

	<b>Standard Operating Procedure</b> <b>Publishing a scientific output in the EFSA Journal</b>
<b>Public</b>	

<b>Scope</b>	<p>This SOP describes the procedure to typeset and publish Scientific Outputs of EFSA in the EFSA Journal.</p> <p><b><u>IMPORTANT NOTES</u></b></p> <p>The steps refer to <b>minimal times for average size outputs</b> (i.e. 50 pages or less). <b>Large or complex outputs or those requiring a lot of work may require more time</b>; similarly, urgent or crisis documents can be turned around faster. All days in this SOP and related documents refer to EFSA working days.</p> <p>Step 1 is optional. For the purposes of this SOP, ENCO is also subject to the steps listed as ‘relevant science unit’.</p>
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<b>Special Requirements</b>	<p>This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.</p>
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<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1 Requesting optional editing and/or formatting services – Relevant science unit</li> <li>2 Plagiarism check – Relevant science unit, EFSA Journal Team</li> <li>3 Finalisation of the scientific output – Relevant science unit</li> <li>4 Production &amp; proofing – EFSA Journal team, Relevant science unit, Publishing contractor</li> <li>5 Stopping a publication – Relevant science unit, EFSA Journal team</li> <li>6 Publication – EFSA Journal team</li> <li>7. Checking that no confidential data is disclosed as part of publicly available version of the opinion- Relevant science Unit</li> </ol>
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### Abbreviations and definitions

COM	Communication unit
COMCO	Communication Engagement and Co-operation Department
DMS	Document Management System
DOI	Declaration of Independence
EFSA Journal team	Team within the Communication unit of the COMCO department which centralises publication in the EFSA Journal
ENCO	Engagement and Co-operation unit
KPI	Key Performance Indicator
Publishing Partner	Each science unit is assigned a Publishing Partner as contact person for publishing in the EFSA Journal. Publishing Partners are part of the EFSA Journal team
Secondary communication activities	In addition to the publication in the EFSA Journal/website, a scientific output can be supported by the publication of a press release/web story.

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### Procedure

	Preceding SOPs: <a href="#">SOP_012_S on Adopting a Scientific Output</a> <a href="#">SOP_013_S on Approving Other Scientific Outputs</a>
<b>Step 1</b> <b>Relevant science unit</b>	<b>1 Requesting optional language editing and/or formatting services.</b> These services can be requested according to the timelines in the Publishing Catalogue
<b>Step 2</b> <b>Relevant science unit, Publishing partner</b>	<b>2 Plagiarism check</b>
<b>Science units/Publishing partner</b>	2.1 Science units send the draft output to the Publishing Partner at the most appropriate time in the development of the document, but always before sending it to the panel for adoption. Additional or partial checks can be carried out at any stage of development of a draft output. 2.2 Documents for plagiarism checking should be free from highlights, comments and tracked changes to aid the interpretation of the originality report. 2.3 Timelines are set out in the Publishing Catalogue.
<b>Step 3</b> <b>Relevant science unit</b>	<b>3 Finalisation of the scientific output and dispatch to the Publishing Partner</b>
	3.1 Within a maximum of 15 working days of adoption (panel plenary meeting or written procedure) or approval, the science unit will finalise the output by: <ul style="list-style-type: none"> <li>• including any changes requested by the panel,</li> <li>• carrying out the completeness check by consulting the checklist (see Publishing Catalogue),</li> <li>• ensuring any DOIs for information e.g. datasets published in the Knowledge Junction are cited (see step 3.7),</li> <li>• ensuring the output has been authorised at the relevant level decided by the science unit,</li> <li>• clarifying any outstanding confidentiality issues with third parties, and ensuring compliance with either SOP020, relevant decision of the Commission on confidentiality claims, or, when the latter is not available, compliance with confidentiality claims of the relevant legal or natural person.</li> <li>• ensuring all essential information is provided when dispatching the output to the publishing contractor e.g. output (ON-)</li> </ul>

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	<p>number, question number, contact details for proofs etc. (see Publishing Catalogue).</p> <p>3.2 The science unit must indicate whether a definite publication deadline is required and the reason e.g. the risk manager requires publication on a certain date.</p> <p>3.3 The science unit needs to consider publishing lead-in times as outlined in the Publishing Catalogue. The science unit needs to be aware that <b>publishing times are shown as averages, i.e. an output can take longer depending on its complexity, length or other factors.</b></p> <p>3.4 The relevant science unit stores the final pre-typeset version of the output (incorporating any changes requested at the adoption or authorisation stages) in the DMS.</p> <p>3.5 The science unit sends the final output and all supplementary information (e.g. Excel files) to the Publishing Partner including any specific instructions concerning, for example, confidentiality requirements, appendices, figures, tables, other).</p> <p>3.6 If the output is incomplete or instructions to the publishers in the dispatch table are unclear, further input from the science unit may be requested by the Publishing Partner/contractor. When this occurs, the output may need to be put on hold until there is sufficient information for the publishers to work on. The publication clock is stopped until a true final version is received.</p> <p>3.7 Science unit staff uploads any supplementary information e.g. data sets, protocols, analysis code according to WIN 00/41, <i>Publication of digital objects in Knowledge Junction.</i></p>
<b>Step 4</b> <b>Relevant science unit, Publishing partner, Contractor</b>	<b>4 Production and Proofing</b>
	<p>4.1 The Publishing Partner will send the finalised output to the publishing contractor within one working day on average; the contractor will then have on average six working days (large or complex documents may take longer) for copyediting and typesetting. Incomplete content or unclear information in the output can delay the production of proofs.</p> <p>4.2 The proof is checked first by the EFSA science unit who submits the corrections to the publisher; this joint check should take (on average) no longer than three working days in total. The science unit should focus on factual corrections, ensure that any change requested is in line with WIN/SOP/14/03 <i>Editorial guidelines and</i></p>

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	<p><i>template support</i> and should avoid making multiple rounds of minor editorial corrections at this stage.</p> <p>4.3 Within an average of two working days, the publisher returns the corrected proof to the EFSA science unit. If no other changes are needed (see step 4.5), this version can be used for pre-notification purposes (applicants, data providers etc.) by the science unit where necessary and for pre-notification of communication materials (see SOP 31).</p> <p>4.4 If the science unit does not approve the output, the scientific officer must mark any further changes in the PDF for the publisher to revise. This will necessitate an addition round(s) of proofs until a final version is achieved (see step 4.5).</p> <p>4.5 When no further changes are required, the EFSA Journal confirms the publication date with the Scientific Officer in line with the corporate KPI to publish scientific outputs within 28 working days after adoption. For outputs with secondary communication activities (e.g. web news items), publication is coordinated with relevant staff in COM and ENCO. EFSA should allow the publishing contractor at least 48 hours (2 full working days) to prepare the online version prior to publication.</p> <p>4.6 The final typeset version is archived by the science unit.</p> <p>4.7 The science unit completes the publication of any supplementary information e.g. datasets on the Knowledge Junction (WIN 14/03, <i>Publication of digital objects in Knowledge Junction</i>).</p>
<b>Step 5</b> <b>Relevant science unit</b>	<b>5 Stopping a publication at short notice</b>
	<p>5.1 To stop or postpone the publication of an output in the EFSA Journal, the science unit must inform their Publishing Partner by the evening before the publication is scheduled, at the latest. Send an email starting with 'URGENT' in the subject line to the Publishing Partner functional mailbox (journal.first name of publishing partner@efsa.europa.eu with efsa.journal@efsa.europa.eu in cc. This ensures that the output does not enter the publication queue for the publisher's journal platform, after which the publication process cannot be stopped. This is an important consideration when setting pre-notification timelines.</p>
<b>Step 6</b> <b>Publishing Partner</b>	<b>6 Publication</b>
	<p>6.1 At least two working days after approval of the final version (4.5)</p>

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	and at least 24 h after any pre-notification, the output is published on the publisher’s journal platform.
	6.2 The relevant Scientific Officer/science unit checks that the publication has been completed to EFSA requirements.
	Next SOP: SOP_015_S on Correction of a published scientific output’