Marine Corps University Press Publishing Policies

Functional Lead: Director, Marine Corps University Press
Division: Marine Corps University Press
Responsible Office: Director

Reference: (a) 10 U.S.C. § 7478
          (b) Executive Office of the President, Office of Science and Technology Policy
            (OSTP) memorandum "Ensuring Free, Immediate, and Equitable Access to
            Federally Funded Research," 25 August 2022
          (c) Marine Corps Order 5600.31B (ARDE)
          (d) Government Printing and Binding Regulations (Joint Committee on Printing)
          (e) Best Practices for Peer Review, Association of University Presses
          (f) Principles of Transparency and Best Practice in Scholarly Publishing,
            Committee on Publication Ethics (COPE)
          (g) Turnitin's Plagiarism Spectrum
          (h) Marine Corps University Press documents (publishing policies, style guide, open
            access statement, code of conduct, author submissions, etc.)
          (i) Marine Corps University Public Access to Research and Scientific Data
          (j) Marine Corps University Press Public Access Plan
          (k) MCU Command Policy Letter 9-23 Use of Generative Artificial Intelligence
          (l) MCU Pre-Publication Review Policy

1. <u>Purpose</u>. The purpose of this chapter is to define the scholarly publishing policies for the Marine Corps University Press and its imprints.

2. <u>Background</u>. Established in 2008 as an open-access academic publisher, Marine Corps University Press (MCUP) recognizes the importance of an open dialogue between scholars, policy makers, analysts, and military leaders and of crossing civilian-military boundaries to advance knowledge and solve problems. To that end, MCUP focuses on scholarly books and academic journals that provide a forum for interdisciplinary discussion of national security and international relations issues and how they impact the U.S. Department of Defense (DOD), the U.S. Department of the Navy, and the U.S. Marine Corps directly and indirectly. MCUP is a regular member of the Association of University Presses (AUP) and the Committee on Publication Ethics (COPE).

    a. <u>Mission</u>. Marine Corps University Press publishes open access, scholarly books and journals on military history/heritage and national security topics in order to support excellence in Marine Corps University's professional military education, to inspire debate, and to advance knowledge for a diverse community of scholars, U.S. and allied military leaders, and policy makers.

    b. <u>Vision</u>. MCU Press is an internationally recognized publisher of research in military history, national security, international relations, and political science, thereby advancing scholarship, enlarging our understanding of the world in which we live, and improving the ability of the U.S. military to serve this country. Publishing academic works of distinction enhances the reputation of Marine Corps University as a premiere institution and its faculty, staff, and students, and it functions as a critical tool for connecting the university with the larger research

community and the world. Publishing timely works in partnership with the university encourages students to become lifelong learners with an intention to share their knowledge.

    c. <u>Values</u>

        (1) Education: We publish accessible, peer-reviewed scholarship on the history and heritage of the Marine Corps and on contemporary national security topics to advance research and education in and out of the classroom.

        (2) Integrity: We conduct our operation in a manner that is fair, environmentally friendly, economically balanced, honest, and respectful of an inclusive and diverse community.

        (3) Quality: Publication processes reflect a commitment to academic rigor and excellence while being responsible stewards of federal dollars.

        (4) Collaboration: We cooperate formally with numerous scholarly societies, associations, and educational institutions to publish original scholarship. We offer noncommercial solutions to the publishing challenges facing academic institutions and partner with external like-minded publishers and agencies to benefit our customers and improve the quality and reach of our content. We build relationships internally, with our colleagues across the university and at the other Service schools, as well as outside the university with researchers, scholars, policy makers, and institutions worldwide.

