



Publication Guidelines for Fellows and Supervisors

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ECO-SPHERE: Publication Guidelines for Fellows and Supervisors

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Abstract

This document defines the publication and dissemination framework for research outputs generated under the ECO-SPHERE MSCA COFUND Programme. It provides guidance to fellows, supervisors, and host institutions on publication quality expectations, open access compliance under Horizon Europe, financial responsibilities related to Article Processing Charges (APCs), and acknowledgement obligations. The guideline aims to ensure full compliance with EU Open Science requirements, promote high-quality scientific outputs, and enhance the visibility, reuse, and societal impact of ECO-SPHERE research results.

Keywords: ECO-SPHERE; MSCA COFUND; Open Science; Open Access; Circular Economy; Publication Guidelines; Horizon Europe



Glossary

Term	Definition
Author Accepted Manuscript (AAM)	The version of a manuscript accepted after peer review but before publisher formatting.
Acceptance Date	The official date on which a journal confirms that a manuscript has passed peer review, is accepted, and will be published. Used to determine APC eligibility within project timelines.
ANKOS	A consortium of Turkish university libraries that provides open-access publishing deals through transformative agreements.
Article Processing Charge (APC)	A fee paid to a publisher to make an article freely available under an open-access license. Not all journals charge APCs (e.g., Diamond OA journals).
CC BY License	A Creative Commons Attribution license that allows others to share, adapt, and reuse the work, even commercially, as long as the original author is credited.
CC0 License	CC0 (aka CC Zero) is a public dedication tool that enables creators to give up their copyright and put their works into the worldwide public domain. CC0 allows re-users to distribute, remix, adapt, and build upon the material in any medium or format, with no conditions.
Corresponding Author	The author is responsible for manuscript submission, peer review communication, and often represents the publication publicly.
FAIR Data	Data principles ensuring it is Findable, Accessible, Interoperable, and Reusable. Required under Horizon Europe.
First Author	The primary contributor to a publication, typically responsible for drafting the manuscript and leading the work.
Gold Open Access	A publishing model where the article is made immediately available by the journal upon publication, often in exchange for

	an Article Processing Charge (APC).
Green Open Access	A publishing route in which an article is published in a subscription-based or hybrid journal, while the Author Accepted Manuscript (AAM) is deposited in a trusted repository and made openly accessible immediately upon publication, without embargo, in line with Horizon Europe requirements.
Open Access (OA)	Free and unrestricted online access to research outputs, such as publications and data. Must meet Horizon Europe conditions for visibility and licensing.
Open Research Europe (ORE)	The EU's free publishing platform for Horizon-funded research ensures compliance with OA policies.
Publisher Waiver / Discount	An APC reduction or exemption granted by journals, often for invited articles, special issues, or under-funded researchers.
Q1 Journal	A journal ranked in the top 25% (Q1) of its field according to Scopus quartile rankings (e.g., CiteScore or SJR).
Responsible Research and Innovation (RRI)	A Horizon Europe principle promoting transparent, ethical, and socially responsive research.
Trusted Repository	A repository that ensures long-term preservation, assigns persistent identifiers (e.g., DOI), supports open licensing (e.g., CC BY), and enables metadata sharing. Examples include Zenodo, Aperta, institutional repositories, or discipline-specific repositories like Europe PMC.
UBYT	A national TUBITAK program offering monetary incentives for international journal publications by Turkish-affiliated researchers.
Work Package	A defined component of the fellow's research proposal, outlining specific activities, objectives, and deliverables to be achieved during the project.



1. Introduction

The ECO-SPHERE programme is funded under the Horizon Europe Marie Skłodowska-Curie Actions (MSCA) COFUND scheme and focuses on interdisciplinary and cross-sectoral research addressing circular economy solutions across the Earth's spheres.

This guideline supports fellows and supervisors in navigating publication-related obligations, including open access requirements, authorship standards, ethical research conduct, and financial procedures. All research outputs must align with Horizon Europe Model Grant Agreement (MGA) provisions and ECO-SPHERE internal rules.

