might affect the publication quality because there might be temptations to find shortcuts and easy processes to publish, which can compromise publication ethics. Additionally, research and academic misconduct such as fabrication, falsification, and plagiarism must be avoided by all academic staff in ATU. In addition to other ethical approaches, academic staff in ATU have to:

- Consent to ATU Research Policy and funding requirements in

the dissemination of research results.

- Provide notification of their ambition to publish and seek approval, where appropriate, from all partner organizations.
- Recognize sponsorship, funding, support, and other forms of input (including that of ATU) to the research work in a suitable way.
- Circumvent media disclosure of research work, which has not gone through peer review, unless permitted by all parties.
- It is worth noting that standard editorial processes have been designed (e.g. peer review processes) by recognized publishers to sanction authors who are unethical and such sanctions can easily destroy the career of academic staff in ATU.

PREDATORY JOURNALS



Although publishing online through open access has improved academic publishing houses, some of these online open access journals have created deceptions for researchers, particularly early career (junior) researchers who need to boost their publication records. Nowadays, it is very common for some online publishers to sweet-talk researchers via unsolicited emails praising the merits of their research and offer fast publications which require charges. Researchers who mature in research publications realize and discover later that peer review did not occur at all and that the publication is indexed reputedly under section 1 (pages 2-3) above. Such a predicament will not be considered in academic career advancement.

Consequently, it is in the interest of ATU academics to undertake thorough background checks when submitting a paper for publication. To avoid predatory publishing, careful and due diligence of the journal and publisher must be done to ensure that it is indexed in the list depicted in section 1 (pages 2-3) above. It is also important to note that reputable publication outlets do not necessarily require an author to pay article processing charges (APC) as a prerequisite of publication. Without prejudice, Beall provides a list of predatory journals with a detailed description of predatory publishers, journals, and related issues at <http://scholarlyoa.com/publishers/>.

ACCEPTABLE PUBLICATIONS

In ATU, publications that are acceptable should have promoted ATU in adding to knowledge and increasing the visibility of ATU as well as the authors/researchers. These accepted publications should include refereed books and refereed book chapters, refereed and registered patents, peer-reviewed journal articles, peer-reviewed articles in refereed conference proceedings, monographs, certified research, and technical reports. These are explained in detail and are also highlighted as follows:

8.1 Books

8.1.1 Refereed Books

- A published book by ATU staff should be the product that contains an arduous assessment of intellectual content in a respective area(s) of specialization.
- Books published both internationally and locally are recognized.
- Academics in ATU should be motivated to publish books with reputable publishers such as the ones enumerated in section 1.
- All published books must bear an International Standard Book Number (ISBN).
- Textbooks published for primary and secondary schools and handouts for students are not acceptable.

8.1.2 Refereed Book Chapters

- Academics in ATU should be motivated to publish books with reputable publishers such as the ones enumerated in section 1.
- A book chapter that bears an ISBN shall be considered and equated to a journal article.

8.2 Journal Papers/Articles

8.2.1 Refereed Journal Papers/Articles

- Academic staff in ATU should be motivated to publish articles in journals with reputable publishers such as the ones enumerated in section 1.
- Under the list provided in section 1, Faculties and Departments should in collaboration with DRIPTT determine and check the journals from which their staff wish to submit their manuscript for publication.
- Academics in ATU must not publish in only home/local journals, i.e., publishing all articles in journals located in Ghana only.

8.3 Referred Conference Papers/Articles and Exhibitions/Poster Presentations

- Academic staff in ATU must ensure that their Faculty/Department has records of all conference presentations/poster papers.
- Only conference papers retrievable from refereed proceedings are acceptable.

8.4 Registered Patents

- In relation to innovative inventions, academic staff in ATU must ensure that their Faculty/Department has records of all refereed and registered patents.
- Only academic staff who have been granted a property right by a sovereign authority (e.g., Registrar General Department) as an inventor, will be accorded as such.

8.5 Technical Reports

8.5.1 Implemented Technical Report

- Academic Staff involved in the production of technical reports for ATU will be accepted.
- Technical reports must bear the imprints/certifications of the

sponsoring agencies if they are to be acknowledged as such.

8.5.2 Research Report

- Academic Staff in ATU should register their research reports with their Faculty/Department and DRIPTT.
- Research reports written by academic staff duly registered with the relevant Faculty/Department can be acknowledged as such.

COLLABORATIVE RESEARCH AND CO-AUTHORSHIP

ATU strongly encourages collaborative research among academic staff and non-academic staff both within and outside ATU. Although collaborative research is encouraged, it has implications on the weights/points each author would receive when a multiple-authored publication is being considered for promotion.

Normally, the level of contribution of each author is often determined by the position of the author's name in the listing of authors in the publication. The order of authorship in the list of authors is often assumed to be proportional to the contribution of each author. Kindly refer to the Appointment and Promotion documents for the weighting criteria.

