

## 7 – Publications

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## 7.1 - Introduction

The dissemination and transfer of knowledge is a key value of COST and the use of results by industry, policy-makers and society is vital. Therefore the COST Actions are encouraged to use all means to communicate their findings to the European Research Community.

COST expects Actions to develop a dissemination strategy to encourage public discussion about their work and to ensure that the results of the research work reach the European Society and policy-makers. It provides financial support for publication to increase the effectiveness of research results on a European level.

A thorough planning of the dissemination strategy for each Action is required in the annual work plan. Actions can only enter into binding financial commitments for activities taking place in the year for which they received the annual allocation. Exceptions must be agreed with the COST Office.

COST supports the production of all kinds of dissemination tools and in particular of books, brochures, flyers and electronic devices such as CD-ROMs.

COST distinguishes publications depending on the source of funding. The print production can either be:

A) funded directly by the different COST Action budgets, described in Section 7.2 of this vademecum.

Or

B) funded and managed by the COST Office from the shared central budget (i.e. budget line “Dissemination, Publications, Conferences and Outreach”) for major publications. The latter depends on budget availability and is an internal process which is not described in this vademecum.

## 7.2 - Guidelines for Publishing by Actions from COST Action budget

In general, different kinds of publications exist:

- 1) Production of publications by a renowned publisher<sup>1</sup> for high level publications (usually books or journals). This includes the purchase of publications from a renowned publisher.
- 2) Printing of conference or workshop proceedings as described in Chapter 2 of this vademecum.
- 3) Scientific posters or Action brochures to promote the work of the Action.
- 4) Production of multi-media material such as CD-ROMs or films.

COST covers costs for print production and distribution. Related costs such as graphic design, proofreading, translation and editing are normally not covered. Exceptions need specific approval.

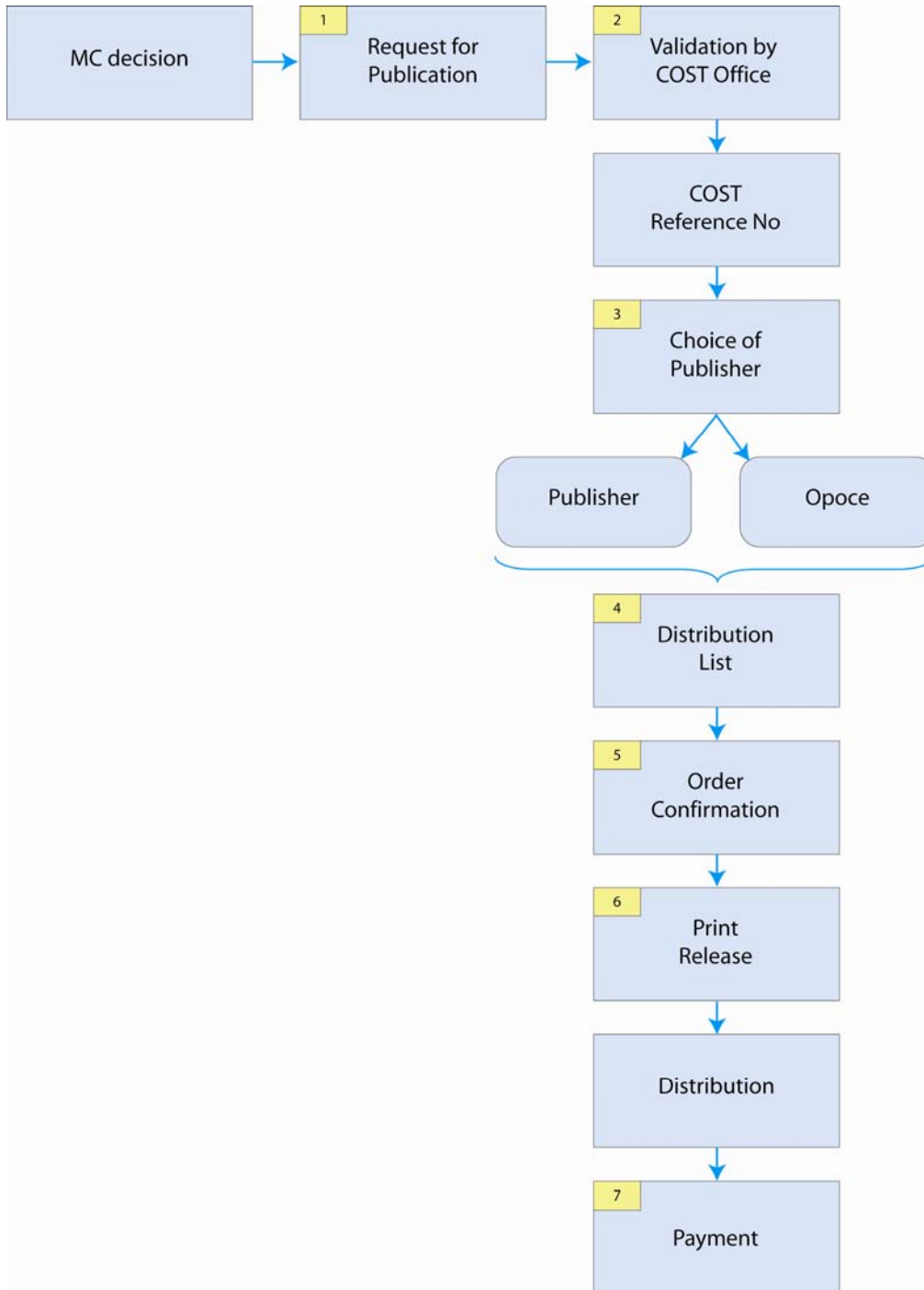
COST strongly recommends environmentally considered materials such as eco-friendly non-chlorine free paper or e-books and print-on-demand solutions.

