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1. Introduction

The steering committee of the Bibliometric Research Indicator (BFI) decided in November 2016 that guidelines should be prepared for registration of research, with specific reference to registration of publications that are eligible for BFI points. The aim of these guidelines is to clarify BFI definitions and principles and to shed light on grey areas by use of specific examples. The guidelines solely concern registration of research in relation to the BFI and, thus, are only relevant to a proportion of the work undertaken at the universities and of tasks relating to universities’ registration activities.

These guidelines review the definitions, terms and principles of the Danish Bibliometric Research Indicator, giving specific examples of publication types that are eligible for BFI points – and those that are not. The guidelines will be updated regularly and more examples added as further needs for clarification are identified. The guidelines apply to any institute and research directors, researchers and information specialists involved in the registration of research publications. The guidelines are intended as an aid in the case of any doubts during registration and validation processes.

1.1 Background to the BFI

The Bibliometric Research Indicator (BFI) is an element of the performance-based model for distribution of new block grants for research to universities. The BFI is used to allocate funding based on the production of research publications that are peer-reviewed and published in a channel included on the BFI lists. It is based on the universities’ registration of publications in the Pure current research information system (CRIS). Publications are counted once a year and, subsequently, awarded points in the BFI system. The BFI distributes funding at university level amongst four major fields of sciences:

- Humanities
- Social Sciences
- Natural and technical sciences
- Medical and Health sciences

1.2 About the guidelines

The guidelines are divided into seven sections. The first section gives the background to the BFI. The second section explains the BFI’s definition of a research publication and requirements for peer review. The third section deals with registration of authors in relation to the BFI. The fourth section contains general information about the BFI lists. Sections five to seven contain specific guidelines for registration, based on type of publication: the BFI list of publishers (5), the BFI list of series (6), and publications not in series (7).

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1 The eight Danish universities all use the Pure current research information system, although the system is given different names at the various universities. For example, the University of Copenhagen calls it CURIS, and it is called VBN at Aalborg University and Orbit at the Technical University of Denmark.
2. What is a research publication according to the BFI?

This section gives the operational definition of a research publication on which the guidelines for BFI registration are based.

The aim of the BFI’s definition of a research publication is not to explain what research is or should be but solely to describe the type of publication that is eligible for points in the BFI system. The aim of the definition is to create a basis for consistent registration practice. In the BFI, a research publication is defined based on three criteria:

A research publication must:

1. present new knowledge.
2. be the product of research activity that complies with academic quality within the field and contributes to development of the research field.
3. be reviewed by at least one peer who evaluates the quality of the publication and its contribution to the field and who meets BFI requirements for peer reviewers, cf. section 2.3.

The operational definition complies with the Frascati manual’s definition of research, which, for years, has provided the standard definition for research statistics. The manual states that “research comprises creative and systematic work undertaken in order to increase the stock of knowledge – including knowledge of humankind, culture and society – and to devise new applications of available knowledge.”

2.1 Clarification of criterion 1 – present new knowledge

In research, presenting new knowledge is a permanent requirement. Furthermore, originality is a condition for approval of a PhD dissertation, which is a useful reference when evaluating the scholarly quality of a research publication and whether it meets the requirement for presenting new knowledge. According to the BFI definition of originality, only publications in which research results are presented for the first time will be considered research publications.

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3 A PhD dissertation must document the author’s ability to apply the scientific methods of the field in question and to perform research according to international standards for PhD degrees within a specialist field.
Publication types in Pure:

With regard to registration in Pure, ‘research’ and ‘commissioned’ are the only publication types included in the BFI’s definition of research publications. Only publications that are both registered as research and marked as peer-reviewed are eligible for points in the BFI (see section 3). Pure’s other publication types – ‘Education’ and ‘communication’ – do not trigger BFI points.

Education: In principle, textbooks present existing knowledge to students and, thus, differ from research publications. Textbooks may very well be based on the latest research in a field but do not typically comply with the requirement for presenting new knowledge based on research that has not previously been published.

To the extent that there is significant new research in a textbook (equivalent to a monograph), based on the author’s own work and not previously published, the book may be registered as a research publication, provided that said content has been substantiated by a peer review. Accordingly, a new chapter in a textbook (equivalent to an article in an anthology) can be registered as a research publication, to the extent that there is significant new research in the chapter, based on the author’s own work not previously published, and provided that said chapter has been substantiated by an individual peer review.

