

Ministry of Education and Culture Publication Data Collection Manual 2012

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1.1 Publication data collection

In its data collection for 2010, the Ministry of Education and Culture introduced a new publication type classification that is common to the entire higher education sector (see section 2.5). This classification system was developed in cooperation with universities and polytechnics in 2007-2009. Since 2011, universities have recorded the bibliographic data of each publication as part of their data collection efforts. The definitions used in publication data collection mainly apply to data collection by the Ministry of Education and Culture, while individual higher education institutions may have different needs and use other definitions regarding the collection of publication data. The Ministry of Education and Culture uses the data collected by it for the purposes of steering higher education institutions and preparing its science policy.

The aim of collecting publication data is to produce information on the research activities and societal impact of higher education institutions. Publications that are included in the data collection should thus A) stem from research activities and work as experts of the authors and B) the authors, the research activities and the expert work must have an affiliation with the relevant higher education institute.

A precondition for an affiliation with a higher education institution is that the author has been in an employment relationship with the institution while conducting the research and writing the publication, or the institution has been a key facilitator of the publication by offering facilities or guidance (including post-graduate students or scientists who are beneficiaries of a grant). The affiliation with the higher education institution is primarily established on the basis of affiliations mentioned in the publication (in other words, the author gives the name of the institution in the publication). If the publication does not include the authors' affiliation data, the author must state in writing that he or she has an employment relationship with or is a post-graduate student at the higher education institution, or affiliation with the higher education institution must be verified with the HR manager or based on an employment register. Publications will be registered for the higher education institution in which the research associated with the publication was mainly carried out, even if the researcher had moved on to another organisation before the publication came out.

The definition of essentially facilitating the writing of a publication other than through an employment relationship varies in different fields of science, but in general, merely making an office available for a researcher does not meet the criteria for essentially facilitating him or her. In case of post-graduate students at universities, the publications of those post-graduate students will be registered who A) actively attend teaching aiming for a post-graduate degree and B) have been receiving a regular grant for at least 6 consecutive months. As a result of the new status of universities, a docentship will become an honorary title and thus is not adequate proof of affiliation with a university on its own.

Joint publications should be registered under the names of each author, but to ensure that the publication data will be comparable, joint publications should only be recorded once for each higher education institution in the data collection of the Ministry of Education and Culture. (For example, if higher education institution x has 3 authors in a publication and higher education institution y has 1 in the same publication, the publication will only be recorded once for each institution in the data collection.)

A publication must always have an outside publisher; in other words, author's editions are not included in the statistics.

The publication data are submitted using the Kota system similarly to other data collection results. As regards universities, the Ministry of Education and Culture will determine the publication forum classification for the data based on bibliographic data in the publications. The data on the publication forum classification entered in field 1.1.1.30 will be used as a basis for this. If there are clear gaps in the data to be collected that make it impossible to specify the publication forum levels of the publications, the Ministry reserves the right to have the higher education institutions verify the data. This applies to data on conference proceedings in particular. As regards polytechnics, the publication forum data is optional.

After the data have been uploaded, the numbers of various publications can be accessed through the Vipunen portal. In addition, the Ministry will inform the higher education institutions of issues having emerged in the course of the verification process as agreed upon later.

In the following, certain terms used in the publication data collection instructions and the publication type classification (section 2.5) are introduced. The terms and their definitions are consistent with those used in the publication forum project.

Publication

Publications can be roughly classified into six groups based on their intended use:

- 1) publications intended to advance science and to generate new information (publication types A-C),
- 2) publications intended to disseminate research-based information for the use of a professional community (publication type D),
- 3) performances or similar public results (events) that are an outcome of artistic activity (publication type F),
- 4) publications that disseminate scientific and professional information in society at large (publication type E),
- 5) other publications pertaining to research conducted in higher education institutions that differ in their format from the groups listed above (publication types H-I),
- 6) Theses (publication type G).

Publications should be classified into these groups based on their publication channels and publication channel target audiences. In case of scientific and professional publications in particular, the target audiences may be the same, and individual articles published in both groups may be very similar. For clarity, a few examples of publications targeting a professional community are listed in connection with the definition for a professional publication. Professional journals that publish peer reviewed scientific articles are an exception to this rule. If such journals are classified at levels 1-3 in the publication forum, peer-reviewed scientific articles published in them should be entered as publication types A1 or A2, regardless of the fact that these journals primarily target a professional community (e.g. Duodecim, Suomen lääkärilehti). In other cases, articles in these journals will be entered under publication type D1 (article in a trade journal).

The publication forum classifies key scientific publication channels of all fields of sciences into levels 1-3 (for more information on the classification system, visit: <http://www.tsv.fi/julkaisufoorumi/>). The definition of a scientific publication channel used in the publication forum is consistent with the Ministry of Education and Culture's data collection practices. In addition to the scientific standard of the publication channel, the publication forum also assesses the local nature and significance from the perspective of Finnish research of the publication channel, and levels 1-3 thus do not cover all scientific publication channels that meet the definition.

Consequently, journals, series and publishers assigned to levels 1-3 in the publication forum are publication channels targeting scientific communities as discussed above (see also the aforementioned exceptions), but the publication channel may be scientific even if it has not been assigned to levels 1-3 in the publication forum project. A list of scientific publication channels classified at levels 1-3 in the publication forum project can be accessed and downloaded at <http://www.tsv.fi/julkaisufoorumi/haku.php>.

If a publication by a scientist/higher education institution has been/is about to be published through a scientific publication channel that is not classified by the publication forum, a proposal to have this channel assessed can be submitted using the proposals page of the publication forum at: <http://www.tsv.fi/julkaisufoorumi/ehdota.php>.

Please see below for a more detailed definition of a scientific publication, professional publication and artistic publication (levels 1-3 referred to above).

1. Definition of a scientific publication

The publication type classification adopts the term *scientific publication*, which refers to publications in the afore-mentioned group 1. The common feature of *scientific publications* is that they fulfil the following four conditions.

1. The publication must generate new information. In this definition, the established practices of each scientific field are applied regarding new information produced by the publication in relation to existing publications.
2. The publication must be presented in a form that allows the research results to be verified and/or used in a new study. The importance of verifying the research results depends on the field. Fields that do not consider this to be very important are more interested in the publication allowing research results to be evaluated and used by other researchers.
3. The publication and at least its bibliographic data must be presented in a language and published through a channel that makes it available to all interested researchers. The publication language is

evaluated in relation to the research field. Some fields may make the publication available to all interested researchers in Finnish or Swedish. The publication channel must be evaluated in the light of both the date of publication and the future (especially regarding electronic publications).

4. The publication channel must have an evaluation practice in place, whereby the text intended for publication is evaluated by at least one external party familiar with the field. The publication channel must comply with evaluation practices in relation to the examined text. In some instances, the publication's editorial board may also be considered as evaluators.

A scientific publication channel refers to channels that specialise in publishing scientific results; in other words, ones that have an editorial board comprising experts in the relevant field of science, and a precondition for publishing an article is a quality assessment carried out following the best practices of the field, and above all, a peer review. Publications that have not been subjected to peer review may also be published on scientific publication channels, and these will be recorded in categories B1-B3.

2. Definition of a professional publication

Disseminating information based on research and development in the social environment is part of the statutory duties of higher education institutions. Professional publications refer to publications that disseminate information based on research and development for the use of the professional community. The readership of professional publications mainly includes persons trained in the field who apply the information to their practical work. There are no established definitions for a professional publication. What professional publications have in common is the fact that they fulfil the following three conditions:

1. The publication produces new information for the use of a professional community. The information produced by the publication has not been previously published in this format.
2. The publication is publically available.
3. The publication channel has an editorial board/a publisher, who makes decisions on publications published on the channel.