Print production can either be managed by the COST Office or by the Action, following the procedures described below.

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<sup>1</sup> COST makes an internal distinction between a printing house (responsible for the printing process only) and a publishing house (responsible for the printing process as well as for the content production (editing, proofreading, layout, peer review, distribution and marketing etc))

7.2.1 - Step-by-step Guide



**Step 1: Request from the Management Committee (MC)**

The Action Chair, on behalf of the Management Committee, approaches the COST Office (Science Officer) with a request for the production of a certain number of publications together with a distribution list (e.g. MC, WG, policy makers, libraries, universities, industry organisations...) for feedback.

A checklist explaining the details of the request is provided in Annex A.

**Step 2: Validation by COST Office**

The COST Office issues a reference number to validate the request. This 'COST reference number' must be referred to throughout the whole process.

For planning purposes, Step 1 and 2 should be taken as soon as the MC decision is taken.

**Step 3: Choice of Publisher and Offer**

<b>The European Union's publisher (OPOCE)</b>	<b>Other publishers</b>
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**Introduction**

COST has established cooperation with the official publisher of the European Union (OPOCE) and offers the benefits of this cooperation to COST Actions (see background information below).

**For administrative reasons, publication with OPOCE can only be done via the COST Office following the process described below.**

Cooperation with renowned publishers offers COST Actions a great opportunity to collaborate with specialists in the relevant field of research.

**Please note:** In case COST purchases copies of a publication from the publisher, the publisher is responsible for the production and distribution and bears all the financial risks. COST expects to purchase the books at a reduced rate compared to the market price.