Open Science is a legal and strategic requirement under Horizon Europe. ECO-SPHERE fully embraces Open Science principles, including open access to publications, FAIR research data, transparency, and responsible research and innovation (RRI).

2. Publication Type and Quality Targets

- Fellows are expected to produce at least two peer-reviewed scientific publications during the fellowship period.
- The two required publications must be published in Scopus-indexed Q1 journals.
- Publications must be directly based on research activities conducted within the approved ECO-SPHERE work plan.
- Fellows must take a lead authorship role (first author) in at least two papers published in Scopus-indexed Q1 journals.
- The main supervisor must be added as a co-author in all publications related to ECO-SPHERE's activities.
- Additional publications produced during the fellowship may be published in other reputable peer-reviewed journals, provided they comply with Horizon Europe open access requirements.
- Review articles, book chapters, and conference proceedings do not replace the two mandatory research articles, but are highly recommended for broader dissemination outcomes.
- All research and publication activities must comply with The European Code of Conduct for



Research Integrity, including principles of research integrity, responsible authorship, data transparency, and proper citation practices. Fellows are expected to adhere to internationally recognized ethical guidelines and avoid plagiarism, data fabrication, or any form of scientific misconduct.

3. Open Access Publication Mandate

All peer-reviewed scientific publications resulting from ECO-SPHERE must comply with Horizon Europe open access requirements. Open access is mandatory and applies to both the two required Scopus Q1 publications and any additional outputs produced during the fellowship.

ECO-SPHERE recognizes Gold Open Access and Green Open Access (self-archiving) as compliant routes, provided that the conditions below are strictly fulfilled.

3.1 Gold Open Access

Gold Open Access refers to publication in journals or platforms that make the final published version immediately and openly available under a Creative Commons license (CC BY, CC0, or equivalent).

APC-free routes (e.g. transformative agreements or Open Research Europe) are encouraged where appropriate.

Regardless of the publishing route, a machine-readable electronic copy must be deposited in a trusted repository at the time of publication.

3.2 Green Open Access (Self-Archiving)

Green Open Access refers to publication in subscription-based or hybrid journals combined with the immediate deposit of the Author Accepted Manuscript (AAM) in a trusted repository.

Under Horizon Europe and MSCA rules, Green Open Access is acceptable only if all of the following conditions are satisfied:

- The Author Accepted Manuscript (AAM) is deposited in a trusted repository (e.g. Zenodo, Aperta, or any national repository).
- Deposit occurs at the time of publication.
- No embargo period is applied.





- The deposited manuscript is made available under a Creative Commons license (CC BY, CC0, or equivalent).

Fellows must verify, prior to submission, that their selected journal (including mandatory Scopus Q1 journals) permits immediate repository deposit under Horizon Europe conditions. Journals that impose embargoes or restrict open licensing on the AAM are not compliant with programme requirements.

Fellows are responsible for verifying the publisher's self-archiving policy (e.g., via SHERPA/RoMEO) prior to submission.

According to Horizon Europe requirements, immediate open access without embargo is needed.

4. Open Access Routes and APC Coverage

4.1 Transformative (Read-and-Publish) Agreements

Many Turkish and European institutions participate in national or consortial transformative agreements (e.g. via ANKOS or equivalent). Fellows should consult their supervisors to determine eligibility for APC-free or discounted publishing.

4.2 Open Research Europe (ORE)

Publications in Open Research Europe may be counted as additional outputs but do not fulfil the programme requirement for the two mandatory Scopus Q1 publications.

Only journals classified as Q1 in Scopus in the year of publication fulfil the mandatory publication requirement.

4.3 Publisher Waivers and Discounts

Some publishers offer APC waivers or reductions (e.g. invited papers, special issues, or country-based waivers). Any such publication must still comply with open access licensing requirements.

