

GUIDELINES FOR THE SUBMISSION AND PUBLICATION OF SCIENTIFIC CONTRIBUTIONS WITH TETHYS ETS INSTITUTE AFFILIATION (OR TETHYS RESEARCH INSTITUTE)

TETHYS RESEARCH INSTITUTE

Internal regulation issued by the Board of Directors

April 2026

Preamble

Three types of scientific contributions are recognized:

- A. Presentations at national and international congresses and workshops (abstract only)
- B. Extended contributions published in congress and workshop proceedings
- C. Publications in peer-reviewed journals

All scientific contributions described above are subject to **internal review**.

Only contributions of types **A and B** are subject to **scientific review**, since contributions submitted to peer-reviewed journals are already subject to exhaustive revision by nature.

Internal review

The internal review is a conformity assessment, designed to ensure: 1) that the work is in line with Tethys's Research Integrity Code, and 2) that the use of data is in line with agreements made with Tethys, including with respect to data ownership. It applies to any scientific contribution in which one or more co-authors bear a Tethys affiliation.

The assessment will be based solely on the abstract. In case of doubt, a review of the complete and final work may be requested.

The internal review is carried out by the Board of Directors, which assigns the task to the President. The President directly evaluates the contribution and determines whether or not the work is compliant. If the contribution is by the President him/herself, or if the President is unavailable, the evaluation is carried out by the Vice President.

In the event of **non-compliance**, the President forwards the contribution to the Board of Directors for further discussion. If the initial finding of non-compliance is confirmed by the Board, the President

communicates this decision to the author, explaining the reasons for the denial of Tethys affiliation and, where relevant, highlighting other types of incompatibilities (e.g., unauthorized use of data owned by the Institute).

Scientific review

The scientific review considers the quality, originality, and methodology of the work, including, where necessary, the relevance, accuracy of data, and correct bibliography. It applies only when the person wishing to present with a Tethys affiliation is the first author of the scientific contribution.

First authors who have at least 3 peer-reviewed publications as first author are exempt from scientific review, for all types of scientific contributions.

Scientific review falls under the responsibility of the **Scientific Curator (Publication Officer)**, an Institute collaborator who is exempt from scientific review by virtue of having at least 3 peer-reviewed publications as first author, appointed by the Board of Directors for a term of 2 years. The scientific contributions of the Curator are subject to internal review, as are those of any other collaborator.

The Curator selects and coordinates an informal group of Scientific Consultants, freely chosen from among the Institute's collaborators who have adequate experience, expertise, reliability, and availability. Necessary conditions for serving as a Consultant are: 1) A degree in a scientific field and/or 2) Proven experience in scientific publication, along with excellent knowledge of the English language.

The Curator selects the most suitable Consultants on a case-by-case basis, excluding co-authors of the contribution under review.

For each scientific contribution, the Curator collects the opinion of at least one Consultant. The Curator may also act as a reviewer, or rely exclusively on the opinions of Consultants, depending on the circumstances and always in full respect of the timeline.

The Curator, with the assistance of the Consultants, evaluates the scientific contribution and makes one of the following decisions: 1) contribution accepted without modifications, 2) contribution accepted with suggestions (non-mandatory changes), 3) acceptance suspended pending modifications, or 4) contribution not accepted.

In the event of suspended acceptance, the first author revises the contribution based on the Curator's indications and resubmits it to the Curator for final acceptance (without the need for a second review by the Consultant who requested the changes). The first author is required to incorporate the revisions proposed by the Curator or, in case of disagreement, to justify the reasons for their choices.

The Curator then decides whether to accept or reject the contribution and communicates the decision to the Consultant(s) who participated in the review and to the author — who, in the case of a positive response, may present the contribution with a Tethys affiliation.

In the event of serious incapacity, the Curator may delegate a trusted Consultant to manage the revision process on their behalf.

Procedure and deadlines for the submission of a scientific contribution by collaborators wishing to appear with Tethys affiliation

All scientific contributions to congresses must be submitted to the Curator for archiving of works presented with Tethys affiliation (both as first author and as co-author). The Curator will forward all received abstracts in order of arrival to the President for internal review, and will coordinate the scientific review for works in which the first author bears a Tethys affiliation.

The President — with due respect for the protection of the data and information contained therein — will limit the assessment, always based solely on the final abstract, to verifying that the Tethys affiliation is appropriate, regardless of the scientific quality of the work, which remains the responsibility of the first author.

The deadlines for submitting a scientific contribution to the Curator for subsequent **internal and scientific review** are as follows:

A. Presentations at national and international congresses and workshops (abstract only)

5 working days before the deadline set by the congress organizers.

The Curator and Consultant(s) must be available to provide their feedback within 48 hours of receiving the contributions.

2 working days before the deadline set by the congress organizers for an abstract whose acceptance has been suspended pending modifications. The Curator will provide the final decision within 24 hours of receiving the contributions revised according to the previous scientific review.

Posters and congress presentations are not subject to review once the abstract has been accepted, but the Tethys-affiliated author (whether as first author or co-author) is responsible for the form, content, and quality of the contribution.

In the case of students or early-career researchers with no Tethys-affiliated co-author who has at least 3 peer-reviewed publications as first author, the content of the poster or presentation must also be subject to review, at the sole and unappealable discretion of the Curator.

B. Extended contributions published in congress and workshop proceedings

Assuming the above rules have been followed and the abstract has already been reviewed, if a Tethys-affiliated individual is the first author, they must submit the text to the Curator for verification, archiving, and sharing with the Board of Directors and the webmaster. First authors who have at least 3 peer-reviewed publications as first author are exempt.

If a Tethys-affiliated individual is not the first author, and the abstract has been previously reviewed, the scientific quality of the work remains the responsibility of the first author; the contribution will be sent to the Curator for archiving.

C. Publications in peer-reviewed journals

A project leader or Tethys member who is responsible for, coordinates, or originates a given research project within Tethys, and who intends to entrust Tethys-owned scientific data to third parties, must first request authorization from the Board of Directors (the request must be sent to the President and the Board), specifying in detail for what work the data will be used and who will be the first author.

It should be noted that the acceptance of a thesis by the Board of Directors does NOT imply authorization to publish all or part of the work in a scientific journal.

Only the **abstract** of the scientific contribution intended for submission to a peer-reviewed journal must be sent to the President of the Board of Directors for internal review (see INTERNAL REVIEW). The first author must await the formalization of the internal review before submitting the contribution to a scientific journal.

The internal review of the abstract will be carried out by the Vice President, following the same procedure, in the following cases: 1) if the President, being unavailable, delegates the task to the Vice President; 2) if the President him/herself is a co-author of the work.

In the event that both the President and the Vice President are co-authors of the same work, the internal review of the abstract will be entrusted to a qualified expert selected by the members of the Board of Directors (excluding the President and Vice President).

If a Tethys-affiliated individual is not the first author, they must send the abstract to the President, who — with due respect for the protection of the data and information contained therein — will limit the assessment, always based solely on the final abstract, to verifying that the Tethys affiliation is appropriate, regardless of the scientific quality of the work, which remains the responsibility of the first author.

If one or more of the steps described above are not complied with, the Tethys affiliation will be denied. Furthermore, if all or part of the data subject to publication are owned by Tethys, the Board of Directors reserves the right to take legal action against the author in accordance with applicable regulations.

If a member/collaborator wishes to submit a *preprint* (a preliminary version of a scientific manuscript publicly disseminated before it has been peer-reviewed and accepted by an academic journal) of a publication, they must first request authorization from the Curator, who will in turn consult with the President for approval.