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IODP³ Publication Policies

Proceedings of the International Ocean Drilling Programme



INTERNATIONAL OCEAN DRILLING PROGRAMME

IODP³ Publication Policies

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Change Log

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Approved by: IODP³ Science Office Directorate

List of changes:

- **Contents:** Added new contents page as the length of the document has been expanded.
- **Throughout:** Modified text relating to SPARC publications to change terminology for main results sections of the Proceedings from “SPARC Data Reports” to “SPARC Results” and to include Data Reports as additional PIODP publications with the same remit as for offshore operations.
- **Section 3:** Reworded to improve clarity and to incorporate information on timing of publications. Added new diagram of publication timelines for offshore and SPARC expeditions (Figure 1).
- **New Section 4:** Reconciled offshore and SPARC expedition publication obligation deadlines to be the same relative to the end of the moratorium period/funded period. Obligations may now be met by either submitting to the open literature within 24 months or by submitting a PIODP Data Report within 36 months of the end of the moratorium period/funded period.
- **Minor changes:** Multiple small changes to the text to improve clarity without changing intention of policies.

1. Focus and Scope

The *Proceedings of the International Ocean Drilling Programme* (hereafter referred to as the *Proceedings*) is produced in collaboration with Copernicus Publications and publishes reports and research results for IODP³ offshore and SPARC (Scientific Projects using Ocean Drilling Archives) expeditions. *Proceedings* volumes are freely accessible to international researchers and scientists, as well as citizen scientists and the public via the journal homepage at <https://www.proceedings-iodp3.net/> or the IODP³ website at <https://iodp3.org/publications/>.

2. Content of *Proceedings* volumes

2.1. For IODP³ offshore expeditions

Scientific Prospectus: this outlines the expedition background and objectives; drilling, coring, and logging strategies; proposed drill site descriptions; expedition risks and contingency planning; and sample and data sharing strategies. It outlines how the expedition contributes to the vision provided by the “*2050 Science Framework: Exploring Earth by Scientific Ocean Drilling*”.

Expedition Summary: this expands the scientific background and expedition objectives defined in the Scientific Prospectus; describes drilling, coring, and logging operations; presents principal standard measurements results for each drilling/coring site; and assesses the achievement of expedition objectives.

Methods: this consists of a methods paper describing shipboard and shore-based measurement analytical methodology.

Site Reports: these consist of individual manuscripts, one per drilled site. Each Site Report presents the site operations and shipboard/shore-based results for core description and micropaleontology/biostratigraphy, organic and inorganic geochemistry, microbiology, paleomagnetism, and physical properties analyses, plus downhole measurements and other disciplines, as applicable.

Data Reports: these present data sets from new, post-operations, shore-based analyses of samples from cores collected during the expedition, and synthesis papers, which review and synthesize expedition research or results. Results should be presented and briefly described without detailed interpretation, and associated datasets should be appended as supplementary material in an accessible format (e.g. as Excel spreadsheets) and/or made available in an online data repository (e.g., PANGAEA, Zenodo).

2.2. For IODP³ SPARC expeditions

Scientific Prospectus: this outlines: the scientific background to the SPARC expedition; its objectives and how they relate to the ambitions of the *2050 Science Framework*; the scientific ocean drilling legacy resources planned to be used by the SPARC expedition; the analytical techniques and methods planned to be employed; sampling and data collection strategies; risks and contingency planning; and plans for sample and data sharing.

Expedition Summary: it expands upon the background and SPARC expedition objectives defined in the Scientific Prospectus; describes interdisciplinary methodological approaches employed; presents principal results obtained to date; and assesses progress towards achieving the SPARC objectives.

SPARC Results: these present the new data produced during the three-year funded SPARC period. Results should be organised logically by discipline into individual papers, with each describing the context and rationale for the analyses undertaken, including an outline of the specific method(s) employed, the results of the analyses, and a brief discussion of their first-order interpretation and

significance. Associated datasets should be appended as supplementary material in an accessible format (e.g. as Excel spreadsheets) and/or made available in an open-access online data repository (e.g., Zenodo).