3. <u>Policy</u>

    a. <u>Open Access</u>. MCUP is a platinum open-access press, which means that the press provides permanent and free access to all publications to the public in both print and digital formats. This publishing model aligns with the presidential mandate to make federally funded research publicly accessible. Authors are not charged any publication fees except when copyrighted material is used. All publications are published under a Creative Commons Attribution-Noncommercial-NoDerivatives 4.0 International License. MCUP adopted this model of publishing in the belief that knowledge is a public and social good and should be shared without barriers to access. This includes financial barriers for the author by eliminating publishing fees and for the reader by providing free access to federally funded publications for the public good for which there are neither physical nor fiscal obstacles.

    b. <u>Intellectual Freedom</u>. The freedom to publish is a fundamental element of the basic right to freedom of expression. Freedom is a prerequisite for a university press to thrive, and it represents an essential part of a democratic society based on a *knowledge* economy. Part of MCUP's mission is to protect and promote the author's freedom to publish their original intellectual property. We rely on these works to circulate information, ideas, beliefs, and opinions that further the conversation on advanced military studies in general and the DOD and its military Services in particular. MCUP defends its right to publish and distribute these works with complete autonomy, even when it presents controversial viewpoints that are supported by evidence, provided that it respects all legal rights that may be attached to the work and the country of origin. Further, MCUP defends itself against internal or external influence whereby administrators, faculty, board members, or public officials may attempt to pressure the publication of certain works or topics to appease personal or professional aims that may go

against the mission or ethical standards of the press and its staff, which are also upheld by the Committee on Publication Ethics and the Association of University Presses, the professional scholarly publishing associations of which MCUP is a member. The press director makes the final decision on all works to be published under any MCUP imprint without fear of retribution or reprisal against them or their staff.

c. <u>Code of Conduct and Ethics</u>. MCUP has a clear mission that informs everything we do: to create world-class academic resources and to make them freely available around the world. We share MCU's uncompromising standards and belief in the transformative power of education to inspire progress and innovation in the professional military education environment. It is therefore critical that our partners—internal and external—exhibit high ethical standards and principles. Our core practices revolve around activities that ensure the rigor of the scholarly publication process, the reputation of the author, and the status of the press. Actions that do not fall within those constraints will be acted on by the director and their staff, including allegations of personal or professional misconduct, plagiarism, conflicts of interest, validity and reproducibility of data, ethical misconduct, misappropriation of intellectual property, etc.

d. <u>Authorship</u>. Authorship of a scholarly article or monograph should be limited to those individuals who have contributed in a meaningful and substantive way to its intellectual content. All authors are responsible for fairly evaluating their roles in the project as well as the roles of their coauthors to ensure that authorship is attributed according to these standards in all publications for which they will be listed as an author.

(1) Requirement for Attribution of Authorship. Each author should have participated sufficiently in the work to take public responsibility for its content. Coauthors should have been directly involved in all three of the following:
- planning and contribution to some element (conception, design, conduct, analysis, or interpretation) of the work that led to the work submitted or interpreting at least a portion of the results;
- writing a draft of the article/monograph or revising it for intellectual content; and
- final approval of the version submitted for consideration. All authors should review and approve the manuscript before it is submitted as it pertains to their roles in the project.

(2) Contributorship. MCUP encourages authors to list anyone who does not meet the criteria for authorship in an acknowledgments section in their publication with permission.

(3) Disputes. MCUP works at multiple levels within the organization to deal with any authorship disputes, including escalating or seeking advice on cases with COPE or referring to the authors' parent institutions. This process begins with the journal or manuscript editor and ends with the director of MCUP.

e. <u>Plagiarism</u>. MCUP bases its publishing standards and best practices on those established by its industry association, the Association of University Presses, and industry leaders, such as the Committee on Publishing Ethics (COPE). COPE defines plagiarism as "the unreferenced use of others' published and unpublished ideas including research grant applications to submission under new authorship of a complex paper, sometimes in a different language. It may occur at any stage of planning, research, writing, or publication; it applies to print and electronic versions." MCUP will use Turnitin to identify potential instances of plagiarism and will not consider any

work for publication if, in the judgment of the director, it includes any form of plagiarism, including self-plagiarism.