**Offer**

<p>The Action Chair does not need to send an offer to the COST Office.</p>	<p>It is the Action Chair's/MC responsibility to provide an offer for production and distribution and forward it to the responsible Science Officer at the COST Office for further internal processing.</p> <p>If the total price exceeds EUR 3 000<sup>1</sup>, the MC has, as a general rule, to collect offers from 2 different publishers and forward them to the responsible Science Officer at the COST Office for approval. Deviations from this general rule require a detailed explanation from the MC and will only be accepted by the COST Office if the balance between the price and the quality - in terms of visibility and scientific recognition - is maintained.</p> <p>The detailed price offers for the required numbers of copies of the books should include distribution costs and provide the following information:</p> <ul style="list-style-type: none"> <li>• Title "Offer" (not invoice);</li> <li>• COST reference number;<sup>2</sup></li> <li>• Date of the offer;</li> <li>• Title of book, ISBN Nr, publication year, number of pages etc.;</li> <li>• Number of books to be delivered;<sup>3</sup></li> <li>• Price per copy;</li> <li>• Discount for COST (with an indication of the market price);</li> <li>• Expenses for delivery based on the COST distribution list;</li> </ul>
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<sup>1</sup> Excluding VAT

<sup>2</sup> See step 2 above

<sup>3</sup> The COST Office needs to receive 5 copies.

	<ul style="list-style-type: none"> <li>• Delivery date;</li> <li>• Total price in EUR (VAT excluded outside Belgium<sup>4</sup>).</li> </ul> <p>For practical reasons, offers in English are preferred.</p>
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**Step 4: Preparation of documents and distribution list**

<p>The Action Chair/MC prepares the complete document in line with the checklist described in Annex B. The “camera-ready” PDF-file is sent to the COST Office together with an approval of the print release (i.e. scientific content check) from the MC Chair.</p> <p>Pictures should be included in the file with a minimum resolution of 300 dpi. The use of a cover picture is optional. OPOCE will prepare the cover pages.<sup>5</sup></p>	<p>The Action Chair/MC prepares the file following the publisher’s requirements and in line with the checklist described in Annex B.</p>
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The Cost Office needs to receive:

- The final detailed distribution list (if not submitted in step 1 above). See Annex D for OPOCE distribution list instructions;
- The Author’s declaration attached in Annex E, signed and returned to the COST Office;
- 5 copies of the publication, sometimes more if specifically required by the COST Office.<sup>6</sup>

The COST “house style” in British English should be used. COST recommends the use of the EU Publications Office Interinstitutional Style Guide.<sup>7</sup>

<sup>4</sup> For Belgium, VAT rate should be indicated separately.

<sup>5</sup> The publication will be in B5 (176mm x 250mm), the standard OPOCE size.

<sup>6</sup> For reporting and promotion purposes (Examples of promotion: 1. COST Office will send one copy to the European Commission library (<http://ec.europa.eu/eclas/F>) and 2. COST Office will make publication available to journalists and therefore needs a review copy.)

<sup>7</sup> <http://publications.europa.eu/code/en/en-000100.htm>

<b>Step 5: Confirmation of order</b>	
<p>Based on the decision of the MC and provided that the requested budget is available, the COST Office will confirm the offer with a purchase order. The purchase order contains detailed invoice requirements.</p>	<p>Based on the decision of the MC and provided that the requested budget is available and approved by the COST Office, the offer from the chosen publisher is confirmed with a purchase order.</p> <p><b>Actions on the Pay-As-You-Go System:</b> The COST Office will send a purchase order to the publisher directly.</p> <p><b>Actions on the grant system:</b> The Action Chair/MC sends the purchase order to the publisher. The purchase order should contain detailed invoice requirements and reminders regarding distribution duties and the checklist described in Annex B.</p> <p>Annex C contains the COST Office purchase order template for information purposes only.</p>
<b>Step 6: Print Release</b>	
<p>The COST Office will release the print production in line with the checklist available in Annex B.</p>	<p>The COST Office has to receive an electronic final print proof of the publication with proof of the elements described in Annex B together with the author's declaration mentioned in step 4 above. The Action Chair/MC then releases the print production.</p>
<b>Step 7: Payment</b>	
<p>OPOCE or its subcontractor(s) will invoice the COST Office directly.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• The COST Office will never make advance payments;</li> </ul>	<p><b>Actions on the Pay-As-You-Go System:</b> Once the printed publication has been delivered, the publisher will send the invoice directly addressed to the COST Office following the invoice requirements stated in the</p>

