

DISSEMINATION PLAN FOR THE CENTRE D'ESTUDIS DEMOGRÀFICS. EXECUTIVE SUMMARY.

The general objective of the CED dissemination plan is to provide CED research personnel with action guidelines on the dissemination of their research and the tools available to them to ensure that it reaches the right public, prioritising the philosophy of open access in compliance with the Science Act and European Regulations.

In order to homogenise and give the CED greater visibility in all actions and activities where its people are involved, the institution's image and credits need to appear and the Intellectual Property Regulations be followed in connection with authorship and acknowledgements.

MAKING THE CED VISIBLE

- It is very important always to use the CED's institutional image on all the documents and activities carried out, as a way of making our research visible¹.
- On all documents and when giving the author's name, it should always be followed by a mention of their belonging to the "Centre d'Estudis Demogràfics" and, if possible, the CED logo, followed by "CERCA Programme / Generalitat of Catalonia"².
- In the case of associate personnel, their affiliation to the "Centre d'Estudis Demogràfics" also has to be identified.
- Optionally the mention "Centre for Demographic Studies" in English can also be added.
- The author is the person who has contributed substantially to developing the project, analysing and interpreting the data, preparing communications, reports and/or the resulting publications.
- All the co-authors of a publication have to understand the text, have to accept the final result and, therefore, are co-responsible for the content.
- With regard to the order for naming the authors in publications, the use of alphabetical order is recommended or, if each author's contribution is different, the order of significant quantity.
- The entities that have subsidised the research must be mentioned, noting the institution and the project reference, provided they have not stipulated otherwise.
- Acknowledgements are for a mention of people and institutions, although they cannot be considered as authors, who collaborated in the research in one way or another.

PUBLICATIONS, CONGRESSES AND OTHER SCIENTIFIC EVENTS

- The principal results of the research have to be disseminated and priority given to their publication in articles or magazines of most prestige in the speciality, with an emphasis on open access publications.
- The Research Management and Dissemination Unit is a source of information and advice on national and international indexing systems in Social Sciences. It also gives support in preparing the Dissemination Plan that is sometimes mandatory when applying for research financing.
- The Publications Protocol and Code of Good Practices of the Centre d'Estudis Demogràfics are two documents to keep in mind before starting to write an article or communication for a congress.
- Once a publication has been edited, the authors must inform the Research Management and Dissemination Unit, which will post it on the CED webpage, social networks, the informative bulletin and, if necessary, include it in the university's DDD repository. The Unit must also be informed about conferences, talks and communications presented at courses, congresses and other scientific events, in order to arrange the necessary dissemination in each case.

¹ On the CED intranet, in the Quality System folder, various options can be found for the logo, images and institutional material (such as models for letters and for presentations in PowerPoint) that all members of the CED must use.

² It is important to keep for style consistent for the purpose of a follow-up in the WoS bibliographic databases.