Professional publication channels include the following professional journals:

Metsäalan ammattilehti, Sosiaalitieto, Kehittyvä elintarvike, Acatiimi, Journalisti, Arkkitehti, Sairaanhoitaja, Puutarha & kauppa, Ulkopoliitiikka and Opettaja.

3. Definition of an artistic publication

Artistic activities comprise part of the statutory duties of higher education institutions. In this context, an artistic publication also refers to performances or similar public results (events) that are the outcome of artistic activity.

Established practices do not exist for defining artistic publications. If the following three reference conditions are met, the higher education institution can record an artistic publication as an outcome of its activities.

1. The outcome of artistic and design activities is the result of purposeful activities by the author or authors based on the authors' artistic vision, and at least one of the authors is affiliated with the higher education institution.
2. Publicity is one of the criteria for entering the outcomes. In the field of arts, publicity mainly means that the publication or public presentation of the work has been the decision of a party other than the author him/herself, such as the commissioner, curator, producer or publisher. The public presentation of the work must be verifiable afterwards. In order to meet the criteria of publicity, the artistic publication must thus mainly be:
 - A) made publically available for at least a limited time period by someone else than the author(s), or
 - B) subjected to an independent peer review and made publically available, for at least a limited time period, or
 - C) commissioned, received and used for artistic purposes by an organisation outside the higher education institution.
3. An artistic publication should be entered as an outcome for the higher education institution only once, regardless of whether one or several actors in the institution were involved in the creation of the publication. If the published work consists of several partial artistic performances that require independent artistic inputs, however, the partial performances will be recorded separately as outcomes

of artistic activity. The consecutive launches of the same publication should not be recorded as separate results. A later version of a publication will, however, be regarded as an outcome to be recorded separately, provided that its realisation required essentially new and significant artistic editing and other separate resource allocation, or if the re-launch is essentially based on exceeding a higher publicity threshold than before.

The entry should be made based on the first, or otherwise the most significant, public presentation, or as an entity that is formed by consecutive launches of the same publication (i.e. in form of a production, tour or project). When entering an artistic publication, careful attention should be paid on the condition that specifies the number of times a publication can be entered.

Outcomes produced as a consequence of artistic instruction and guidance should not be reported, except to the extent that they concern the teacher's personal artistic input meeting the aforementioned three criteria.

When defining the manifestation types of the publication, the publication types of artistic activity specified by the Working group on artistic activity may be applied, see

<https://confluence.csc.fi/pages/viewpage.action?pageId=21072701>

Peer review

Peer review refers to the evaluation of manuscripts sent for publication by external experts selected by the editorial board of the publication series. In some instances, the editorial board of the publication may also be considered comparable to peer reviewers. The peer review evaluates issues such as the coverage of the material and the author's command of the theoretical frame of reference, the reliability and accuracy at which the research has been carried out, and the originality and novelty value of the outcomes compared to earlier research. For a description of the peer review process, see the peer review instructions of the Finnish Association for Scholarly Publishing: <http://www.tiedekustantajat.fi/stl-files/STL-referee09.pdf>.

For the publication type classification used in data collection by the Ministry of Education and Culture, the peer review must meet the following requirements at minimum:

- the evaluation covers the entire manuscript (rather than just an abstract or extract)
- the peer review is conducted prior to publication
- the peer review is conducted by a distinguished expert independent of the author of the publication.

Conference proceedings

Conference proceedings refer to publications produced on the basis of papers given at a conference. Conference proceedings may be published by:

1. a scientific association or organisation behind the conference, in which case the publication will either appear:
 - a. in the organisation's own series that has an ISSN number, for example IEEE/ACM International conference on software engineering, ISSN 0270-5257, or
 - b. with the support of the organisation, but not as part of a publication series, in which case the publication will have an ISBN number but not an ISSN number, for example "2010 7th International Conference on the European Energy Market (EEM 2010)", ISBN 978-142-446-838-6.
2. a local host organisation arranging the conference, such as a university. In that case, the publication usually only has an ISBN number, for example "Proceedings of the 9th Nordic Symposium on Building Physics", ISBN 978-952-15-2575-9.
3. a third party, for example Springer's Lecture Notes in Computer Science series. The most important publications of various conferences may also be selected for the publication series of third-party publishers. In that case, the publication usually has the ISSN of a monograph or a serial publication.

If presentations based on conference papers are published in other formats than those referred to in the above list, they should be entered under the publication types determined by the publication channel. For example, articles originating from individual conferences may be collated in research books or special issues of journals (for example, Building and Environment, Volume 45, Issue 9, 2010), and the articles in these should either be entered as articles in research books or articles in journals.

The publicity of conference proceedings is defined similarly to other publications; in other words, the publication must be publically available. For example, a publication that is distributed to conference participants or subject to restricted access online only is not publically available. If publications distributed on CD ROMs or USB flash drives have an ISBN code, they are public.

Conference proceedings contain publications of varying scope. Data collection by the Ministry of Education and Culture only takes into consideration full written versions of conference papers (full paper). Abstracts, extended abstracts, posters or PowerPoint presentations of conference papers will not be considered. The peer review of category A4 (Peer-reviewed article in conference proceedings) is based on an entire manuscript (full-paper), not only on an abstract.

The most important bibliographic data of conference proceedings are as follows (for mandatory data in the data collection, see Table on page 7):

- Name of conference series (if applicable)
should be entered in field 1.1.1.16, e.g. "International Conference on Machine Learning". The established name of the conference without an ordinance number, year or acronym.
- Series ISSN code (if available)
should be entered in field 1.1.1.17, e.g. 1617-7061).
- Data of the conference proceedings parent publication
should be entered in field 1.1.1.19, e.g. "82nd Annual Meeting of the International Association of Applied Mathematics and Mechanics (GAMM)".
- Parent publication editors
should be entered in field 1.1.1.20, e.g. "G. Brenn; G.A. Holzapfel; O.Steinbach)".
- Conference series publisher
should be entered in field 1.1.1.21, e.g. "Institute of Electrical and Electronics Engineers (IEEE)" or "Springer".

Electronic publication

Electronic publications do require ISSN codes and ISBN numbers, if the printed publication also requires them. Each publication should only be entered once, even if it has come out in several versions (e.g. online and printed).

Online media include a great deal of non-traditional types of publications, such as blogs, Wikipedia articles and other websites. These formats also publish a large number of important scientific publications. However, it is not possible to separate scientifically or socially important publications from these new publication types, and they are thus excluded in the data collection.

Translations and reprints

As a rule, translations of the author's own articles or those written by others are usually ignored in the publication data collection. The only exception is a translation for which the editor/translator has written an extensive introduction or foreword, in which case the foreword should be entered in category C2. Neither are new editions of publications considered, unless the publication has been modified to a significant degree compared to the previous edition.

Publication year

The publication year refers to the year in which the publication was published for the first time as a version with full bibliographic data. The publication year of articles in scientific journals can be specified in two different ways; see the following section. The publication year is generally displayed in the publication. If this is not the case, the publication year must be verifiable from the publisher. The publication year means the year of publication indicated in the publication, which may be different from the year in which the publication was available physically or in online format.