    f. <u>Peer Review</u>. Peer review is essential to MCUP advancing its mission and disseminating scholarship. Peer review is the process by which the acquisitions editor or director requests formal evaluations from respected subject matter experts about a particular work's contribution to scholarship, teaching, and public debate prior to publication. These formal evaluations, or reader reports, are a crucial prepublication step to determine the merits of proposed projects. The peer review process provides feedback that is both stringent and fair, demonstrates how an author can strengthen a work in progress, and adds value to the work, informing the deliberations of press staff prior to publication. Regardless of the rank or affiliation of an author, their work will undergo the full double-blind peer review process as specified by the best practices for scholarly publishing.

    g. <u>Artificial Intelligence</u>. Though AI is considered a tool to support innovation in the classroom, the press acknowledges that like all tools it might be misappropriated in the academic publishing environment.

    (1) The use of AI and machine learning tools (e.g., ChatGPT, Grammarly, etc.) to author original scholarly content does not meet MCUP's requirements for authorship, given the need for accountability and transparency for our readers. These restrictions do not include the use of tools like language translation services, but they should be disclosed at submission.

    (2) Authors are accountable for the accuracy, integrity, and originality of their research, including for any use of AI in its creation. Any use of AI to author content or manipulate data or images breaches MCUP's plagiarism policy. These restrictions do not include the use of standard image editing and creation tools, such as Photoshop or Illustrator. If AI is used to generate an image outside of these practices, it should be disclosed at submission.

    (3) Scholarly works must be the author's own and not present others' ideas, data, words, or material without adequate citation and transparent referencing.

    (4) The use of AI or machine learning as the sole source of feedback during the peer review process does not align with MCUP's policies on ethical peer review.

    (5) The press will not use AI to perform the primary functions of the publishing process, including peer review, copyediting, layout, and production. These restrictions do not include tools for basic spell check and grammar as part of word processing software.

4. <u>Procedures</u>

    a. <u>Authority</u>. The director of MCUP establishes procedures for ensuring that publishing policies are met prior to publication.

    b. <u>Publishing Program</u>. In accordance with MCO 5600.31B and the Joint Committee on Printing, MCUP's publishing program is recognized as an official government publisher based on the digital and print distribution of products such that all efforts are made to provide a variety of digital formats of all publications first and then support the digital program with print products

that are printed in a cost-effective manner in alignment with federal standards for production, color, paper, warehousing, and distribution. The MCUP publishing model aligns with the presidential mandate on publicly available, federally funded research.

    c. <u>Conduct and Ethics</u>

       (1) Editors and designers are responsible for transparency in their actions. They accomplish this task by ensuring that their work meets the needs of the press, the readers, and the authors. In addition, they act to ensure the veracity and quality of the content through every step of the publishing process. Their work serves to enhance the authors' voices without compromising their freedom of expression. The editors and designers' work also supports the integrity of the academic record and ensures that neither internal nor external bias can cloud or compromise the press's standards. Finally, they will be open to corrections, clarifications, retractions, and apologies should the need arise.

       (2) Should an editor or designer suspect misconduct, in either a published or unpublished author's work, they have a duty to report and act on that information. All such instances will be documented by the staff and reported to the director for further action, including possible administrative action, contacting the parent institution, etc.

    d. <u>Complaints and Debate</u>. Sound criticism of a published work should be publicly available unless the press has convincing reasons why it cannot be. Authors of the article or book in question should have the opportunity to respond to each complaint.

<u>Related Policies</u>:
Academic Integrity
Academic Freedom and Non-attribution
University Accreditation
MCU Command Policy Letter 9-23 Use of Generative Artificial Intelligence
MCU Pre-Publication Review Policy

                                        Promulgated: 30 Sep 2021

                                        Reviewed: 12 April 2024

                                        Revised: 10 Sept 2024
                                            27 Jan 2025