Communication: Publications communicating research typically present the most recent knowledge in a field but are based on research results previously showcased in research publications and, thus, are not themselves the direct product of the research work. Manuals and reference books aimed at students, practicians and those with a general interest are standard examples of types of research communication that will not be eligible for BFI points.

Commissioned: Publications registered in the ‘commissioned’ category in PURE cover all commissioned work. A publication written in the course of a consultancy project containing original research must be subject to peer review and be published in a channel included on the BFI lists in order to be eligible for points.

2.2 Clarification of criterion 2 – the product of research activity

In practice, the requirement that a publication must be the product of research activity that complies with academic quality within the field means that the publication must be acknowledged as research by peers. This may be achieved, for example, by complying with requirements concerning verifiability, documentation of results and satisfactory and precise references, along with any other research requirements imposed in the field. The publication may also be a theoretical or abstract analytical contribution to the field. These typically indicate academic anchorage by interacting with existing research literature in the field. Most importantly, the publication should present results in such a way as to enable other researchers to build on the outcomes. The aim of this criterion is to exclude publication types with no prior research work as well as publications where the form does not support that peers may make use of the results in new research.
2.3 Clarification of criterion 3 – peer review

The third requirement of the BFI’s definition of a research publication is peer review. Peer review of a manuscript involves preparation of a written evaluation, substantiating scientific quality and originality of the research contribution. It is assumed that upon request documentation of the peer review is obtainable for all publications that are awarded BFI points. However, it is not necessary to attach this documentation when registering the publication. In other words, it is not sufficient for a contribution to be published in a channel with procedures for peer review.

The BFI has the following requirements for peer review:

1. **Peer review must be performed prior to publication**
   A peer review is a written evaluation by at least one external expert, carried out prior to publication. For example, a subsequent book review is no substitute for the peer review.

2. **At least one reviewer must be external and unconnected with the publisher**
   A manuscript must be reviewed by at least one external reviewer who is an expert in the specific specialist field to which the publication refers. This means that:
   - A reference from an editor is not considered a peer review in BFI terms. The reviewer must be an expert and independent of the publisher.
   - With regard to scientific anthologies, the editors of the anthology in question are not entitled to perform the final, external peer review – even if they are external specialists and unconnected with the publisher.
   - In relation to book series, the editor of the series may perform the peer review if the individual in question is an expert in the field and is not responsible for editing the specific publication.
   - The reviewer may be a member of a team of permanent reviewers but must be an expert in the specific specialist field.
   - Different peers may be used for evaluation of the various parts of a publication; for example, if the publication is a monograph.
   - If the reviewer is paid a fee, the fee must not depend on factors that compromise the impartiality of the evaluation. For example, payment must not depend on issue of the publication or circulation, and the reviewer may not be employed by the publisher.

There are no requirements with regard to the anonymity of the reviewer or the author in connection with the peer review process.

3. **Reviewers must be skilled researchers**
   All reviewers must at least be skilled researchers at PhD level. Reviewers may be from Denmark or from abroad and may be from any environment, provided that they meet the minimum requirement.

For example, PhD students are not qualified to perform a peer review before they have obtained their degree.
4. The review must address the scholarly quality of the work and how it contributes to new knowledge and understanding

Reviewers must assess the work’s scientific quality and independent academic contribution. A review that solely addresses the saleability of the publication or other commercial considerations does not constitute a peer review in a BFI context.
3. Registration of authors for the BFI

In order for a publication to be eligible for BFI points, information about authors must be registered in the following way:

1. All of a publication’s authors must be registered.
2. All authors must be registered in the order in which they appear on the physical or digital publication.
3. There must be at least one local author from the university registering the publication.
4. In a BFI context, local authors are members of staff at Danish Universities or authors otherwise affiliated to Danish Universities whose affiliation is stated on the publication.
5. Students who co-author publications with local authors should be registered as internal affiliations (local authors).
6. Editors of anthologies may not be registered as the authors of the anthology and must only be registered in connection with their own contributions (for example, a scientific chapter of the anthology).
7. Translators of publications may not be registered as the author of the publication, unless in the case of research based critical editions (see section 5.1).
8. In the case of any doubt about the requirement concerning legitimacy of authorship, further details are available in the guidelines for authorship in the Danish Code of Conduct for Research Integrity.\(^4\)

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4. The BFI lists

The BFI lists give the publication channels (Publishers, Journals, Book Series and Conference Series) in which publication of research results are awarded points. The BFI has two lists:

**BFI lists**

- The BFI list of publishers lists the publishers with which publication of research based books and anthologies are awarded points.
- The BFI list of series lists the journals, book series and conference series in which publication of research results are awarded points.