Data Reports: these present additional data sets produced after the end of a SPARC funded period that are not reported elsewhere in the open literature. Results should be presented and briefly described without detailed interpretation, and the associated datasets should be appended in an accessible format (e.g. as Excel spreadsheets) and/or made openly accessible in an online data repository (e.g. Zenodo).

3. Manuscript preparation, submission and timing

In general, IODP³ implements ~1 – 3 offshore expeditions per year and supports 3 SPARC expeditions per year, each producing an associated *Proceedings* volume.

3.1. For IODP³ offshore expeditions

The expedition Scientific Prospectus is written by the expedition Co-Chief Scientists and Expedition Project Manager(s). The draft Prospectus should be sent to the IODP³ Publications Manager for preliminary editorial checking and then submitted to the *Proceedings* journal, for publication after completion of the external peer-review process. The Prospectus is normally published about one year before the start of operations as it is used to advertise the expedition to the science community and attract applications for membership of the Expedition Science Team.

Manuscripts directly derived from an IODP³ offshore expedition (i.e., Expedition Summary, Methods and Site Reports) are prepared during the expedition (including onshore operations when applicable) by the whole Science Team. These documents (including all text, figures and tables) must be sent to the IODP³ Science Office immediately after the end of the operational phase.

The Expedition Summary is subsequently submitted by the Co-Chief Scientists to the *Proceedings* journal no later than six weeks after the end of operations for publication approximately six weeks later (Figure 1a).

To facilitate publication of high-impact results obtained during the expedition in the open literature, the Co-Chief Scientists may request a delay to the submission and publication of their Expedition Summary in the *Proceedings* volume by negotiation with the *Proceedings* Editorial Board (contactable by email at publications@iodp3.org).

The Methods and Site Reports are revised and polished during an Editorial Meeting by a team composed of the Co-Chief Scientists, the Expedition Project Manager(s) and a group of scientists selected from the Science Team members. The Editorial Meeting is organised by the IODP³ Science Office Publications Manager in collaboration with the Co-Chief Scientists and Expedition Project Manager(s). It is held virtually three to five months after the end of operations (Figure 1a). Methods and Site Reports are then held by the IODP³ Science Office for subsequent submission to Copernicus by the Co-Chief Scientists in time to allow publication at the end of the one-year Moratorium Period[†] (taking into account the time required for completion of peer-review and revision processes) (Figure 1a).

Data Reports are prepared and submitted to the *Proceedings* journal by the relevant authors at any time from the end of the moratorium period up to 36 months later (Figure 1a).

[†] The start of an expedition Moratorium Period corresponds to either the end date of operations or the date when personal samples for post-expedition research are issued to Expedition Science Team members (whichever is latest)

