



PARACELSUS
MEDICAL
UNIVERSITY

EVALUATION OF SCIENTIFIC PUBLICATIONS

GUIDELINE- 30

In force since 01.03.2025

For better readability, Paracelsus Medical University is abbreviated here to PMU.

This document is a translation of German Guideline "R-30-Wertung wissenschaftlicher Publikationen, rev.no. 0, in force since 01.03.2025. In the event of discrepancies between the German version and this translation, the German version prevails."

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2. Goal and Purpose

This guideline defines the rules and processes for the documentation, validation and evaluation of scientific publications at Paracelsus Medical University (PMU). It serves to ensure uniform standards for documenting and evaluating scientific achievements.

Its aim is to ensure **transparency and traceability** in the management of publication data and at the same time to ensure the quality and completeness of the recorded publications. Clear instructions are given here for the correct recording of affiliations on a publication, the categorisation of publication types and the assignment of authorship roles.

In addition, the document states the criteria for awarding score points based on journal metrics to objectively and comparably assess scientific achievements. It serves as the basis for annual surveys and ensures that publications are correctly categorised and evaluated according to their relevance to the PMU.

3. Release

The guideline was presented and approved in advance by the Research and Innovation Board (RIB) of the PMU. These were approved in full as follows:

President

Vice-President for Research

4. Rules for the Documentation, Validation and Evaluation of Scientific Publications

4.1. Documentation and Validation of Publications in PURE

Scientific publications are either imported into the PURE database via online sources (interface to Web of Science (WoS), PubMed and Open Researcher and Contributor ID (ORCID)) or - if these are not available in one of the online sources mentioned - entered manually. At PMU, the database platform WoS from Clarivate Analytics is the leading online source. The Journal Citation Reports from Clarivate Analytics (JCR) provide all journal metrics that are used for all data collection and publication extracts at the PMU. Metrics from other online sources are not taken into account.

The Research Management at PMU (RM) imports the newly published publications from WoS that have the correct PMU affiliation into PURE on a weekly basis. All publications that are not included in this import must be entered by the researchers or the editors¹ of the respective organisational units (OUs) themselves. Researchers/editors are responsible for the completeness of the publications in PURE.

4.1.1. Validation of Publications in PURE by the RM

All publications included in the annual data collection must be validated by the RM. This process includes the following validation steps:

1. **Defining the publication type** (for details see point 4.1.2.)
When importing data from an online source, a publication type is automatically defined in PURE. This is checked by the RM and occasionally this type is changed if the journal has specified an incorrect publication type.
2. **Checking the affiliation(s)** (for details see point 4.1.3.)
The naming of the correct affiliation(s) is compared with the full text of the respective publications and correctly assigned.
3. **Checking the author list and assigning authorship roles** (for details see point 4.1.4.)
Author order and authorship roles are compared with the full text of the respective publication and assigned correctly.
4. **Checking the journal and open access status**
The journal in which the article was published is compared with the journal stored in PURE and the open access status is determined.
5. **Checking the peer review status** (for details see point 4.1.5.)
The RM verifies whether the journal uses a peer review process to ensure the quality of publications. Publications in journals without a peer review process are not included in any evaluation but remain displayed in the PURE profile.

4.1.2. Publication Types

The publications are categorised into the following types:

The type "Contribution to journal" includes the following publication types:

- Original article (original research results; structured into introduction, materials & methods, results, discussion, bibliography; usually > 4 pages)
- Review article (summary of current state of research, no self-generated results)

¹ Researchers can activate an automated publication search in WoS/PubMed/ORCID in PURE themselves. PURE editors are internal contact persons who manage the organisational content of the respective OUs in PURE.

- Case report (description of medical findings on individual/some patients)
- Letter to the editor (short communication; introduction, interpretation and discussion of specific topics)
- Editorial (short foreword)
- Short comment/notes (short communication, commentary on literature)
- Correction (correction of a publication)
- Author reply (short commentary on author's own publication)
- Abstract (in a journal)

The type "Conference contribution" contains the following publication type:

- Abstract (in an abstract volume)

"Book" contains the following publication type:

- Book (monograph, limited topic comprehensively treated)

"Chapter in book" contains the following publication type:

- Book chapter (individual contribution to collective work, editorship)

"Patent" contains the following publication type:

- Patent (patent application/grant)

"Theses" includes the following publication types:

- Dissertation/PhD thesis (documentation of dissertation/PhD thesis)
- Master's thesis/diploma thesis (documentation of Master's thesis/diploma thesis)
- Bachelor's thesis (documentation of Bachelor's thesis)

Scientific **posters** are not an independent publication type but can be linked to the corresponding abstracts. Events and activities can also be linked to the respective abstracts.

"Press/Media" content is an independent category that is not reviewed by the RM and is not included in any evaluation.

Withdrawn publications (retractions) are not included in any management report or surveys. In this case, the Vice-President for Research will be informed. At the same time, the entry in PURE is labelled as "confidential" and removed from the PURE Research Portal.

If the RM only has limited or no online access to a publication, the authors will be contacted to provide the full text. In such cases, an evaluation can only take place after the full text has been submitted.