<ul style="list-style-type: none"> <li>In case not all requirements have been fulfilled the COST Office can refuse payment.</li> </ul>	<p>purchase order.<sup>1</sup></p> <p>The Management Committee confirms with an approval statement that the payment should be processed (i.e. check of services delivered). The payment will be signed off by the Public Relations and Communications Manager in consultation with the science officer.</p> <p><b>Actions on the grant system:</b> Once the printed publication has been delivered, the publisher will send the invoice directly addressed to the Action Chair following the invoice requirements stated in the purchase order.</p> <p>The Management Committee confirms with an approval statement that the payment should be processed (i.e. check of services delivered) by the grant holder and properly encoded.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>The COST Office will never make advance payments;</li> <li>In case not all requirements have been fulfilled (e.g. 5 copies for COST Office) the COST Office can refuse payment or reimbursement.</li> </ul>
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<sup>1</sup> The COST Office can only accept payments for services confirmed with COST purchase order

### 7.2.2 - European Union's publisher (OPOCE): Background and Conditions

The Office for Official Publications of the European Communities (Publications Office) is the publishing house of the European Union (EU). Its Official Journal of the European Union is published daily in more than 21 languages, a unique phenomenon in the publishing world. The Publications Office also publishes a range of other titles on paper as well as electronically, on the activities and policies of the European Union.

The cooperation with OPOCE is a cost-efficient solution in particular for the production of books and provides the following additional benefits:

- Books are provided with an ISBN number; and EUR number to facilitate quoting, cataloguing and searching.
- Often books can be downloaded, often free of charge, from the EU-bookshop at <http://bookshop.europa.eu>.
- OPOCE provides archiving and distribution.

Please be aware of the following conditions:

- For financial reasons, OPOCE only prints soft cover books;
- Tables and pictures are printed in black/white unless specifically asked for colour. The decision is taken by the COST Office;
- Cover and back pages are always printed in colour;
- The delivery period (from the arrival of the necessary documents at OPOCE until the delivery of the goods to the relevant addresses) can take up to 5 months;
- The distribution list should follow the format explained in Annex D. If not, EUR 1.10 per address will be charged.

Annex A: Checklist for Request for Publications

<b>The European Union's publisher (OPOCE)</b>	<b>Other publishers</b>
<p>The Request for Publication must contain:</p> <ul style="list-style-type: none"> <li>• Action Chair/MC title, name, work place, postal address, telephone and fax numbers, and email address;</li> <li>• Statement referring to Management Committee decision on the publication of the book, including date and location of the meeting and budget allocated;</li> <li>• Commitment to prepare publication with appropriate references to COST (see Annex B);</li> <li>• Abstract (max 4 paragraphs) of the publication (to be used by the COST Office for further dissemination);</li> <li>• Details of the publication: exact title, expected date for supply of manuscripts, number of pages including cover pages, number of copies to be printed:<sup>1</sup></li> <li>• Answers to the following questions: Does the publication contain tables and if so, in black and white or colour and how many? Does the publication contain illustrations and if so, in black and white or colour and how many?</li> </ul>	<p>The Request for Publication must contain:</p> <ul style="list-style-type: none"> <li>• Action Chair/MC title, name, work place, postal address, telephone and fax numbers, and email address;</li> <li>• Statement referring to MC decision on the publication, including date and location of the meeting and budget allocated;</li> <li>• Commitment to prepare publication with appropriate references to COST (see Annex B);</li> <li>• Abstract (max 4 paragraphs) of the publication (to be used by the COST Office for further dissemination);</li> <li>• Details of the publication: exact title, expected delivery date, number of pages including cover pages, number of copies to be printed.<sup>2</sup></li> </ul>

<sup>1</sup> OPOCE requires 20 copies. The COST Office needs to receive 5 copies.

<sup>2</sup> The COST Office needs to receive 5 copies.