Both the Series List and the Publishers List are managed by an Academic Committee. The Series List is managed based on the recommendations of 67 research field committees made up of researchers appointed by Universities Denmark. Although the channels on the BFI list of series are linked to specific expert panels representing a variety of specialist fields, researchers are entitled to publish in all channels, regardless of affiliation.

Publishing in a channel included on the BFI lists is not, in itself, sufficient to award points. To do so, a publication must comply with the BFI criteria for research publications (see section 1).

**Publishers** are traditionally academically and thematically broadly based and cover a number of specialist fields. They publish many different genres for a variety of target groups, such as textbooks and manuals aimed at students and practicians in addition to academic books aimed at peers. Of these, only the publications that comply with the BFI definition of research publications, and which undergo peer review, are eligible for points.

Similarly, many **series** have several different types of content. Journals typically include both research articles and articles that cannot be categorised as research articles. Even dedicated peer-targeted academic journals often include content that does not communicate original research, such as reviews, letters to the editor, discussions, comments, etc. Even if this type of content appears in academic journals on the BFI list, it will not yield points, since it does not comply with the BFI requirements for research publications. Non-research-based publications must be registered as communication.
5. Publication types on the BFI list of publishers

5.1 Monographs

This category includes peer-reviewed research released as books and reports by publishers on the BFI list. In order to yield points, the book or report must have undergone peer review and present new knowledge that is a product of the author’s research. In the event of absence of new research, where results are presented for the first time and, thus, contribute to the development of the field, the monograph will be considered a communication publication and must be registered as such. The aim of a monograph will typically be stated on the rear cover or in the preface. Ultimately, however, it is the presence and extent of new research of interest to peers that will determine the book’s or report’s status.

Examples of monographs:
‘Monographs’ is one of the categories most difficult to register correctly. Examples of various types of monographs are listed below:

- **Critical editions**: Critical editions may trigger the assignment of points insofar as they are in accordance with BFI’s criteria of being research-based and yielding new insights. A critical edition is a scholarly curated text accompanied by a scholarly commentary that draws on all relevant research pertaining to the text, in its entirety as well as its parts, and place it in a new philologic and analytic context. Textual criticism is aimed at producing an authoritative edition and the commentary must showcase new research and provide new knowledge of the text. Besides critical editions of monographs, shorter critical editions may be registered as philological articles.

Critical editions are not to be confused with textbook editions or publishers’ series of classics aimed at the general public which are to be registered as communication, notwithstanding that they may offer a commentary on the text.

*Karen Blixen. Værker* is an example of a critical edition, which generates BFI points. The publisher offers the following description of the edition: ‘Every volume is published in accordance with modern, critical practices and offers, besides the text, a commentary (vocabulary, historical and ideational context) and a postface. In addition, appendixes may be included shedding new light on the texts. The textual basis consists of first editions that, in a range of cases, are cross-referenced with surviving manuscripts.’

Another example of a “critical edition”, which is eligible for BFI points, is from law studies. *Lejeloven med kommentarer* (Danish Rent Act with comments) includes a scholarly treatment of the change in the Danish Rent Act in 2015 as well as a
critical approach to different sub-questions and conflicting sentencing practice. Additionally, such a publication has a thorough account of the change of the act, which is accompanied by a scholarly comment.

- **Revisions of monographs and textbooks for students:** A monograph or a textbook for students is eligible for BFI points if it contains substantial new research and if it has been through peer review which addresses the new scholarly contribution of the publication. The same applies for translations which are scholarly rewritings of the text instead of entirely lingual translation. The principle is that the publication should have been rewritten to such an extent that it is reasonable to consider it as a new publication.