A publication may appear A) only as an electronic version (online only), B) as an online and printed version and C) as a printed version only. Scientific journals frequently publish approved and peer reviewed articles

as an online version before the actual journal containing the article is published (online first, publish ahead of print, etc.). These versions often have different publication years. Various higher education institutions have different practices regarding when and how their publications are entered in the institution's publication register. In the Ministry of Education and Culture's data collection, the publication year is defined following the higher education institution's local practice. The publication year may thus be either the year of the so-called online first version, or the publication year of the printed version. In case of so-called online first articles, full bibliographic data refer to the DOI code and ISSN number. N.B. The higher education institutions have the duty to ensure that a publication is only reported once; in other words, that the printed version of an online article already reported is not entered a second time.

Only publications whose bibliographic data are available by 31 January 2013 should be included in the publication data collection. The aim of this deadline is that joint publications of universities are reported in the data collection of the same year. Publications whose bibliographic data is only available after this date will be reported in the data collection of the following year, entering the year that is in line with the higher education institution's usual practice as the publication year. In other words, the reporting year can be different from the year of publication. The reporting year of publications is mainly used in statistics on publication data.

Publication types and information content to be collected

The Ministry of Education and Culture annually collects information on the publication activities of higher education institutions by publication types defined in the Publication Type Classification Manual. No publication data is collected for Class G (theses).

The mandatory information required when uploading the publication data is listed below.

Field	Publication types A-E	Publication types F-I
1.1.1.1 Publication type	X	X
1.1.1.2 Publication field of science	X	X
1.1.1.3 Publication field of education	X	X
1.1.1.4 Authors in the organisation	X	
1.1.1.5 Organisation sub-unit		
1.1.1.6 Publication authors	X	
1.1.1.7 Number of authors in publication	X	
1.1.1.8 International co-publication	X	
1.1.1.9 Publication name	X	
1.1.1.10 Publication year	X	
1.1.1.11 Volume		
1.1.1.12 Issue		
1.1.1.13 Pages		
1.1.1.14 Article number		
1.1.1.15 Publication language		
1.1.1.16 Journal/series name	*	
1.1.1.17 ISSN	*	
1.1.1.18 ISBN	*	
1.1.1.19 Parent publication name	*	
1.1.1.20 Parent publication editors		
1.1.1.21 Publisher	*	
1.1.1.22 Place of publishing		
1.1.1.23 Country of publishing		
1.1.1.24 Internationality of publication	X	X
1.1.1.25 DOI code		
1.1.1.26 Permanent website address		

1.1.1.27 Open access	X	
1.1.1.28 Source database code		
1.1.1.29 EVO publication		
1.1.1.30 Publication forum classification in higher education institution		
1.1.1.31 Higher education institution specific ID of publication		
	* Mandatory for certain publication types, see below	

The items marked with an asterisk are mandatory for certain publication types as shown in the Table below. One of the identifiers in the Table must be given for each publication type.

The list of mandatory data for each publication type sets down the minimum data by which the publication can be identified for the publication forum. Publication forum level identification is naturally more reliable, if all the optional data are available.

A1, A2 and B1	A3 and B2	A4 and B3	C1	C2
- Journal/series name	- Publisher	- Journal/series name	- Publisher	- Publisher
- ISSN	- ISBN	- ISSN	- ISBN	- ISBN
	- Journal/series name	- Parent publication name		- Journal/series name
	- ISSN			- ISSN

The list of mandatory data for each publication type sets down the minimum data by which the publication can be identified for the publication forum. Publication forum level identification is naturally more reliable, if all the optional data are available.

Changes in data collection in 2013

For the purposes of the publication data collection in 2013, the higher education institutions must report whether the publications have been written in cooperation with some national research organisation in one of the following classes: A) university hospital district B) state sector research institute (for a definition of a sector research institute and a list of institutes, see the website of Statistics Finland at <http://www.stat.fi/meta/kas/valtutklait.html>) or C) other national research organisation. Higher education institutions must indicate for each publication separately whether it was produced in cooperation with an organisation belonging to one of these classes (see organisation classes A-C separately).

The publication should be reported as a national co-publication if even one of the authors is affiliated with the class in question (also in cases of a double affiliation). An article appearing in a publication whose editor is from a different organisation is not sufficient grounds for the publication to be deemed a co-publication with another organisation. Information on national co-publications will be used for preparing the national science policy. Information on co-publications between higher education institutions is obtained through the Ministry of Education and Culture's publication data collection.

1.1.1 Data to be collected and its relation with the higher education institution data model (XDW model)

For publication types A-E, data on the publication type, field of education and field of science as well as publication metadata are collected. For publication types F, H and I, quantitative data by each field of science and field of education is collected, as well as an indication of whether or not the publication is international.

The data will be collected using two different data collection forms, one for publication types A-E and another for publication types F-I. For publication types A-E, the data of a single publication should be entered on a single line, whereas for publication types F-I, the data should be summed up by type of publication, field of science, field of education and whether or not the publications are international.

1.1.1.1 Publication type

Description

For more detailed information on publication types, see section 2.5. The publication type should be reported in full, not only the main category.

N.B. The publication type definitions have been revised since last year.

Data format

Value indicated in the publication type classification, e.g. "A1" (Journal article, original research in a scientific journal).

Relation with the higher education institution data model (XDW model)

Datum based on the publication data.

1.1.1.2 Publication field of science

Description

Statistics Finland's field of science classification 2010. Several fields of science can be entered for a publication (a maximum of 6). The fields of science should be given in the order of their relevance to the publication. For publication types A-E, at least one field of science should be given, and for publication types F, H and I, some field of science, or a non-specific field of science should be entered.

The field of science refers to the field of science of the content, in other words the angle of the scientist/s to the publication. Information on the field of science is essential for using the publication data for preparing science policy.

Data format

The data collection form has six fields:

1. I Field of science (Primary field of science)
2. II Field of science
3. III Field of science
4. IV Field of science
5. V Field of science
6. VI Field of science

The 3 or 4-digit value following Statistics Finland's field of science classification 2012 (e.g. 212), with the non-specific field of science code (NNN). The non-specific field of science code can be used for publication types F, H and I. For the field of science classification, see section 2.4.

N.B. For technical reasons, the field of science 2010 classification on the Statistics Finland website also shows the 3-digit higher-level codes of the 4-digit codes (e.g. 118 Biological sciences). If the 3-digit code has been divided into 4-digit subgroups, the 3-digit code is not available for entering the field of science.

If less than 6 fields of science are entered for the publication, fields 2-6 should be left vacant as required. Field 1 should always be populated with a value, which for publication types A-E is a field of science, and for publication types F, H and I a field of science or a non-specific field of science.

Relation with the higher education institution data model (XDW model)

Field of science codes relevant to the publication.

1.1.1.3 Field of education of the publication

Description

Field of education of the publication. The field of education is reported following the Board of Education field of studies classification from 2002. The fields of education should be given in the order of relevance of each field to the publication.

Several fields of education can be reported for a publication (maximum of 6). For publication types A-E, at least one field of education should be given, and for publication types F, H and I, some field of education, or a non-specific field of education should be entered.

Data format

The data collection form has six fields:

1. I Field of education
2. II Field of education
3. III Field of education
4. IV Field of education
5. V Field of education
6. VI Field of education

A 2-digit code in compliance with the Study Administration's field of study classification 1995 (e.g. 90), followed by the non-specific field of education code (NN). The non-specific field of education code can be used for publication types F, H and I. For the field of education classification, see section 2.2.