## Annex B: Checklist for Print Releases

In order to be released for production, the final print proof must have:

- a. the COST logo on the front cover:<sup>1</sup>



Please note: The COST logo is available from the COST Office (resolution 300 dpi, .jpeg format)

- b. the EU and ESF Logo containing the appropriate explanation (For books: on the back cover or inner pages):<sup>1</sup>



ESF provides the COST Office through an EC contract



COST is supported by the EU RTD Framework programme

Please note: The ESF logo is available from the Cost Office (resolution 300 dpi, .jpeg format)  
Instructions on the use of the EU emblem are available on:  
[http://europa.eu/abc/symbols/emblem/graphics1\\_en.htm](http://europa.eu/abc/symbols/emblem/graphics1_en.htm)

- c. a page explaining the organisation COST (Not needed for posters):

**COST**- the acronym for European **CO**operation in the field of **S**cientific and **T**echnical Research- is the oldest and widest European intergovernmental network for cooperation in research. Established by the Ministerial Conference in November 1971, COST is presently used by the scientific communities of 35 European countries to cooperate in common research projects supported by national funds.

The funds provided by COST - less than 1% of the total value of the projects - support the COST cooperation networks (COST Actions) through which, with EUR 30 million per year, more than 30.000 European scientists are involved in research having a total value which exceeds EUR 2 billion per

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<sup>1</sup> The logo should never be distorted nor tiled; with the exception of book/folder spines, the logo should only be used in a horizontal configuration; in case of co-branding the COST logo should be equal in size or larger than the other logo. Equally, COST should have the same amount of exposure.

year. This is the financial worth of the European added value which COST achieves.

A “bottom up approach” (the initiative of launching a COST Action comes from the European scientists themselves), “à la carte participation” (only countries interested in the Action participate), “equality of access” (participation is open also to the scientific communities of countries not belonging to the European Union) and “flexible structure” (easy implementation and light management of the research initiatives) are the main characteristics of COST.

As precursor of advanced multidisciplinary research COST has a very important role for the realisation of the European Research Area (ERA) anticipating and complementing the activities of the Framework Programmes, constituting a “bridge” towards the scientific communities of emerging countries, increasing the mobility of researchers across Europe and fostering the establishment of “Networks of Excellence” in many key scientific domains such as: Biomedicine and Molecular Biosciences; Food and Agriculture; Forests, their Products and Services; Materials, Physical and Nanosciences; Chemistry and Molecular Sciences and Technologies; Earth System Science and Environmental Management; Information and Communication Technologies; Transport and Urban Development; Individuals, Societies, Cultures and Health. It covers basic and more applied research and also addresses issues of pre-normative nature or of societal importance.

Web: [www.cost.esf.org](http://www.cost.esf.org)

d. Mentioning of the COST support in the introduction:

This publication is supported by COST

e. Cataloguing data at the last recto page of the publication with following information:

- Formal publisher
- Book title
- Year of publication
- ISBN
- Sales price (if applicable)

f. The COST Office Copyright notice:<sup>2</sup>

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<sup>2</sup> Exceptions must be justified.

© COST Office, year

No permission to reproduce or utilise the contents of this book by any means is necessary, other than in the case of images, diagrams or other material from other copyright holders. In such cases, permission of the copyright holders is required. This book may be cited as: COST Action *number- title of the publication*.

g. The Legal notice by COST Office:<sup>2</sup>

Neither the COST Office nor any person acting on its behalf is responsible for the use which might be made of the information contained in this publication. The COST Office is not responsible for the external websites referred to in this publication.

Annex C: COST Office Publications Purchase Order—Example for Information Purposes

Please note: the example is provided for information purposes only. While the body of the text may be copied and the required information filled in, the COST Office contact details may not be used without prior consent.