REPORTING PUBLICATIONS

To attract funding from a governmental or non-governmental organizations (both national and international), ATU is required to annually record and report the research publications of its staff. Through the annual publication record of the ATU, the quality of research being undertaken by academic staff can be verified and this can have an impact on the local and global rankings of ATU.

All academic staff must therefore report their research publications to DRIPTT through their Departments and Faculties. New publications must be reported as soon as they are published. DRIPTT shall compile and maintain information about ATU research publications. ATU academic staff must ensure that works published in a particular year are all reported to DRIPTT to ensure the compilation of the annual research publication report of that year. Apart from the annual publication report, publication records of Faculty members should be made available on the website of ATU.

It is in the interest of academic staff in ATU to report their research publications, as only those reported, verified, and registered with ATU through DRIPTT will be used for reporting purposes. Publication outputs with the status of “under review” cannot be reported as published work as they are subject to change. However, publication outputs with the status of “accepted for publication”, or “in-press” can be reported as acceptable published work. Similarly, conference papers that have not been published in the conference proceedings available online should not be reported to DRIPTT.

FORMAT FOR REPORTING PUBLICATIONS



In relation to reporting publications to DRIPTT and to have uniformity in the way Faculty research is reported on ATU website, the references must be written using American Psychological Association (APA) style, 7th Edition. Use all authors and do not use ‘...’ or ‘et al.’ in the publication reference if multiple authors are involved. All authors must be included, and verification of the correct order and spelling of authors’ names should also be included. For illustrative purposes, an example is provided here.

Table 1: Format Example 1.

NAME		Dr. Elikem Chosniel Ocloo
FACULTY		Business
DEPARTMENT		Marketing
A. Journal Articles (sequentially from latest years)		
1.	Full Reference	Ocloo, C.E. , Hu, X., Akaba, S., & Worwui-Brown, D. & Junguo, S. (2020) . The determinants of business-to-business e-commerce adoption in small and medium-sized manufacturing enterprises. Journal of Global Information Technology Management, 23(3), 191 – 216.
	Abstract	This research examines the relationships between technological, organizational, and environmental (TOE) factors on different levels of B2B e-commerce adoption. A survey of 315 Ghanaian manufacturing SMEs was validated and tested using partial least squares structural equation modeling. The research findings indicate that perceived desirability, organization’s readiness, and competitive pressure positively and significantly influence the different B2B e-commerce adoption levels. Likewise, top management support and government support partially had a significant impact on the various levels of B2B e-commerce adoption, whereas the business partner’s pressure has no significant influence on B2B e-commerce adoption levels. This research’s results confirm that the TOE factors influence B2B e-commerce adoption levels in the Ghanaian manufacturing SMEs. The results reveal that the various contextual factors have a different effect on the different levels of B2B e-commerce adoption. Also, the implications of this study are subsequently discussed.

NAME		Dr. Elikem Chosniel Ocloo
FACULTY		Business
DEPARTMENT		Marketing
A. Journal Articles (sequentially from latest years)		
2.	Full Reference	Hu, X., Ocloo, C. E. , Akaba, S., & Worwui-Brown, D. (2019). Effects of business-to-business e-commerce adoption on competitive advantage of small and medium-sized manufacturing enterprises. <i>Economics and Sociology</i> , 12(1), 80 - 99.
	Abstract	Business-to-business (B2B) e-commerce adoption has experienced rapid growth in recent times and has become one of the fastest technology adoptions among small and medium-sized enterprises (SMEs) in gaining and sustaining competitive advantage. A firm's resource endowments influence its B2B e-commerce adoption levels that lead to competitive advantage being gained in proportion to that level of adoption. A questionnaire survey was used to collect data for this research, 315 usable responses were obtained from owners and managers of small and medium-sized manufacturing firms in Ghana. This research uses structural equation modelling to examine how different levels of B2B e-commerce adoption affect different types of competitive advantage. The main finding is that SMEs can achieve cost reduction that helps them save on costs in their operational activities through higher levels of B2B e-commerce adoption. Implications of the research, its limitations, and directions for future research are also discussed.
B. Book Chapters (sequentially from latest years)		
1.	Full Reference	
	Abstract	
2.	Full Reference	
	Abstract	
3.	Full Reference	
	Abstract	

C. Conference Proceedings (chronologically from latest years)		
1	Full Reference	
	Abstract	
2	Full Reference	
	Abstract	
3	Full Reference	
	Abstract	

Table 2: Format Example 2.