If less than 6 fields of education are entered for the publication, fields 2-6 are left vacant as necessary. Field 1 should always be populated with a value, which for publication types A-E is a field of education, and for publication types F, H and I a field of education or a non-specific field of education.

Relation with the higher education institution data model (XDW model)

Codes of the fields of education relevant to the publication.

1.1.1.4 Authors in the organisation**Description**

Researchers affiliated with the higher education institution having taken part in producing the publication. For a definition of the author's affiliation with the higher education institution, see introduction to section 2.3.

Data format

The format of author data should be consistent in each higher education institution, and a semicolon should be used as a separator for names. The first name is primarily written out in full.

The author data are primarily reported in the format "von Hummel, Essi; Möttönen, Matti".

N.B. If the data in the field in question contains semicolons (the publication has more than one authors), the person entering the data should ensure that csv files uploaded to Kota have quotation marks at the beginning and end of the field.

Relation with the higher education institution data model (XDW model)

For the author's own organisation, the place of publishing using the role writer, author or similar persons associated with the publication (concept person_inpublication).

1.1.1.5 Organisation sub-unit**Description**

Higher education institution's faculty, department or unit whose staff member has taken part in producing the publication. A maximum of 20 organisation sub-units can be reported for a higher education institution.

Data format

Freely worded text field. Organisation sub-units are separated using semicolons.

N.B. If the data in the field contain semicolons (publication's authors have more than one sub-unit), quotation marks should be added at the beginning and end of the field.

Relation with the higher education institution data model (XDW model)

Places of publishing of the higher education institution associated with the publication.

1.1.1.6 Publication authors

Description

Full data on the publication's authors (including foreign authors) in the **form and order** in which they are listed in the original publication or source database. To ensure recognition, particular attention should be paid to the correct spelling of the first author's name. If the number of authors exceeds 20, the total number of authors should be reported in a separate field (1.1.1.7). However, the names of the first 20 authors should be included in the Publication authors field.

Data format

The names should be given in the format in which they were listed in the original publication or source database. A semicolon should be used as a separator for the names.

N.B. If the data in the field in question contains semicolons (the publication has more than one author), please make sure that csv files uploaded to Kota have quotation marks at the beginning and end of the field.

Relation with the higher education institution data model (XDW model)

Publication property "list of authors".

1.1.1.7 Number of authors in publication

Description

The total number of authors in the publication. If the number of authors exceeds 50, it is sufficient to enter "50". If the authors of the publication comprise groups, the group members will be included as authors following the common practice in the field of science in question, or as agreed between the research groups.

Data format

Datum as an integer.

Relation with the higher education institution data model (XDW model)

The number of persons associated with the publication in the role of writer, author or similar (concept person_inpublication) or, if the data are not provided at individual level, the number should be counted based on the list of authors.

1.1.1.8 International co-publication

Description

An international co-publication means that the authors include at least one person employed by a non-Finnish organisation. If a person has an employment relationship with both a Finnish and an international organisation, and he or she has entered both as his or her affiliation, the publication will be considered an international co-publication. The following codes can be used:

Data format

One-digit value from the following set of codes, for example 1:

Code Explanation

0 not an international co-publication

1 international co-publication

Relation with the higher education institution data model (XDW model)

The truth value property of the publication is an international co-publication.

1.1.1.9 Publication name**Description**

Publication name as given in the article or the book. If the article name is different in the parent publication's list of contents and in the actual article, the version in the article should be used. The main heading and possible subheading should be entered in the same field, separated by a combination of a space, colon and space. If necessary, the name of a foreign-language publication may be entered as a transliterated version.

Data format

Freely worded text field. The main heading and possible subheading should be entered in the same field, separated by a combination of a space, colon and space. If the data in the field contain semicolons, quotation marks should be added to the beginning and end of the field.

If necessary, the name of a foreign-language publication may be entered as a transliterated version. If the name of the publication contains special characters, however (non-Latin characters, mathematical formulae etc.), it should be made sure that the special characters are shown correctly in the data collection file. Processing a file in Excel, for example, may mess up the characters in the file.

Relation with the higher education institution data model (XDW model)

Publication property "heading".

1.1.1.10 Publication year**Description**

The publication year refers to the year in which the publication was published for the first time as a version with full bibliographic data. The publication year of articles in scientific journals can be specified in two different ways; see instructions on page 6.

Data format

A four-digit year, e.g. 1976.

Relation with the higher education institution data model (XDW model)

Publication year of the monograph or parent publication.

1.1.1.11 Volume**Description**

Volume of the journal in which the article appeared.

Applies to publication types A1, A2, A4, B1, B3, D1, D3, E1.

Data format

Freely worded text field.

Relation with the higher education institution data model (XDW model)

Journal issue concept property "volume".

1.1.1.12 Issue**Description**

Issue of the journal in which the article appeared.

Applies to publication types A1, A2, A4, B1, B3, D1, D3, E1.

Data format

Freely worded text field.

Relation with the higher education institution data model (XDW model)

Journal issue concept property "Journal issue".

1.1.1.13 Pages**Description**

Page numbers of the publication (e.g. 1-20) on which the article appeared.

Applies to publication types A1, A2, A4, B1, B3, D1, D3, E1.

Data format

As given in the bibliographic data, e.g. 1-20.

Relation with the higher education institution data model (XDW model)

Publication property "number of pages".

1.1.1.14 Article number**Description**

Some scientific journals use an article number. This should be entered as given in the publication.

Applies to publication types A1, A2, A4, B1, B3.

Data format

Freely worded text field.

Relation with the higher education institution data model (XDW model)

Conference proceedings article or journal article property "article number".

1.1.1.15 Publication language**Description**

Language in which the publication was written.

Data format

Two-digit or two-character value following the Names of languages 2003 classification of Statistics Finland, e.g. fi.

<http://www.stat.fi/meta/luokitukset/kieli/001-2003/index.html>

Relation with the higher education institution data model (XDW model)

The language associated with the publication.

1.1.1.16 Journal/series name**Description**

Journal/series name as fully as possible (written out in the long form, no abbreviations, e.g. British Medical Journal, not BMJ).

For conference articles, the established name of the conference without an ordinance number or year and acronym (e.g. International Conference on Machine Learning, not The 27th International Conference on Machine Learning (ICML 2010)). The journal/series name should not have extra words or characters, for example the name of a theme issue or a proceedings name.

Especially if the journal/series or conference does not have an ISSN code, or if the ISSN code is not known, the name should be copied directly from the publication forum list of journals/series, if the publication channel is classified in it: <http://www.tsv.fi/julkaisufoorumi/haku.php>.

Applies to publication types A1, A2, A4, B1, B3, D1, D3, E1.

Data format

Freely worded text field.

Relation with the higher education institution data model (XDW model)

Publication channel property "name".

1.1.1.17 ISSN

Description

ISSN number of the series in which the journal, monograph or parent publication was published. The ISSN number of a journal is primarily reported as given in the printed version. If the journal does not have a printed version or if the article only came out as an online version, the ISSN number of the online version can be used. One ISSN number only should be reported, even if the journal or the series had several.

Applies to publication types A-E.

Data format

Two times four digits with a hyphen and without any extra characters, for example 0090-8258.

Relation with the higher education institution data model (XDW model)

Publication channel media concept property "ISSN".

1.1.1.18 ISBN

Description

Publication or parent publication ISBN number.

Applies to publication types A3, B2, C1, C2, D2, D5, E2.