**COST Office**  
 149 avenue Louise  
 1050 Brussels, Belgium  
 Tel: +32 (0)2 533 3800  
 Fax: +32 (0)2 533 3890  
 E-mail: office@cost-esf.org  
 http://www.cost-esf.org

PURCHASE ORDER		Brussels, dd Month Year	
To: <name institution>	From:	COST OFFICE	
Contact: <person>	Contact:	<person>	
Fax:+	Fax:	+	
Phone: +	Phone:	+	
Ref: Order of xx copies of the publication for COST Action <number> 'title book'			

Dear Madam/Sir,

We hereby confirm our order of xx copies of the publication COST Action <no> 'title book' according to your offer <reference from bidder> dated xxxxx, which is attached. The total price to be paid is EUR x xxxxx <(excl. VAT) or (incl. xx% VAT)>. This order was agreed by the Management Committee at its meeting in XX on dd month year and was requested by <firstname, lastname>, on <date>.

Please consider the following invoice requirements:

- For publications abroad (i.e. without VAT)—otherwise delete the following sentence: Please quote our identification number LL nnn nnn nnn on the invoice. VAT must not be added to the invoice.
- Please quote our internal reference number <no from step 1 in vademecum> on the invoice.
- The invoice must state IBAN and BIC code of the account.
- The invoice cannot exceed the above-mentioned amount unless specifically approved by the undersigned in writing.
- The invoice must be issued in Euro, the currency of payment.
- The COST Office will pay the publisher directly upon receipt of an invoice and 7 copies of the publication at the COST Office.

For practical reasons, an invoice in English is preferred.

I would also like to remind you that:

- The publication must contain a proper reference to COST with the COST logo on the cover and a paragraph outlining what COST is and mentioning the COST support in the introduction. Please contact me if the instructions were not clear.
- Further, the publication needs to include the ESF and EU Logo together with the following texts: ESF Logo – "ESF provides the COST Office through an EC contract"; EU Logo: "COST is supported by the EU RTD Framework programme".
- The COST Office needs to receive the distribution list of the publication.

To check the print proof—otherwise delete the following sentence. Please send me the final print proof before launching print production.

With kind regards,

<firstname, lastname>  
 <title>

## Annex D: OPOCE Distribution List Instructions

Direction A - Production  
Unité Diffusion

Luxembourg, le 3 juin 2005  
Réf: fn - structure of file for integration en.doc  
OPOCE - A/DIFFUS/FUL/MM

### STRUCTURE OF FILE INTEGRATION

SAGAP users

As everybody knows that addresses files frequently exist on informatic medias, a procedure has been developed to allow their integration in mailing lists of our database SAGAP.

To do this, rules and a format of file have been edicted.

#### Technical specifications for files to integrate :

- Files should be in ASCII format or Dbase or Excel or Access. Other formats may be accepted (must be negotiated). We prefer Excel format due to our experience with this type of files.
- Use only standard character set (ASCII 128); accentuated or special characters must be avoided because they cause problems. Special characters like ä, ö, ü, ß, and so on... are strictly prohibited from text of any address. Those signs must be replaced by the equivalent in "poor" ASCII; like ae, oe, ue, ss, ... in order to avoid the rejection of adress during the integration procedure.
- File will only be created by the author in UPPER CASE. Lower case characters are prohibited for technical reasons due problems linked to the printing material used for labels.
- Files provided must respect the length of fields as described below. Excessive fieldlength will cause loss of information. File integrating operation in our database SAGAP means that the fiel given by the author strictly respect conditions listed below in this document. If not, file will be printed and send to be keyed even if some costs are linked to this operation (1,1 Euro by address).
- The minimum field structure for each record is:  
  
1 field name + 1 field street + 1 field postal code (postal code structure has to respect the norms applicable for each country) + 1 field city + 1 field country\_code (2 characters ISO code) + 1 field quantity + 1 field language version + 1 field mail-mode

OFFICE DES PUBLICATIONS OFFICIELLES DES COMMUNAUTÉS EUROPÉENNES

2, rue Mercier - L-2985 Luxembourg — Tél. (+352) 29 29-42384 Fax (+352) 29 29-42757

OPOCE - OP/A/DIFFUS/FUL/MM

2/2

Provided addresses should contain each of these compulsory fields to be able to be validated for treatment.