Examples of monographs not eligible for BFI points:

- **Textbooks for students:** Although, in many cases, textbooks are written by researchers, they are normally not eligible for points in the BFI. Titles that do not primarily target peers should normally not be registered as research. However, use of a monograph that contains new research as a textbook does not prevent allocation of points in the BFI.

  For example, a book on project writing, which according to the publisher is “written for students who need advice on writing a successful project”, is not regarded as a research-based monograph in the BFI. Similarly, a textbook on legal practice described as a “manual and textbook on the general and basic rules of law” is not regarded as a research publication in the BFI.

- **Manuals for practicians:** Manuals are often written by researchers but, as a rule, will not yield points, since they typically summarise already published research and are not based on original research.

  For example, a legal publication described as a “review of commercial, strategic, legal, fiscal and accounting topics, described in layman’s terms with practical examples” is clearly presented as a manual. However, manuals may also be research publications. If manuals present original research results to an extent appropriate to a monograph, they should be registered as research publications. One example of this could be so-called ‘handbooks’ that present a synthesis of fields of research.

- **Reissues of monographs:** As an overriding rule, new editions of monographs are not eligible for points in the BFI and, therefore, should not be re-registered as research. However, they may be re-registered as research if the changes made to the content are so substantial as to constitute a new, original contribution to research in the field. In such cases, a new peer review will be required to substantiate the quality of the revised version and its new contributions to the field.

- **PhD dissertations:** PhD dissertations do not yield points in the BFI and cannot be registered as monographs, unless they are subjected to an editorial process and are issued through a publisher on the BFI list. In such cases, an independent peer review will be required. PhD dissertations consisting of a number of peer-reviewed articles yield BFI points per article according to the general rules. PhD
dissertations which have been allocated points when published as an article cannot subsequently be given points when they are released collectively as a monograph.

5.2 Articles in anthologies

An anthology is a collection of articles published collectively as a book or report. Similar to monographs, anthologies must be issued through a publisher on the BFI list in order to yield BFI points. An anthology is not, in itself, eligible to BFI-points, only its individual contributions can yield BFI points. As an anthology is a collection of separate articles, each contribution must be peer-reviewed individually.

New chapters in basic and/or broad textbooks can be registered as an independent contribution to an anthology, if they fulfill the general requirements for contributions to anthologies: they have to be peer reviewed research publications according to the definitions in section 2 and fulfill the rules below for contributions to anthologies. In this way, new or extensively rewritten chapters, which are the final product of a research effort, can be registered as a contribution to an anthology, where the textbook is regarded as the anthology. For example, this could apply to law study textbooks.

Generally, the following rules apply for articles in anthologies:

1. Only anthology contributions in which new research results are presented for the first time are eligible for points in the BFI. Contributions classed as communication do not yield BFI points. Thus, prefaces, introductions or postscripts may not be registered as research, unless they are independent research contributions. For example, this may include synthesising contributions that are the product of independent research and clearly exceed what is expected of an introduction and have undergone peer review.

2. Editing of an anthology is not eligible for points in the BFI. Consequently, editors of an anthology may not be registered as authors of the entire publication.

3. Individual contributions to an anthology are not eligible for BFI points when republished, unless changes made to content are so substantial as to constitute a new, original contribution to research in the field. In such cases, a new peer review will be required to substantiate the article’s new scientific contribution to the field.

Examples of articles in anthologies eligible for BFI points:

- New chapters in basic textbooks: Entirely new chapters in basic or broad textbooks, whose content has not previously been published elsewhere, can be registered as contributions to anthologies. For example, substantial rewritten chapters in the legal basic textbook with the title "Lærebog om indkomstskat" (Textbook on income tax) can be registered as contributions to an anthology, because fully or partly rewriting of several chapters has been needed due to considerable changes in the law and sentencing within the field of tax law.
6. Publication types on the BFI list of series

The BFI list of series includes the following publication types: research articles in journals, books and reports in book series, contributions to books and reports in book series and conference contributions within specific fields of research. In order to be added to the BFI list of series, the publication channel must have fixed routines for peer review.