Data format

Freely worded text field, for example 978-951-42-9761-8.

Relation with the higher education institution data model (XDW model)

Property "ISBN" of the concept "Edition" associated with the parent publication.

1.1.1.19 Parent publication name

Description

Name of the parent publication (e.g. collection of articles).

Applies to publication types A3, B2, C2, D2, D5.

Data format

Freely worded text field.

Relation with the higher education institution data model (XDW model)

Parent publication concept property "heading".

1.1.1.20 Parent publication editors

Description

Names of the editors of the parent publication.

Applies to publication types A3, B2, C2, D2, D5.

Data format

Editors of the parent publication are given in the format and order in which they were listed in the original publication or source database. A semicolon should be used as a separator for the names.

N.B. If the data in the field contain semicolons (publication has more than one author), quotation marks should be added at the beginning and end of the field.

Relation with the higher education institution data model (XDW model)

Personal names in the Parent publication concept property "list of editors".

1.1.1.21 **Publisher**

Description

Publication's publisher. Once the publication forum list has been completed, the publisher's name can be checked with a centrally maintained list, if the publisher is included in it.

Especially if the publication does not have an ISSN code, or if the ISSN code is not known, the publisher's name should be copied directly from the publication forum list of journals/series if the publication channel is classified on it: <http://www.tsv.fi/julkaisufoorumi/haku.php>.

Applies to publication types A3, B2, C1, C2, D2, D5, E2.

Data format

Freely worded text field.

Relation with the higher education institution data model (XDW model)

The publisher associated with the publication channel or parent publication. If this does not exist, parent publication property "Publisher name".

1.1.1.22 **Place of publishing**

Description

The place or places given in connection with the publication's publisher.

Applies to publication types A3, B2, C1, C2, D2, D5, E2.

Data format

Freely worded text field.

Relation with the higher education institution data model (XDW model)

Parent publication or monograph property "place of publishing".

1.1.1.23 **Country of publishing**

Description

Country/countries of publishing of a journal, monograph or parent publication.

Data format

A three-digit value following Statistics Finland's Countries 2007 classification, for example 246.

<http://www.stat.fi/meta/luokitukset/valtio/001-2007-09-21/index.html>.

Relation with the higher education institution data model (XDW model)

Parent publication or publication channel country.

1.1.1.24 Internationality of publication

Description

A domestic publication (0) refers to a publication whose publisher is Finnish or which has primarily been published in Finland. An international publication (1) refers to a publication whose publisher is not Finnish or which has primarily been published outside Finland. In case of conference proceedings, the publisher means the publisher of the conference proceedings.

Data format

One-digit value from the following set of codes:

Code Explanation

0 Domestic publication

1 International publication

Relation with the higher education institution data model (XDW model)

The concept model for this item is pending.

1.1.1.25 DOI code

Description

Publication DOI code.

Data format

Freely worded text field, for example [10.1038/ng1104-1133](https://doi.org/10.1038/ng1104-1133).

Relation with the higher education institution data model (XDW model)

The DOI code is saved as an instance of the concept "Publication identifier", which is linked to the instance "DOI" of the concept "Publication database" ("Publication database" abbreviation field value is "DOI").

1.1.1.26 Permanent website address

Description

Website address based on permanent identifiers (e.g. DOI, URN or handle) that takes the user directly to the full text version of the publication (in other words, not to the journal/publisher frontpage for example). Reference may be made both to the freely available version and to a version with limited access rights residing on a publisher's server.

Data format

Web address, for example <http://dx.doi.org/10.1038/ng1104-1133>.

Relation with the higher education institution data model (XDW model)

Publication property "URL".

1.1.1.27 Open access

Description

For open access to the publication, the following codes should be used:

0 not an Open access publication

1 Open access publication

- the publication has appeared in a journal or a series where all articles or partial publications can be permanently downloaded and read on the Internet without payment.

2 Open access publication, parallel saved

- an Open access copy of a publication having appeared in a journal subject to a subscription fee or other work that is subject to a fee to the readers, which has been parallel saved in a digital archive service that, for example, belongs to the organisation or is specific to the relevant field of science. The publication may be either a so-called publisher's version or the researcher's own latest (peer reviewed) version, and it may be accessible immediately or after a reasonable time of embargo (e.g. six months) set by the publisher. The publication may also be a pre-print version released to the science community before its official release, if it is permanently accessible in the archive service of the organisation or the field of science. Also individual publications that offer open access should be taken into account, even if there is no open access to the actual series.

9 not know if the publication is an Open access one.

Data format

One-digit value from the following set of codes, for example "1" (Open access publication):

Code Explanation

- 0 not an Open access publication
- 1 Open access publication
- 2 Open access publication, parallel saved
- 9 Not known

Relation with the higher education institution data model (XDW model)

The publication is an open access publication, if at least one open access datum has been linked to it (concept open access publication). The publication is parallel saved, if even one of its open access data is parallel saved.

1.1.1.28 Source database code

Description

Publication identifier or ID code in the database from which its record was mined. If there are several codes, these should be separated using a semicolon (for example WOS: 000275364300009; PMID:20036235).

Source databases include ISI Web of Science, Scopus, Pubmed, ArXiv, Cab Abstracts, Arto, Fennica.

Data format

The format to be used is source database name/abbreviation: actual identifier (for example WOS: 000275364300009).

Relation with the higher education institution data model (XDW model)

The datum is generated from the incidences of the concept "Publication identifier" and incidences of the publication database concept referring to them. The DOI code should not be entered here (see DOI number field 1.1.1.25).

1.1.1.29 EVO publication

Description

Only applicable to publications in the field of health and medicine. Articles included in the so-called EVO application (special central government transfer application) submitted to the Ministry of Social Affairs and Health that have appeared 1) in journals with an impact factor value or 2) in one of the following Finnish journals: Duodecim, Suomen Lääkärilehti, Suomen Hammaslääkärilehti, Hoitotiede, Finska Läkaresällskapetets handlingar and Sosiaalilääketieteellinen aikakauslehti.

Data format

One-digit value from the following set of codes:

Code Explanation

vacant not an EVO publication

1 EVO publication

Relation with the higher education institution data model (XDW model)

Publication truth value property "EVO publication".

1.1.1.30 Publication forum classification in higher education institution

Description

The Ministry of Education and Culture adds to the universities' publications the relevant publication forum categories. Should they wish, the higher education institutions can enter the publication forum level used in their own systems to facilitate processing. As regards polytechnics, the publication forum data is optional.

Data format

One-digit value from the following set of codes:

Code	Explanation
0	No publication forum level
1	publication forum level 1
2	publication forum level 2
3	publication forum level 3

Relation with the higher education institution data model (XDW model)

The concept model for this item is pending.

1.1.1.31 Higher education institution specific ID of publication

Description

Used to facilitate the processing of publication data between higher education institutions and the Ministry.

If no values have been entered by the higher education institution, the Ministry will generate the values.

Data format

Freely worded text field

Relation with the higher education institution data model (XDW model)

2 Classifications

2.1 *Field of education classification 1995*

The field of education classification 1995 refers to the fields of education used in the Government Decree on University Degrees, whose official name is Study Administration's field of study classification 1995. The statistics on universities and, for example, their degree targets are based on this classification.