4.4 Fellow's Research Budget

Where applicable, fellows may use their individual research budget to cover APCs, provided all eligibility and documentation rules are met.





5. Institutional APC Support (Conditional)

Institutional APC support may be considered on a case-by-case basis, subject to budget availability and the following conditions:

1. The publication directly results from ECO-SPHERE research.
2. The output is a peer-reviewed research article.
3. The main supervisor is included as a co-author.
4. The journal meets quality criteria (Scopus Q1).
5. APCs are incurred within the project eligibility period.

Prior written approval from the programme management team is required.

6. Reporting and Notification Obligations

- All manuscripts accepted for publication, and all conference abstracts, papers, posters, or presentations must be submitted to the ECO-SPHERE management team at least 15 days prior to publication or presentation.
- Fellows should inform the Programme Management Team immediately upon acceptance to ensure compliance with the 15-day notification requirement.
- Deposited publications must include complete bibliographic metadata, including the programme name, acronym, grant number, and a persistent identifier (e.g. DOI).
- Publications must be included in periodic and final project reports.

7. Mandatory Acknowledgement Text

In accordance with the ECO-SPHERE Terms and Conditions and Horizon Europe communication obligations, all publications, public communications, and dissemination outputs (including articles, conference papers, presentations, posters, reports, websites, and social media where appropriate) must include the following acknowledgement text:





“This project has received funding from the European Union’s Horizon Europe research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101126655.”

The following acknowledgement must also be included:

“This project is supported in part by a research grant from the Scientific and Technological Research Council of Türkiye (TÜBİTAK) under the grant number 123C459.”

Any other financial, institutional, or intellectual contributions must be acknowledged as directed by the ECO-SPHERE Programme Management Team and/or the Fellow’s Supervisor.

Failure to include the correct acknowledgement text may result in non-compliance with Horizon Europe and national funding obligations and may require corrective action.

8. APC Payments and Reimbursements Policy

To ensure transparency and proper financial compliance in covering Article Processing Charges (APCs), the following rules apply:

1. Invoice Requirements

- All invoices must clearly include the publisher, article title, journal name, and APC amount (in € or \$).
- When requesting reimbursement or an advance payment, proof of payment amount is mandatory.
- Double funding of APCs is strictly prohibited.

2. Tax Identification on E-Invoices

Invoices issued on behalf of Yıldız Technical University must display two tax identification numbers:

1. Primary Tax ID & Spending Unit: 9650041985 – Yıldız Technical University, Department of Strategy Development (Strateji Geliştirme Daire Başkanlığı)
2. Secondary Tax ID & Directed Unit: 9650590785 – Yıldız Technical University Rectorate (Rektörlüğü)

Important: Invoices with only one tax ID cannot be processed for payment.





3. Advance Payment Option

Fellows may request an advance payment (avans çekimi) for APCs before the actual invoice payment. This requires:

- Submission of exact payment details
- Adherence to the university's "avans çekme" process

This policy ensures financial compliance while supporting fellows in efficiently managing publication costs.

For further details regarding payment procedures, please contact the YTU BAP Office through your supervisor.

9. Research Integrity and Ethics

All ECO-SPHERE publications must adhere to:

- The European Code of Conduct for Research Integrity.
- Ethical authorship and proper attribution of contributions.
- FAIR data principles and applicable data management plans.

10. Research Data & Software

Research data, software, and other digital outputs generated within ECO-SPHERE should be deposited in trusted repositories (e.g. Zenodo, Aperta, or other national repositories), in line with the project Data Management Plan. Restrictions to openness must be justified and documented. Such justification must be submitted to and approved by the Programme Management Team.

Social networking platforms (e.g. ResearchGate) may be used for dissemination, but they do not replace deposits in trusted repositories.

Where applicable, datasets, code, models, and other materials necessary to validate published results must be deposited.

11. Contact

For further questions regarding publications, open access, finances, or compliance, please contact the ECO-SPHERE management team at info@ecosphere-msca.org.tr