NAME		Dr. Emmanuel Akoi-Gyebi Adjei
FACULTY		Built Environment
DEPARTMENT		Building Technology
A. Journal Articles (sequentially from latest years)		
1.	Full Reference	Adinyira, E., Adjei, E. A. G. , Agyekum, K. and Fugar, F.D.K. (2021). Application of machine learning in predicting construction project profit in Ghana using Support Vector Regression Algorithm (SVRA). Engineering, Construction and Architectural Management, doi.org/10.1108/ECAM-08-2020-0618
	Abstract	<p>Purpose – Knowledge of the effect of various cash-flow factors on expected project profit is important to effectively manage productivity on construction projects. This study was conducted to develop and test the sensitivity of a Machine Learning Support Vector Regression Algorithm (SVRA) to predict construction project profit in Ghana.</p> <p>Design/methodology/approach – The study relied on data from 150 institutional projects executed within the past five years (2014–2018) in developing the model. Eighty percent (80%) of the data from the 150 projects was used at hyperparameter selection and final training phases of the model development and the remaining 20% for model testing. Using MATLAB for Support Vector Regression, the parameters available for tuning were the epsilon values, the kernel scale, the box constraint, and standardizations. The sensitivity index was computed to determine the degree to which the independent variables impact the dependent variable.</p>

Table 2: Format Example 2 (Continued)

NAME		Dr. Emmanuel Akoi-Gyebi Adjei
FACULTY		Built Environment
DEPARTMENT		Building Technology
A. Journal Articles (sequentially from latest years)		
	Abstract	<p>Findings – The developed model's predictions perfectly fitted the data and explained all the variability of the response data around its mean. Average predictive accuracy of 73.66% was achieved with all the variables on the different projects in validation. The developed SVR model was sensitive to labour and loan.</p> <p>Originality/value – The developed SVRA combines variation, defective works, and labour with other financial constraints, which have been the variables used in previous studies. It will aid contractors in predicting profit on completion at commencement and also provide information on the effect of changes to cashflow factors on profit.</p>
2.	Full Reference	
	Abstract	
B. Book Chapters (chronologically from latest years)		
1.	Full Reference	
	Abstract	
2	Full Reference	
	Abstract	
3	Full Reference	
	Abstract	

C. Conference Proceedings (sequentially from latest years)		
1.	Full Reference	Adjei, E. A. G., Fugar, F. D. K., & Adinyira, E. (2019). Establishing the cost contribution of significant cash flow factors impacting building projects profitability. In Proceedings of the 14th International Postgraduate Research Conference: Contemporary and Future Directions in the Built Environment, 25-37.
	Abstract	The competitive construction industry is vital to a nation's economy. Low mark-ups are introduced by contractors in job biddings to afford the chance of job acquisition. This results in cash flow challenges and profitability that lead to the company failing. This paper tries to determine the cost contribution of established significant cash flow factors on building contracts to aid in effective cash flow and profit management. Purposive and census sampling techniques were employed which resulted in 39 D1 contractors and a response rate of 87.18% was obtained. It was established that wages of labour and staff and replacement of defective work accounts for 26.75% and 3.53% respectively of contract sums. It was therefore established that projects are mostly financed with short-term loans from banks and contractors' own financing due to late payment. Late payment issue motivates contractors to seek for various funding options and it was established that this contributes 20.44% average loss of projected profit and that affect quality delivery. Consequently, this results in defective works which was established to accounts for 3.53% of the contracts sum. The onus therefore rests on management to effectively manage these factors through application of suitable techniques to enhance profit through effective cost minimization.
2.	Full Reference	Adjei, E. A. G., Fugar, F. D. K., & Adinyira, E. (2019). A review on appropriate tool to predict profitability of building projects using established significant cash flow factors. In Proceedings of the 14th International Postgraduate Research Conference: Contemporary and Future Directions in the Built Environment, 38-48.
	Abstract	The construction industry is a competitive environment which influences contractors in using low mark-ups in bidding for jobs to afford great chance of job acquisition.

Continued from Page 20

C. Conference Proceedings (sequentially from latest years)		
	Abstract	<p>The construction industry is a competitive environment which influences contractors in using low mark-ups in bidding for jobs to afford great chance of job acquisition. This makes contractors experience challenges of profitability management due to the risk associated with construction activities resulting in construction failures. The risk noted with construction, therefore requires effective management of cash flow and profit with the use of appropriate tools. The purpose of this paper is to establish an appropriate tool to predict profit and aid in its effective management. Searches of predictive models undertaken unraveled numerous models and reviewed abstracts and conclusion to screen to relevant ones. Critical examination of these models established three techniques namely: regression; optimization and hybrid. An evaluation of these techniques identified hybrid and optimization techniques possessing high predictive powers and accuracies. However, hybrid techniques are used to enhance the performance of either the regression or optimization techniques. Since a novel model is being proposed concerning variables and yet to establish the performance, the optimization technique is best suited for the model. Besides support vector regression demonstrated high predictive powers and accuracy than other optimization tools, therefore, recognized to be the appropriate tool to predict profit.</p>
3	Full Reference	
	Abstract	

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