Fields of education used by the universities:

- 75 Theology
- 76 The humanities
- 77 Art and design
- 78 Music
- 79 Theatre and dance
- 80 Education
- 81 Sport sciences
- 82 Social sciences
- 83 Psychology
- 84 Health sciences
- 85 Law
- 86 Economics
- 87 Natural sciences
- 88 Agriculture and forestry
- 89 Engineering
- 90 Medicine
- 91 Dentistry
- 92 Veterinary medicine
- 93 Pharmacy
- 94 Fine arts

2.2 *Field of education classification 2002*

Refers to the Study Administration's field of education classification from 2002. It is a new version of the 1995 classification, and it is mainly used in statistics on other forms of education than those provided by universities. Personnel data are also collected following the field of education classification 2002 to ensure that the data are comparable with, for example, those from the polytechnics sector.

Field of education classification 2002:

- 1 Humanities and education
- 2 Culture
- 3 Social sciences, business and administration
- 4 Natural sciences

- 5 Technology, communication and transport
- 6 Natural resources and the environment
- 7 Social services, health and sports
- 8 Tourism, catering and domestic services
- 9 Other education

2.3 Fields of science classification

The fields of science classification is used in statistics on research and development activities. The fields of science classification introduced by Statistics Finland in 2007 was refined in 2010 by dividing the classes into smaller and more appropriate entities.

The field of science classification is based on the so-called Field of science and technology classification in the Frascati manual published by the OECD to support the compilation of statistics on R&D activities.

Field of science classification 2010

Natural sciences

- 111 Mathematics
- 112 Statistics and probability
- 113 Computer and information sciences
- 114 Physical sciences
- 115 Astronomy, Space science
- 116 Chemical sciences
- 1171 Geosciences
- 1172 Environmental sciences
- 1181 Ecology, evolutionary biology
- 1182 Biochemistry, cell and molecular biology
- 1183 Plant biology, microbiology, virology
- 1184 Genetics, developmental biology, physiology
- 119 Other natural sciences

Engineering and technology

- 211 Architecture
- 212 Civil and Construction engineering
- 213 Electronic, automation and communications engineering, electronics
- 214 Mechanical engineering
- 215 Chemical engineering
- 216 Materials engineering
- 217 Medical engineering
- 218 Environmental engineering

- 219 Environmental biotechnology
- 220 Industrial biotechnology
- 221 Nano-technology
- 222 Other engineering and technologies

Medical and health sciences

- 3111 Biomedicine
- 3112 Neurosciences
- 3121 Internal medicine
- 3122 Cancers
- 3123 Gynaecology and paediatrics
- 3124 Neurology and psychiatry
- 3125 Otorhinolaryngology, ophthalmology
- 3126 Surgery, anesthesiology, intensive care, radiology
- 313 Dentistry
- 3141 Health care science
- 3142 Public health care science, environmental and occupational health
- 315 Sport and fitness sciences
- 316 Nursing
- 317 Pharmacy
- 318 Medical biotechnology
- 319 Forensic science and other medical sciences

Agriculture and forestry

- 4111 Agronomy
- 4112 Forestry
- 412 Animal science, dairy science
- 413 Veterinary science
- 414 Agricultural biotechnology
- 415 Other agricultural sciences

Social sciences

- 511 Economics
- 512 Business and management
- 513 Law
- 5141 Sociology
- 5142 Social policy
- 515 Psychology
- 516 Educational sciences

- 517 Political science
- 518 Media and communications
- 519 Social and economic geography
- 520 Other social sciences

Humanities

- 611 Philosophy
- 6121 Languages
- 6122 Literature studies
- 6131 Theatre, dance, music, other performing arts
- 6132 Visual arts and design
- 614 Theology
- 615 History and archaeology
- 616 Other humanities

2.4 Types of publication

A Peer-reviewed scientific articles

A1 Journal article (refereed), original research

- Fulfils the definition of a scientific publication.
- Mainly includes unpublished material.
- Peer-reviewed article.
- Journal in which the article is published has an ISSN code.

The category includes:

- Articles presenting the results of original research. Also articles presenting original research published in trade journals cited on the publication forum list.

Example I

"A cell spot microarray method for production of high density siRNA transfection microarrays".

<http://dx.doi.org/10.1186/1471-2164-12-162>

Example II

"Terveysliikunnan lukutaidon yhteys vapaa-ajan liikunta-aktiivisuuteen ja fyysiseen kuntoon työikäisillä miehillä"

<http://lts.fi/julkaisut/liikunta-ja-tiede/liikunta-ja-tiedelehti-12011/terveysliikunnan-lukutaidon-yhteys-vapaa>

The category does not include:

- Review articles (Category A2)
- Chapters in research books (Category A3)
- Articles in conference proceedings (Category A4)
- Brief case reports or brief review articles (Category B1)
- Editorials, book reviews, discussion papers, letters, comments (Category B1)
- Articles not based on original research intended for application by the professional community (Category D1)

For example: "Käsité "monityydyttymättömät rasvahapot" on johtanut harhaan",

<http://kehittyvaelintarvike.fi/teemajutut/kasite-monityydyttymattomat-rasvahapot-on-johtanut-harhaan>

-> An article in a trade journal (D1)

N.B.!

Articles that meet the aforementioned criteria published in special issues of journals should be entered in either category A1 or A3. Conference proceedings published in a special issue of a journal should be entered in either category A1 or A4.

A2 Review article, Literature review, Systematic review

- Fulfils the definition of a scientific publication with the exception of the requirement to generate new information
- Based on previous refereed journal articles on the same theme. Review articles are particularly common in medicine and health sciences.
- Based on the most important refereed journal articles.
- Article has been peer-reviewed.
- Journal in which the article is published has an ISSN code.

The category includes:

- Reviews of a specific field of science based on original publications or other results presented in research.

For example: Metabolism of Ophthalmic Timolol: New Aspects of an Old Drug

<http://onlinelibrary.wiley.com/doi/10.1111/j.1742-7843.2011.00694.x/abstract;jsessionid=CCE0E5284476BBA62BBE8CAA368E114A.d04t03>

The category does not include:

- Refereed journal articles (Category A1)
- Chapters in research books (Category A3)
- Conference proceedings (Category A4)
- Brief research reports (case report) or brief review articles (Category B1)
- Editorials, book reviews, discussion papers, letters, comments (Category B1)
- Articles not based on original research intended for application by the professional community (Category D1)

A3 Book section, Chapters in research books

- Fulfils the definition of a scientific publication.
- Mainly includes unpublished material.
- Peer-reviewed by editorial board or equivalent.
- As a rule, the book has an ISBN number.

The category includes:

- Articles published in scientific research books
- Articles published in scientific yearbooks or similar

The category does not include:

- Non-refereed book sections or chapters in research books (Category B2)
- Articles in professional books, including short articles in encyclopaedias (Category D2)

A4 Conference proceedings

- Fulfils the definition of a scientific publication.
- Conference proceedings printed or otherwise made publically available. E.g. publications distributed to conference participants or with restricted online access only are not publically available. If publications distributed on CD ROMs or USB flash drives have an ISBN code, they are public.
- A full written version of a conference paper (full paper), not just an abstract.
- Peer-reviewed.

The category includes:

- Articles based on invited scientific seminar presentations or posters

For example: Nuclear PDFs at NLO - status report and review of the EPS09 results

<http://www.sciencedirect.com/science/article/pii/S0375947411001199>

The category does not include:

- Articles other than refereed journal articles in conference proceedings
- Abstracts of conference presentations, extended abstracts, posters or PowerPoint presentations
- Brief research reports (case report) or brief review articles (Category B1)
- Non-refereed conference proceedings (B3)
- Articles not based on original research intended for application by the professional community (Category D1)
- Articles in professional conference proceedings (Category D3)

For example: Li TW, Jones PA. Methylation changes in early embryonic genes in cancer [abstract].