6.1 Articles in journals

Many scholarly journals contain a variety of genres, yet not all comply with the criteria for assignment of points in the BFI. Editorials, debates, reviews and interviews are examples of genres which, as a general rule, do not yield points, since they are not peer-reviewed. Researchers themselves know whether their contribution has been peer-reviewed. However, it may be of help to those responsible for registration that many journals are divided into sections indicating which parts of the journal have been peer-reviewed and which have not. Reference and communication articles that do not comply with the requirement for being based on research activity are further examples of content that will not trigger assignment of points. A notable exception is the so-called ‘review article’, which presents an overview of all relevant research within a field. Review articles are expected to be analytical and are therefore considered the product of original research themselves. Book reviews, on the other hand, that merely cover one or a few works are not considered review articles.

Examples of journals containing numerous genres:

As with all other publications that yield BFI points, articles in scholarly journals must comply individually with the BFI requirements for research publications and peer review in order to trigger assignment of points. Three Danish examples are listed below, because they occur in BFI:

- **Historisk Tidsskrift (Danish Journal of History)** is an example of a humanistic journal with composite content. It features contributions in the following genres: articles, dissertations, discussions, obituaries and reviews. Only articles and dissertations are reviewed by an external peer and, thus, are eligible for BFI points. Contributions in the other categories do not yield BFI points, since they are edited in their entirety by the journal’s editors and there is no external peer review.

- **Ugeskrift for Læger (Journal of the Danish Medical Association)** is an example of a journal with both professional and scientific content. The journal is divided into a section with content of general interest and a section with content marked as ‘scientific’. However, it should be noted that not all sub-genres in the scientific content section comply with BFI criteria for a research publication. For example, editorials and debate contributions do not comply with BFI criteria for research publications. The same applies to the picture of the week. However,
overview articles and ‘status articles’ in the journal do comply with BFI criteria for research publications.

- **Skattepolitisk Oversigt (Danish Taxation Policy Review)** is an example of a law journal with composite content. In addition to articles, the journal contains reports of tax provisions, judgements and rulings, which are not analytical genres as they solely report content provided by the relevant authorities.

### 6.2 Books and reports in book series

Scholarly book series have their own scientific editorial panel. The panel is responsible for the content and one of its members may peer review the publication as long as he or she is not the editor of the publication in question. Book series must normally have a general serial number (ISSN) for the series and an individual number (ISBN) for each book. Beyond this, books in book series and contributions to anthologies in book series are subject to the same rules as those applying to a monograph and contributions to anthologies that are not published as part of a book series.

### 6.3 Contributions to books and reports in a book series

For contributions to books and reports in a book series do the same rules apply as for articles in anthologies. The only difference between the two categories is the publication channel, where articles in anthologies are published at a book publisher, contributions to books and reports in a book series is published in a books series at a publisher.

Thus, only contributions to books and reports in a book series in which new research results are presented for the first time are eligible for points in the BFI. Prefaces, introductions or postscripts may not be registered as research, unless they are independent research contributions and have undergone individual peer review before publication.

For more elaborate guidelines see paragraph 5.2 Articles in anthologies.

### 6.4 Contributions to a conference

The ‘Conference Contribution’ category is solely for fields of research that regard such contributions as a conclusive publication type (such as computer science). Thus, this category does not cover the general publication of provisional research results presented at a conference. Readers are referred to the BFI home page for an updated overview over the expert panels that are allowed to have conference series on their part of the BFI list of series: https://ufm.dk/en/research-and-innovation/statistics-and-analyses/bibliometric-research-indicator/bfi-rules-and-regulations

A conference series is a series of recurrent conferences (i.e. events). Conference Series is a BFI term for a recurrent event, held at regular intervals. The term Conference Series was coined to distinguish between publications from different conferences which share a publication channel.

The aim is to be able to categorise conference contributions according to the conference series such that the latter takes precedence if it is more prestigious than the channel in which the conference contribution is subsequently published. For example,
Conference contributions from a wide variety of conferences are published in the Lecture Notes in Computer Science, which is a book series ranked at Level 1. Some of the contributions in Lecture Notes in Computer Science are from conferences ranked at Level 2. The conference contribution category ensures that, such contributions are ranked at the level of the conference, even when they are published in an outlet that is ranked at Level 1 such as Lecture Notes in Computer Science.