The RM **does not carry out a qualitative evaluation** of the publications.

4.1.3. Affiliations

The correct affiliation is one in which the PMU is **explicitly** named on the publication. For details, see the "**Guidelines for Affiliation at PMU**" in its currently valid version, as published on the PMU website.

The RM acts according to the following directives:

1. Incorrect affiliations, e.g. University Hospital Salzburg, Salzburg
→ Publication will not be evaluated²

² The term "not evaluated" applies to university publication assessments (e.g. science report). For personal matters (e.g. habilitation), publications are considered regardless of the affiliation stated.

2. Publications without identifiable OU, PMU itself is named, e.g. Paracelsus Medical University, Salzburg:
 - a. PURE profile of the author concerned available
→ Publication will be assigned to the OU of the author concerned if it is clear that the publication was created within the author's ongoing affiliation to this OU (in case of doubt, this must be verified by the author)
 - b. PURE profile of the author concerned not available and person not identifiable (on the PMU/SALK/Nuremberg Hospital website)
→ Publication is not imported and not evaluated
3. Internal authors without a PURE profile, but correctly affiliated:
 - a. OU explicitly named
→ RM contacts the editor of the OU. Editors are responsible for creating new personal profiles in PURE.
 - b. OU not explicitly named and person not identifiable (on the PMU/SALK/Nuremberg Hospital website)
→ Publication is not imported and not evaluated
4. Teaching hospitals without the addition "Teaching hospital of Paracelsus Medical University" or "Lehrkrankenhaus der Paracelsus Medizinischen Privatuniversität" in addition to the correct affiliation of the own hospital:
→ Publication is imported in PURE, but not evaluated
5. For books and book contributions:
 - a. No affiliation at all on the part of the publisher
→ Publication will still be evaluated
 - b. Incorrect affiliation
→ Publication will not be evaluated

"Present address" or "current address" is not an affiliation, but an informative addition.

4.1.4. Types of Authorship Roles

The different types of authorship roles and the order of authors are mapped according to the publication (full text published by the journal) in PURE.

The following authorship roles can be assigned:

1. First author → Leading role
 2. Co-author
 3. Last author → Leading role
 4. Study group member
- + Corresponding author (in addition to one of the above roles) → Leading role

4.1.5. Peer-review Status

A publication can only be recorded in PURE **after** it has been published, and not before. The RM only checks the final version of the publication. **Preprints (or manuscripts) will not be accepted and will be removed from PURE by the RM.**

4.2. Evaluation of Publications

At PMU, the following journal metrics from the **JCR** are relevant for calculating the rating (impact factor and score points) of a publication:

1. "Journal Impact Factor (JIF)" from the year of publication
2. "Rank by JIF" in the respective specialist categories
3. "JIF Percentile" in the respective specialist categories

Based on the JIF percentile, the score points are awarded at PMU as follows:

- The top 20% (percentiles 100.0 to 80.001) receive 5 points.
- 21-40% (percentiles 80.00 to 60.001) receive 4 points.
- 41-60% (percentiles 60.00 to 40.001) receive 3 points.
- 61-80% (percentiles 40.00 to 20.001) receive 2 points.
- 81-100% (percentiles 20.00 to 0.001) receive 1 point.

If a journal is listed in multiple subject categories, the score points are always awarded for the **highest category**.

Example: The journal "Lancet" is listed with the following metrics for the year 2020:

- Category: MEDICINE, GENERAL & INTERNAL
- JIF Percentile: 99.10

→ *Percentile: 99.10 (top 20 %) = 5 score points*

4.2.1. Individual Excerpts for Habilitations and Career Model ("Karrieremodell der PMU")

Standardised publication excerpts with impact factor and score points are issued **centrally by the RM** (e-mail address: pure@pmu.ac.at).³

The extract only includes those publications that were assigned an impact factor according to the JCR in the respective year of publication.

Further information on habilitation and the career model can be found on the PMU website.

³ **All** publications of the respective persons are listed on the individual extracts. A PMU affiliation is not mandatory here.

4.2.2. Annual Assessment of Scientifically Relevant Data (Science Report)

At the beginning of each year, board members, institute directors and researchers are asked to check the previous year's publications in PURE for completeness and, if necessary, to complete them.

The RM prepares the science report after the deadline.

Only **publications with the correct PMU affiliation** will be **evaluated** (see point 4.1.3.)⁴.

Cross-departmental publications are counted *per* OU.

Original articles and review articles from journals with an impact factor receive the full score and the full impact factor.

Case reports, letters to the editor, editorials and short comments/notes from journals with an impact factor receive half the score and half the impact factor.

Books and book chapters as well as publications in the above-mentioned categories that have appeared in journals without an impact factor but with a peer-review process are also included.

All other publication types mentioned under point 4.1.2. are not considered.

Only first, co- and last authors are counted in the science report; study group members are not included.

5. Amendment Note

date	Rev. No.	Change description
01.03.2025	0	Initial creation

⁴ An evaluation is possible in individual cases if it can be proven that the incorrect naming of the affiliation was not the fault of the PMU authors concerned. Proof must be provided by the authors to the RM.