

Publication of Eurachem reports

Introduction

Eurachem working groups sometimes conduct work to inform their technical activities or collect information to inform strategy or policy. Examples include technical work, consultations, and surveys. These are sometimes presented to the relevant WG as a short report or collection of data. It is sometimes useful to make the results of this work available outside the working group for wider information. This policy provides for a Eurachem document type, "Eurachem Reports", to provide a mechanism and a format for doing so.

Purpose of reports

Reports are issued for information and not guidance. They do not constitute Eurachem policy, though a report might sometimes include recommendations for action by Eurachem.

Typical use-cases

- A Working Group has considered technical work intended to inform WG decisions on guidance, and considers that the findings are of wider interest. For example, the MU WG has considered short internal papers on aspects of conformity assessment using Bayesian methods.
- The results of surveys can usefully be provided in an openly accessible format (without identification of respondents) to inform respondents and others of the findings.

Development and approval of Eurachem reports

Reports will normally be prepared by a small working group acting for a Eurachem WG or for the Executive.

The initial decision to make a completed report available should normally be made by the relevant working group. Before seeking publication, the WG should also make reasonable efforts to ensure the technical validity of the report before seeking publication.

As factual records of work undertaken and not statements of policy or guidance, reports are not subject to GA approval. Publication of Reports is subject to Executive approval to ensure that publication of the report, in the form provided, is in the interest of Eurachem and likely to be of sufficient interest to its stakeholders.

Authorship

As reports are normally prepared by a small number of individuals, rather than a consensus from a WG, reports will normally identify the individuals responsible for the work as authors, following the general principles of authorship in refereed journals. Authors remain solely responsible for the technical content and factual accuracy of the report. A complete list of WG members should be included only if the entire WG made a substantial contribution to drafting (for example, if the text were developed by a series of internal WG consultations).

Relation to refereed publication

Where technical work undertaken in preparing a Eurachem report is suitable for publication in appropriate refereed journals, publication is encouraged. Publication in the scientific literature should be considered before seeking publication of a report. In particular, the responsible WG should consider

- Whether publication in the scientific literature alone (that is, without a separate Eurachem report) would better serve the purpose of publishing the work;
- Whether publication of a report would prevent any intended publication in the scientific literature, for example by appearing as prior publication.

In general, Eurachem should only publish a report if publication in the open scientific literature is not planned, if the report adds to the information that can reasonably be included in a journal publication, or if open publication is of interest to Eurachem stakeholders and does not prevent refereed publication.

Format and style

To distinguish reports from guides and other Eurachem documents, Reports will be published using a visibly different cover from that of Eurachem Guides and Information Leaflets. A template for report covers and required content is available separately (See the Eurachem “Template for Eurachem Reports”, available from the Secretariat.

Reports will carry a foreword that states clearly that the report is for information and not guidance, and that reports do not constitute Eurachem policy. An appropriate introductory statement is provided in the Template for Eurachem Reports. The foreword may also indicate whether the report was prepared for a particular working group and give additional information on the general purpose of the report.

Since the aim of the Report format is, in part, to provide for dissemination of material already collated in a convenient form for information, the body of a report need not follow a particular style if it is not convenient to do so. For example, the results of an online survey might be provided in the format generated by the survey provider, with only a cover, title page, foreword and (if needed) introduction to identify the material as a Eurachem output.

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