- If a default value can be applied to either quantity and/or language version, these do not have to be included in the file. Those information won't be necessary if instructions on default value have been given about the concerned fields.
- If any internal addresses exist (i.e; addresses within institutions), they must be placed in a separate file for a separate and particular treatment.

STRUCTURE OF AN ADDRESS OR OF A RECORD OF THE FILE

CHAMPS	FORMAT	Length	REMARQUES
NAME1	ALPHANUM	29	compulsory- person's name. <sup>1</sup>
NAME2	ALPHANUM	29	optional-organisation / company name
NAME3	ALPHANUM	29	optional-département
STREET1	ALPHANUM	29	compulsory- street, number or postbox,...
STREET2	ALPHANUM	29	optional- street, number or postbox,...
POSTAL CODE	ALPHANUM	9	compulsory for most countries
CITY	CHAR	20	compulsory
COUNTRY CODE	CHAR	2	compulsory - ISO 3166 country code
ORGANISATION CODE 1	CHAR	4	Table S010 8 zones of 4 char.
FUNCTION CODE 1	ALPHANUM	4	Table S009 8 zones of 4 char.
THEMEE CODE 1	ALPHANUM	5	Table S008 10 zones of 5 char
LANGUAGE VERSION1	CHAR	2	compulsory - ISO 639 <sup>2</sup>
MAILTYPE1	CHAR	1	compulsory - Default value available <sup>3(**)</sup>
QUANTITY1	NUMBER	4	compulsory - Default value.available
REFERENCE CODE	ALPHANUM	20	optional
SELECTION CODE1	ALPHANUM	5	optional <sup>4</sup>

\*\*\*\*\* For further information, please contact M. Albertini Eric (42384) \*\*\*\*\*

When a file doesn't answer follow exactly the rules for integration, the only way to treat it is the manual keying. The formatting of author's files is not actually supported within our policy foro services given by OP-A-6 / GDF.

Mailing Management

<sup>1</sup> Normally, the structure of this zone is : Surname + space + first name. Titles such as Mr, Ms, Mrs etc are not allowed

<sup>2</sup> If necessary, ISO country code could be provided by OP-A-6 / GDF

<sup>3</sup> Now it's possible to indicate several language versions. In that case, the three fields (LANGUAGE VERSION, MAILTYPE, QUANTITY) must be filled out

<sup>4</sup> The SELECTION CODE is optional. It could be used to select addresses according to parameters defined by user. The user select and manage his own codes according to his needs.

Please note: An electronic example in Excel is available from the COST Office.

**Annex E: Author's Declaration**

## AUTHOR DECLARATION

Title ("the Publication"):

COST internal reference number:

I, the author and/or owner of copyright in the Publication, and wishing to have the Publication published and distributed by <name publisher>, make the following representations and warranties:

1. I have made all necessary inquiries, and have obtained all necessary copyright licenses and authorisations to include material in the Publication for which other persons own copyright.
2. I have made all necessary inquiries, and have identified all authors and owners of copyright in the Publication.
3. I have made all necessary inquiries, and the Publication does not libel or violate the privacy rights of any third party.
4. I have informed all copyright owners in the Publication of this Author Declaration, and I have obtained authorisation from all copyright owners to execute this declaration on behalf of all copyright owners in the Publication.
5. I will indemnify COST and/or its legal entity ESF, from any and all claims arising from publication of the Publication, including but not limited to libel and copyright or moral rights infringement.
6. I represent and warrant that the Publication has not been published previously and is not under consideration for publication elsewhere.
7. I agree to the publication and use of my name and the e-mail address filled in below for promotional purposes and grant COST and/or its legal entity ESF the permission to publish extracts of the publication as necessary to fulfill this purpose.

E-mail address to use for the promotion of this publication:

Dated at &lt;place&gt; on &lt;date&gt;.

Signature:

Name(Print):

Address details: