
	Standard Operating Procedure Correction of a published scientific output
Public	

Scope	<p>This SOP describes the roles and responsibilities in the Science Departments and EFSA Journal team when a published scientific output has to be corrected and republished in the EFSA Journal or Supporting Publications.</p> <p>It excludes publications of outputs resulting from the implementation of decisions on confidentiality claims adopted by EFSA as per SOP020 or by the European Commission.</p> <p>Correction classification for purposes of this SOP:</p>		
	Description	QA classification	
I. Erratum	Errors relating to the scientific content of an output that impacts on the conclusions, recommendations, scientific understanding or interpretation of the output.	<ul style="list-style-type: none"> - Non-conformity report required - Corrective action required - Erratum published in EFSA Journal Table of Contents - Included in EFSA Journal statistics 	
II. Editorial	<p>(a) Errors of an editorial nature (e.g. grammar, formatting, bibliographic details, numbering etc.) that do not impact on the scientific understanding of the paper but do not meet EFSA’s publication standards or might impact on the retrievability of the output</p> <p>(b) Explanatory corrections: carried out to clarify the content of an output or to provide consistency in interpretation without changing the overall</p>	<ul style="list-style-type: none"> - Non-conformity report <u>not</u> required - Corrective action required - Included in EFSA Journal statistics - Non-conformity report <u>not</u> required - Corrective action required - Included in EFSA 	

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		conclusions	Journal statistics
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Special Requirements	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.
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Responsibilities	<p><u>HoU or relevant SO with responsibility for the output in question</u></p> <ul style="list-style-type: none"> - Proposes classification of corrections - Provides changes to text for the corrected version - Ensures effective archiving of output versions <p><u>Lead Editor</u></p> <ul style="list-style-type: none"> - Confirms classifications provided by scientific staff - Provides oversight of all corrections, classifications and republications - Monitors corrections by unit and provides statistics to EFSA Management and Editorial Advisory Board - Proposes classification of minor editorial type II (a) corrections not requiring input from scientific staff and approves changes to output <p><u>EFSA Journal team</u></p> <ul style="list-style-type: none"> - Coordinates the republication of corrected outputs - Ensures errata are published in the Tables of Contents - Ensures effective archiving of versions with minor editorial type II (a) corrections not requiring input from scientific staff
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Abbreviations and definitions

DMS	Document Management System
doi	Digital Object Identifier
EFSA Journal Team	The internal team that manages the publication of all EFSA scientific outputs and supporting publications.
HoD	Head of Department
HoU	Head of Unit
HTML	Hypertext Markup Language
Publishing	EFSA Journal team member with responsibility for servicing an


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Partner	allocated number of EFSA Panels and units.
PDF	Portable Document Format
QA	Quality Assurance
SC	Scientific Committee
SO	Scientific Officer
Supporting Publications	Technical Reports, External Scientific Reports and Event Reports


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Procedure

	Previous SOP in the process: SOP_009_S Approving for content and decision on publication of EFSA Supporting Publications SOP_014_S Publishing a scientific output in the EFSA Journal
Step 1 All staff, HoU, HoD, Lead Editor, EFSA Journal team	1.0 Identifying the potential need for correction of a published output
	<p>1.1 The HoU or relevant SO alerts the Lead Editor or Publishing Partner that a correction to a published output is required.</p> <p>1.2 The HoU or relevant SO proposes a classification of the correction to Lead Editor having consulted the Panel, SC, HoD, as required.</p> <p>1.3 For some Type II (a) corrections where the EFSA Journal Team becomes aware of a minor editorial error that needs correction but that does not need input of scientific staff, the Lead Editor confirms the correction classification in line with this SOP.</p>
Step 2 HoU, HoD	2.0 Approving proposed changes
	2.1 For Type I corrections <p>2.1.1 Where the correction involves a scientific outputs from a Panel, the HoU agrees final changes in the text with the SC/Panel at the next available plenary meeting or by written procedure if needed sooner. The HoU informs the HoD using the non-conformity reporting form. Where the correction does not involve a Panel, the HoU agrees the final changes with the HoD using the non-conformity report form.</p> 2.2 For Type II corrections <p>2.2.1 The HoU or relevant SO alerts the Lead Editor to the correction 2.2.2 The HoU or relevant SO proposes final changes to the text to the Lead Editor.</p>

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	2.2.3 For some minor Type II (a) as mentioned in section 1.3 above, the Publishing Partner amends the text in liaison with the Lead Editor.
Step 3 HoU, relevant SO, staff of science unit, EFSA Journal Lead Editor, Publishing Partner	3.0 Publishing corrections and Updates
	<p>3.1 When correcting documents, distinction needs to be made between typeset and non-typeset outputs. In typesetting, the entire document is converted to HTML unlike non-typeset documents which are available as PDF with only the header material (title, authors, doi, date published etc.) in HTML. Typesetting of all EFSA outputs began in mid-2016.</p> <p>3.1.1 (a) <u>If the output has not been typeset (i.e. pre-2016 Journal outputs) and for all Supporting Publications:</u> the Science Unit staff sends the corrected PDF of the scientific document to the relevant Publishing Partner in the EFSA Journal Team who organises republication with the contractor. The Amendment section of the output on the verso page (p. 2 of the template) is completed to indicate concisely but transparently what has been changed and including the standard text: <i>To avoid confusion, the original version of the statement has been removed from the EFSA Journal, but is available on request, as is a version showing all the changes made.</i> If the correction has to be made on older outputs that used the earlier journal template (pre-2015), the corrected version includes the sentence “<i>This scientific output, published on [date], replaces the earlier version published on [date]</i>” on the first page of the corrected version. A footnote on the first page explains concisely what has been changed and includes the standard text indicated above.</p> <p>3.1.1 (b) <u>If the output has been typeset (i.e. Journal outputs from 2016 onwards):</u> the Science Unit downloads the PDF of the article from the EFSA Journal website, marks the corrections on the PDF and sends the</p>

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	<p>annotated PDF to the relevant Publishing Partner in the EFSA Journal Team who organises republication with the contractor. The Amendment section of the output on the verso page (p. 2 of the template) is completed to indicate concisely but transparently what has been changed and including the standard text: <i>To avoid confusion, the original version of the statement has been removed from the EFSA Journal, but is available on request, as is a version showing all the changes made.</i></p> <p>For all republished outputs, the metadata on the landing page of the article on the EFSA Journal indicates the date of amendment.</p> <p>3.1.2 In the case of applications, the Unit informs the applicant on the erratum and sends the updated version.</p> <p>3.1.3 For type I corrections, an erratum is published in the next available Table of Contents of the EFSA Journal.</p>
Step 4 Journal Editor in Chief	4.0 Reporting
	4.1 The Lead Editor provides quarterly statistics to the Editorial Advisory Board and EFSA Management. NB. Any resulting corrective actions should follow the relevant SOP.
	Next SOP in the process: SOP_023_M Control of Non-Conformities to SOPs and Corrective actions