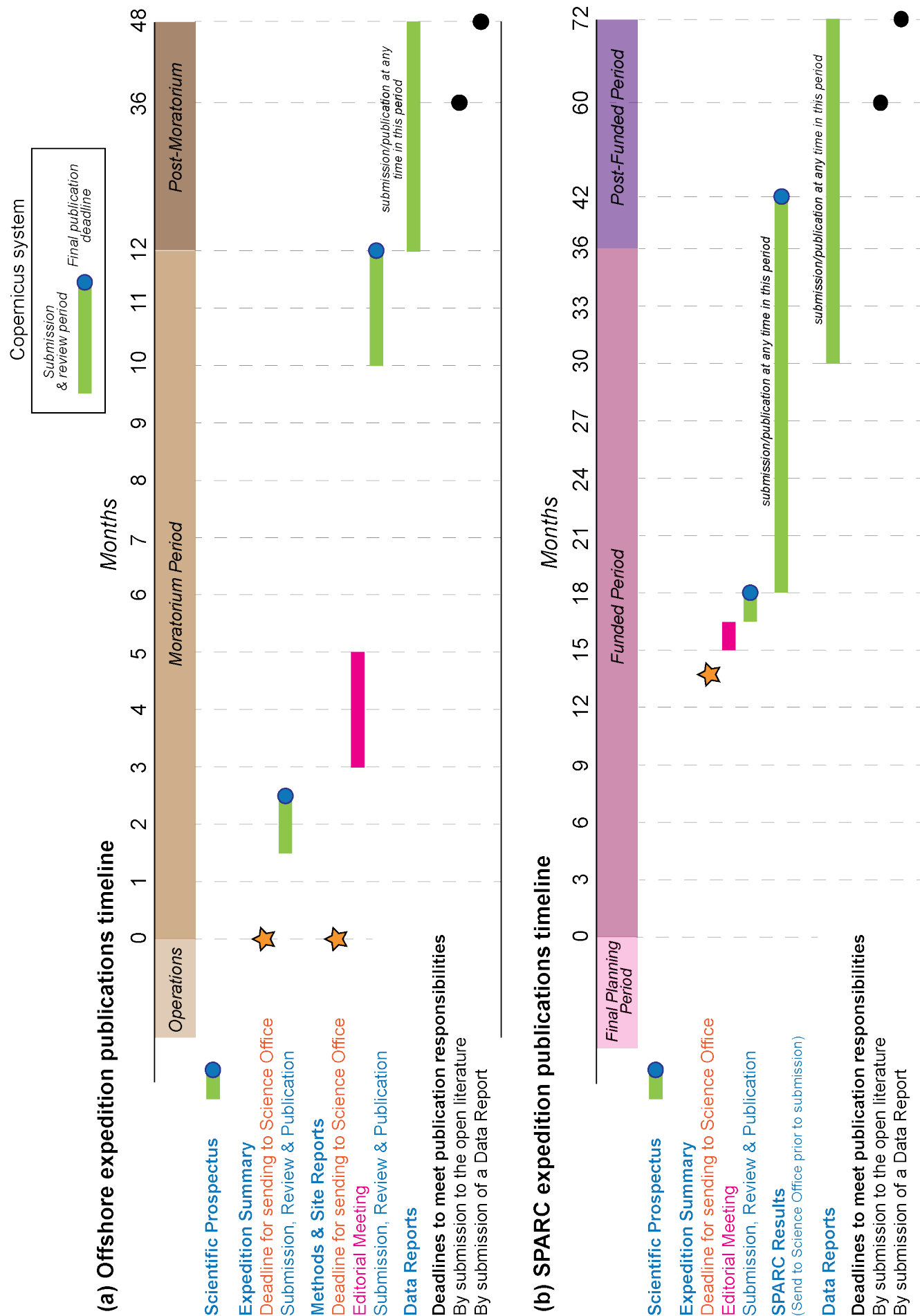


Figure 1. Timelines for IODP³ expedition publications

3.2. For IODP³ SPARC expeditions

The SPARC Scientific Prospectus is written by the Co-Chief Scientists of the SPARC expedition shortly after funding for the SPARC is confirmed. The draft Prospectus should normally be sent to the IODP³ Publications Manager no later than 1 September in the year of the award. Following preliminary editorial checking by the Science Office, the Prospectus is then submitted to the *Proceedings* journal by the lead Co-Chief Scientist, for publication after completion of the external peer-review process. It is then used to advertise the expedition to the science community and attract applications for membership of the Expedition Science Team.

The Expedition Summary and SPARC Results papers are prepared and submitted to the *Proceedings* journal by the Co-Chief Scientists and by the Science Team members, respectively.

The Expedition Summary (including all text, figures and tables) must be sent to the IODP³ Science Office in advance of a virtual Editorial Meeting organised by the Publications Manager. The Editorial Meeting allows the Co-Chief Scientists and scientists selected from the SPARC Science Team members to finalise the document prior to submission to Copernicus by the lead Co-Chief Scientist. The Expedition Summary is normally published no later than 18 months after the SPARC start date (Figure 1b).