For a conference contribution to be assigned BFI points, it must be published in a publicly available channel. This means, for example, that conference contributions merely circulated at the conference on a USB stick will not be assigned points as this is not a publicly available publication channel. It must be possible for others to access the conference contribution subsequently. However, it is not a requirement that the conference has status of open access.

The entire conference contribution must have been peer-reviewed. Consequently, it is not sufficient for the abstract to be peer-reviewed in connection with the conference or for the abstract alone to be published.

A conference contribution can generate BFI points in three ways:

1. The conference contribution must fulfill the BFI criteria for a research publication and be published in a conference series on the BFI list for series (the conference series’ level will determine the number of BFI points)
2. The conference contribution must fulfill the BFI criteria for a research publication and be published in a series on the BFI list for series (the series’ level will determine the number of BFI points)
3. The conference contribution must fulfill the BFI criteria for a research publication and be published in a publisher on the BFI list of publishers (the publisher’s level will determine the number of BFI points)

It is important to register all information on the conference contribution, since there can be a difference in the level of the conference series, the series and the publisher. Furthermore, points are attributed in a prioritized sequence: First, on the basis of the conference series, if information on the conference series is registered. Secondly, on the basis of the series, if information on the series is registered, but no information on the conference series is registered. Finally, on the basis of the publisher, if information on the publisher is registered, but neither information on the conference series nor on the series is registered.
7. Publication types not on the lists

7.1 Patents

A patent is an exclusive right assigned to a technological invention for a limited period, typically 20 years. Rights are assigned by a patent authority at national or supranational level. As the patent process can take several years, the patent is registered while it is still at the application stage.

Patents are registered when the application is published in one of the publicly available patent databases, e.g. Espacenet, WIPO, USPTO, DKPTO, etc. At this point, the application is given a priority date and a publication date, and these may be added to the registration.

It is the unique invention that yields BFI points. It is therefore only the patent that claims priority, which is to be registered; subsequent patents of the same family are not to be registered individually. Equally, it is the first registration of a patent in a database that yields BFI points and later registrations in different national contexts should not yield points.

7.2 Higher doctoral dissertation

Contrary to PhD dissertations, doctoral dissertations written to obtain the Danish ‘doktorgrad’ (e.g. dr.phil) intrinsically qualify for BFI points. The dissertation may not be registered until it has been successfully defended. In addition, the dissertation itself may be awarded points if it is subsequently issued by a publisher on the publishers list according to standard rules.
8. Version history

<table>
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| 11      | Revision: The category "Commissioned" has been corrected (section 2.1 – textbox)  
Addition: New category under monographs – Critical editions (section 5.1)  
Addition: Review articles (section 6.1)  
Correction: Conference Contributions (section 6.3) |
| 12      | Deleted: Text on analyses of data quality in BFI (section 1)  
Revision: Rewording item no. 4 about authors (section 3)  
Deleted: The original item no. 6 about honorary doctors (section 3)  
Addition: Example about critical editions (section 5.1)  
Addition: New category under monographs – “Revisions of monographs and textbooks for students” (section 5.1)  
Addition: New text on registration of chapters in textbooks as articles in anthologies (section 5.2)  
Addition: New example of a law study textbook for students, whose chapters can be registered as an article in an anthology (section 5.2)  
Revision: Rewording the sentence about Open Access (section 6.3) |
| 13      | Addition: Addition of the publication channel “report” throughout the guidelines, specifically concerning monographs, articles in anthologies and contributions to books in a book series  
Addition: New paragraph 6.3 on contributions to books and reports in a book series  
Addition: new text on chapters in textbooks, in the box on page 5  
Addition: modification of wording on textbook for students on page 11  
Deletion: requirement for ISBN number for anthologies and requirement for ISSN number for series |
| 14      | Revision: Correction of wording and changing the spelling of PURE to Pure throughout the document  
Correction: Revision of the text in section 6.1, example (Ugeskrift for Læger)  
Addition: Reference to the BFI homepage for an updated overview over the expert panels that are allowed to have conference series on their part of the BFI list of series  
Addition: New text in section 6.4 on conference series, specifically on point generation for conference contributions |
| 15      | New version due to changes in the Danish version. Correct text in the English version |
| 16      | Addition: Added “normally” to section 6.2 Books and reports in book series, p. 15 |