<http://www.aacrmeetingabstracts.org/cgi/content/abstract/2006/1/7-c>

-> Abstract, not a full paper

B Non-refereed scientific articles

B1 Non-refereed journal articles

- The category includes non-refereed journal articles. It also includes brief research reports (case reports) or review articles, editorials, book reviews, discussion papers, letters and comments in scientific journals
- The journal has an editorial board but is not necessarily required to comply with peer review procedures.
- Journal in which the article is published has an ISSN code.

The category includes:

- Non-refereed articles
- Brief research reports or brief review articles
- Editorials, book reviews, discussion papers, comments, etc. in scientific journals

The category does not include:

- Refereed journal articles (Category A1)
- Review articles (Category A2)
- Chapters in research books (Category A3)
- Conference proceedings (Category A4)
- Articles not based on original research intended for application by the professional community (Category D1)

B2 Book section

- Non-refereed book sections, which possibly have an editorial board, but are non-refereed.
- As a rule, the book has an ISBN number.

The category includes:

- Non-refereed book sections
- Book sections closer to a scientific article than a report and funded by research institutes
- Book sections closer to a scientific article than a report and funded by government departments

The category does not include:

- Chapters in research books (Category A3)
- Articles in a professional book (Category D2)
- Published development or research reports or studies (Category D4)
- Textbooks, professional manuals or guides, dictionaries (Category D5)
- Brief forewords or introductions

B3 Non-refereed conference proceedings

- Conference proceedings printed or otherwise made publically available. E.g. publications distributed to conference participants or with restricted online access only are not publically available. If publications distributed on CD ROMs or USB flash drives have an ISBN code, they are public.
- A full written version of a conference paper (full paper), not just an abstract.

The category includes:

- Non-refereed articles based on invited scientific seminar presentations or posters.

The category does not include:

- Abstracts of conference presentations, extended abstracts, posters or PowerPoint presentations
- Brief research reports or brief review articles (Category B1)
- Peer-reviewed conference proceedings (Category A4)
- Articles not based on original research intended for application by the professional community (Category D1)
- Articles in professional conference proceedings (Category D3)

C Scientific books (monographs)

C1 Book

- Fulfils the definition of a scientific publication.

- Mainly includes unpublished material. New editions considered, if the book has been significantly modified compared with the previous edition.
- One or more authors are responsible for the entire book.
- The book has an ISBN number.

The category includes:

- Monographs by commercial publishers
- Monographs in publication series of scientific associations or similar

The category does not include:

- New editions, unless the text is significantly modified.
- Editing a book (possibly Category C2)
- Translations (possibly Category C2)
- Development or research reports or studies (Category D4)
- Textbooks, professional manuals or guides, dictionaries (Category D5)
- Popularised monographs (Category E2)
- Doctoral dissertations or other theses (Category G)

C2 Book (editor), chapters in research books, conference proceedings or special issue of a journal

- Edited publications in which the editor also has individual scientific input, such as an extensive introduction or foreword. The introduction or foreword is not entered separately under Categories A or B. Editing alone will not be classified as a publication (editing is an expert task).
- The publication channel meets the criteria for a scientific publication channel specified on page 4.
- The book has an ISBN number.

The category includes:

- Edited books, chapters in research books, conference proceedings or special issues of journals.
- Translations which include an extensive introduction or foreword by the editor.

For example: "New Alliances for Tourism, Conservation and Development in Eastern and Southern Africa".

<http://www.acp-edulink.eu/sites/all/files/documents/docs/Book%20New%20Alliances%20for%20Tourism.pdf>

-> Introduction: The chapter on New Alliances is not recorded as an article, but the entire book will be entered as an edited book (Category C2).

The category does not include:

- Edited books without an extensive introduction or foreword by the editor
- Translations without an extensive introduction or foreword by the editor (an expert task rather than a publication)
- Edited textbooks, professional manuals or guides, dictionaries (possibly Category D5)
- Edited popularised books (possibly E2)
- Forewords and introductions to development or research reports (recorded in Category D 4)

For example: "Kohti sosiaalisesti kestävää hyvinvointia. Näkökulmia Pohjanmaalta".

http://www.uwasa.fi/materiaali/pdf/isbn_978-952-476-357-8.pdf

-> A brief foreword only without an individual scientific input. Articles in the book belong to Category A3 (book section). The book should not be entered as an edited book.

D Publications intended for professional communities

D1 Article in a trade journal

- Targets a professional community.
- The journal has an editorial board, but is not necessarily required to comply with peer review procedures.
- Journal in which the article is published has an ISSN code.

The category includes:

- Articles intended to be applied by a professional community published in a trade journal. The articles are not required to be based on original research
- Also other than peer reviewed articles in trade journals classified at levels 1-3 in the publication forum classification.

Example I

" Perimä, käsittely ja pH-arvo vaikuttavat sianlihan laatuun"

<http://kehittyvaelintarvike.fi/teemajutut/perima-kasittely-ja-ph-arvo-vaikuttavat-sianlihan-laatuun->> Article in a trade journal

Example II

"Onko probiooteista apua laihdutuksessa? : Suolistomikrobiston muokkaaminen kiehtoo lihavuustutkijoita"

[https://tuhat.halvi.helsinki.fi/portal/fi/publications/onko-probiooteista-\(e0be5026-9625-4699-bfa5-1f306e7a135d\).html](https://tuhat.halvi.helsinki.fi/portal/fi/publications/onko-probiooteista-(e0be5026-9625-4699-bfa5-1f306e7a135d).html)

-> Appeared in Duodecim journal classified at level 1 in the publication forum classification, but the article is an editorial, not a refereed article.

The category does not include:

- Refereed journal articles (Category A1)
- Peer reviewed scientific articles in trade journals classified at levels 1-3 in the publication forum classification (Category A1 or A2)
- Review articles (Category A2)
- Chapters in research books (Category A3)
- Conference proceedings (class A4)
- Popularised articles, newspaper articles (Category E1)

Example I

Kuljettajan sairaus kuolonkolarien aiheuttajana

[https://tuhat.halvi.helsinki.fi/portal/fi/publications/kuljettajan-sairaus\(bb2a2003-3f33-4de5-9b01-93739469b0fb\).html](https://tuhat.halvi.helsinki.fi/portal/fi/publications/kuljettajan-sairaus(bb2a2003-3f33-4de5-9b01-93739469b0fb).html)

-> A peer-reviewed scientific article classified at level 1 in the publication forum classification published in a trade journal. Should be entered in Category A1.

D2 Article in a professional book (incl. an introduction by the editor)

- Refers to articles in professional manuals or guides, professional information systems or professional books, text book material or short articles in encyclopaedias.
- Primary readership mainly includes persons trained in the field who apply the information in their practical work. Often domestic journals.
- Includes editor's introductory articles with a scientific input in a book. Editing itself will be regarded as an expert task rather than a publication, unlike in previous Amkota data collections in polytechnics.
- The book has an ISBN number.

The category includes:

- Articles intended to be applied by a professional community published in a professional manual or guide or information system. The articles are not required to be based on original research.
- Textbook material intended for professional use.

