

Each publishing member of the academic staff is obliged to submit to the ITB Library a complete separate of each work published for the ITB. The separate is meant to be a printed copy of the published text together with the work's identification data, as specified below, and it is also necessary to submit a completed table with provided information about the published text. **It is only on the basis of the table being correctly completed and the separate being submitted that a designated Library employee enters the result into the IS, or in the ETMS** (a list of activities entered into the ETMS may be requested from the Library employee).

All separates must be **submitted** to the Library during the week **always from Mondays to Wednesdays**, the designated Library employee will then enter each separate into the system by Friday of that week.

As each printed separate is stored in the Library in the given author's folder for a possible inspection, it is therefore necessary to submit **a copy (both the separate and the table) for each co-author from the ITB**.

Each author must enclose the table with additional information: a **title** (of an article, a book, a chapter in the book, a contribution, etc.), **an annotation** in the language in which the paper was published, and **keywords** (all in Czech and English, unless one of the languages is also the language of the original text). The table should also include a particular **field** for RIV and a **code of the group of subjects** which the result is related to (depending on the subject taught and its group classification). If the result is linked to a specific grant, the exact number of the project or research plans must be provided. The completed form must also be sent electronically to the designated Library employee's email.

If the published text has **more authors from the ITB**, it is necessary to state a certain percentage that each author participated in the text. However, if any of the authors is not from the ITB, its share is calculated by the Library employee according to the given formula and subtracted it from the total 100%. The remaining part is divided among the authors from the ITB. It is also necessary to add a **nationality** for co-authors who are not from the ITB. The co-authorship of other ITB employees not having their own ETMS account is credited to the Department (Faculty) where the employees hold their position.

Authorship contributions do not need to be stated for publications that are only entered into the IS and do not belong to the activities evaluated in the ETMS.

If the publication (a monograph, proceedings, a magazine, a university textbook, etc.) is published at the ITB and one copy is handed over to the Library, its staff will complete the separate – however, it is necessary to submit the completed table with its particulars as well. This is true even if the publication is published by another publisher and the author provides the Library with a copy to be included in the Library collection. *If the Library does not receive the publication, the separate must include the following:*

1. A monograph, a professional book, a university textbook, a chapter in a monograph, a translation of a foreign textbook, a university textbook, a research report – copies of pages containing the publication's title, author's name (authors' names), ISBN, the place and year of publication, its publisher, content, number of pages, (number of chapter's pages), number of copies. Each author is to find out the number of standard pages of the book (the chapter) from its publisher.

2. An article in a magazine/a journal (any) – a copy of its cover, pages with imprint, or with the magazine's/journal's content, a copy of the article. *It is assumed that the pages include:* the magazine's/journal's title, year and number, ISSN, publisher. If any information is missing, it must be completed.

3. A contribution in proceedings – a copy of their title page and reverse, content, imprint, a copy of the contribution. It is assumed that the pages contain the proceedings' title, related event's title, its date, venue, ISBN, publisher, place of publication. Unless stated in the proceedings, it is necessary to add a type of the event (national, European, world).

4. An abstract in proceedings of abstracts – the same procedure as for a contribution in proceedings.

5. Audiovisual production, web presentation – as regards local access, a CD (or a DVD) is to be submitted, while the result's web address is to be noted for remote access, and the author and the date of publication must be provable.

6. A utility model, an industrial design, a patent, a license, an invention, a discovery – a registration certificate, or a proof of granting + a possibility of using the patent (design) by another subject, a license fee requirement, a method of using the design (patent), a category according to the territory of its protection (obligatory data for RIV).

A sample form (table) for additional data to be included in separates

Type of separate	
Share of authorship	
To be recorded in CV in the IS (Yes/No)	
Text is listed in the database (WoS/ Scopus/ Erih / None)	
Authors	
Department/Faculty	
Original Title	
Title in Czech	
Title in English	
Words in Czech	
Words in English	
Original Annotation	
Annotation in Czech	
Annotation in English	
Field according to the relevant RIV code list of fields	
Group of Subjects	

The form (table) and all information on how to fill it in (a type of separate, a field, a subject code) may be requested from the designated Library employee entering given activities (including specific instructions on how to fill in the table and what is necessary to submit both in the printed version and the electronic version).