The category does not include:

- Chapters in scientific research books (Category A3)
- Conference proceedings (Category A4)
- Published development or research reports or studies (Category D4)
- Entire textbooks, professional manuals or guides, dictionaries (Category D5)
- Forewords or introductions without scientific input

D3 Professional conference proceedings

- Conference proceedings printed or otherwise made publically available. E.g. publications distributed to conference participants or with restricted online access only are not publically available. If publications distributed on CD ROMs or USB flash drives have an ISBN code, they are public.
- A full written version of a conference paper (full paper), not just an abstract.

The category includes:

- Articles in professional conference proceedings.

The category does not include:

- Abstracts of conference presentations, extended abstracts, posters or PowerPoint presentations
- Scientific conference proceedings (Category A4)
- Published development or research reports or studies (Category D4)
- Brief forewords or introductions

Example

“A Place for Space – Pedagogy as a Bridge between Declarations and Realization”

<http://www.eera-ecer.de/ecer-programmes/conference/6/contribution/16764/>

-> Extended abstract, not a full paper.

D4 Published development or research report or study

- A published development or research and development report or publically available study based on scientific work.
- The publisher usually is a non-scientific public party, such as a ministry or government research institute.
- If the report is a book whose authors are all affiliated with the same organisation, the report should be treated as an entity (authors of the sections collectively took part in writing the entire report). In that case, the authors should be entered as follows: As publication name (1.1.1.9) should be entered the report name, as authors (1.1.1.4 and 1.1.1.6) the authors of the sections, name of parent publication (1.1.1.19) should be left vacant and as editors of the parent publication (1.1.1.20) should be given the editors of the book. Other bibliographic data should be given normally.

If a category D4 report published as a book has authors affiliated with several organisations, its data should be given as in case of a book, in other words individual articles (including forewords and introductions) should be entered separately under category D4. Monograph type reports should be recorded under category D4 similarly to monographs. See examples below.

The category includes:

- Studies conducted as commissioned research
- Published research/research and development reports
- So-called white papers
- Working paper and discussion paper type publications.

Example I

Linking an EU emission reduction target beyond 20 % to energy security in Central and Eastern Europe

<http://www.fiia.fi/en/publication/172/>

-> The publication should be entered as a single report.

Example II

Yliopistojen rakenteellinen kehittäminen, akateemiset yhteisöt ja muutos RAKE-yhteishankkeen (2008–2009) loppuraportti

<http://www.minedu.fi/export/sites/default/OPM/Julkaisut/2010/liitteet/opm05.pdf?lang=fi>

-> The articles should be entered as articles in a book.

Example III

Towards Innovation Pedagogy – A new approach to teaching and learning for universities of applied sciences

<http://julkaisut.turkuamk.fi/isbn9789522161697.pdf>

-> A research book whose authors are all affiliated with the same organisation, should be entered as a single report.

The category does not include:

- Publications intended solely for internal use
- Book sections or chapters in research books (Category A3 or B2).
- Monographs by commercial publishers (Category C1)
- Monographs published in publication series of scientific associations or similar (Category C1)
- Textbooks, professional manuals or guides, dictionaries (Category D5)
- Popularised monographs (Category E2)

D5 Textbook, professional manual or guide

- Refers to published professional books, textbooks, professional manuals or guides or dictionaries.
- The book has an ISBN number.

The category includes:

- Published textbooks or professional manuals or guides
- Dictionaries

The category does not include:

- Handouts, online or other similar material created solely for a single course

E Publications intended for the general public

E1 Popularised article, newspaper article

- Articles, reviews and editorials in publications targeting the general public.
- The text must be connected with the work of the author.

The category includes:

- Published popularised articles that are generally available in newspapers and journals targeted at the general public.

The category does not include:

- Articles in trade journals (Category D1)
- Brief comments or opinion letters.
- Articles written by the author while working for a newspaper.

E2 Popularised monograph

- Published non-scientific, popularised works. Excludes the author's editions.
- The text must be connected with the work of the author.
- The monograph must have an ISBN number.

The category includes:

- Published non-scientific, popularised works.

The category does not include:

- Professional manuals or guides (Category D5)

F Public artistic and design activities

For Category F publications, only quantitative data should be given, not metadata.

F1 Published independent work of art

- An artistic publication which is an independent entity that is not a part of some other work of art or that does not contain other parts which could be considered independent works of art.

F2 Public partial realisation of a work of art

- A published work of art may have an elemental and inseparable connection with a co-publication, but following the practices of the relevant sector of art, it can also be appreciated on its own (e.g. stage design for a play, a painting in a joint exhibition, a chamber musician's share in a concert, an actor's performance in a role).

- Work carried out to put a publication together should also be entered in this category, or selecting the parts that make up the whole, specifying the shared artistic principles of the whole and working on the partial realisations together with their authors to ensure that they fit in with the whole (for example directing a work on stage, artistic directorship/producing a concert).

F3 Artistic part of a non-artistic publication

- An artistic part of a publication whose context is not primarily artistic but which, however, is appreciated as art by the relevant artistic community (e.g. the design solution of a launched product, a demanding composition in an advertising film).

G Theses

G1 Polytechnic thesis, Bachelor's thesis

G2 Master's thesis, polytechnic Master's thesis

G3 Licentiate thesis

- Published licentiate theses (articles) are recorded even if the articles of a licentiate thesis had already been entered in Category A.

G4 Doctoral dissertation (monograph)

- Doctoral dissertations (monographs) published in the series of universities and university departments, published doctoral dissertations (monographs) or doctoral dissertations (monographs) published as the author's edition.

G5 Doctoral dissertation (article)

- Published doctoral dissertations (articles) are entered even if the articles of the doctoral dissertation have already been entered in Category A.

H Patents and innovation announcements

For patents and innovation announcements, only quantitative data should be given, not metadata.

H1 Granted patent

A patent is a set of exclusive rights granted by the state to an inventor for the professional utilisation of an invention, in return for which the inventor must allow public disclosure of the invention. A patent can be granted for an industrially applicable invention which is new and differs significantly from previous ones. Only a single international patent that has been granted should be entered per invention. In other words, patents granted for different areas/countries are not entered separately.

H2 Invention announcement

An invention announcement refers to a written notification (invention announcement form) submitted to a higher education institution, which the inventor must complete without delay subsequent to making an invention under the scope of the Act on the Right in Inventions made at Higher Education Institutions (369/2006).

The following figures related to invention announcements should be entered separately:

- number of invention announcements (H21)
- the share of the above worked on further (H22)
- the number of utilisation rights assumed by the higher education institution (H23)
- utilisation rights transferred further (H24)

I Audiovisual material, ICT software

For Category I publications, only quantitative data should be given, not metadata.

I1 Audiovisual material

- Audiovisual material which, on the basis of its content, cannot be entered in other sections.
- The author is usually the editor or producer of the material.
- Material which is in a serial form is entered only once, e.g. radio programme series.

The category includes:

- Television and radio programmes as well as audiovisual presentations documenting research results.
- Multimedia publications.

The category does not include:

- Television or radio interviews
- Artistic audiovisual material (possibly Category F)
- Audiovisual teaching material, e.g. online material solely produced for individual courses or similar
- Advertising or promotional material
- Multimedia software (possibly Category I2)

I2 ICT software

- ICT software published either commercially or freely.
- Only the first version of the software is included, unless recent versions include significant changes.

The category includes:

- ICT software

For example:

"TeamUP"

https://reseda.taik.fi/Taik/jsp/taik/Publication_Types.jsp?id=17111033

The category does not include:

- Artistic ICT material (possibly Category F)
- Multimedia publications (possibly Category I1)