To facilitate publication of high-impact results obtained early during the funded period in the open literature, the SPARC Co-Chief Scientists may request a delay to submission and publication of their SPARC Expedition Summary in the *Proceedings* volume by negotiation with the *Proceedings* Editorial Board (contactable by email at publications@iodp3.org).

SPARC Results papers may be submitted for publication at any point after publication of the Expedition Summary but must be published no later than six months after the end of the funded period (Figure 1b). There is no editorial meeting for the SPARC Results, however, the Co-Chief Scientists are required to send a copy of the SPARC Results to the IODP³ Publications Manager for approval before submission.

SPARC Data Reports may be submitted up to 36 months after the end of the SPARC funded period (Figure 1b).

4. Publications Obligations and Responsibilities

Offshore and SPARC Expedition Science Team members as recipients of samples from core repositories are obligated to publish their results in English in a peer-reviewed international journal or book in the open literature, or as a peer-reviewed data report.

To fulfil this obligation, Science Team members of an offshore expedition must either: (a) submit their manuscript(s) to peer-reviewed journals within 24 months of the end of the moratorium; or (b) submit a Data Report to the dedicated *Proceedings* volume no later than 36 months after the end of the moratorium (Figure 1a).

To fulfil their obligations, Science Team members of a SPARC expedition must either: (a) submit their manuscript(s) to peer-reviewed journals within 24 months of the end of the funded period; or (b) submit a Data Report to the dedicated *Proceedings* volume no later than 36 months after the end of the funded period (Figure 1b).

Failure to meet the publications obligation may result in the denial of future sample requests or future applications to participate in IODP³ (offshore and SPARC).

Science Team members should also refer to the [Sample, Data, and Obligations Policy](#) document to fully understand their responsibilities.

Citation details of all expedition-related papers accepted for publication in the open literature (outside the *Proceedings* volume) should be emailed to the IODP³ Publications Manager at publications@iodp3.org upon publication so they may be added to the expedition bibliographic database maintained by the Science Office .

5. Authorship and Acknowledgments

5.1. Authorship Requirements

IODP³ expeditions depend on contributions from the whole Science Team to ensure successful outcomes. It is therefore IODP³ policy that all expedition-related outputs submitted and published both in the open literature and in *Proceedings* volumes should be co-authored by all Expedition Science Team members. This policy applies for a three-year period (36 months) that begins either at the start of the moratorium period for offshore expeditions or at the start of the funded period for a SPARC expedition. During this period, lead authors are required to list all Science Team members individually in full as co-authors to ensure that publications are linked to the ORCID, Scopus or other online bibliographic database records of Science Team members. The only exception is if the journal regulations specifically limit the number of authors that may be listed, in which case the form “...and the IODP³ Expedition XXX(S) Scientists” in the authorship should be used instead, where ‘XXX(S)’ refers to the expedition number assigned by IODP³ .

5.2. Acknowledgments

5.2.1. For IODP³ offshore expeditions

In all submitted manuscripts (with the exception of Scientific Prospectuses), authors are required to acknowledge receipt of samples and data from IODP³ by including the statement “This research used samples and data provided by the International Ocean Drilling Programme” in the acknowledgments. For offshore expeditions, it is also good practice to acknowledge the contributions made by the Captain and crew of the relevant drilling/coring platform.

5.2.2. For IODP³ SPARC expeditions

In all submitted manuscripts (with the exception of Scientific Prospectuses), authors are required to acknowledge receipt of samples and data obtained by all relevant scientific ocean drilling programmes by including the statement “This research used samples and data provided by the [XXX](#)” in the acknowledgments (where [XXX](#) is replaced by a list of the programmes that acquired the samples and data used by the SPARC, drawn from the Deep Sea Drilling Project, Ocean Drilling Program, Integrated Ocean Drilling Program, International Ocean Discovery Program and International Ocean Drilling Programme). It is also good practice to acknowledge the contributions made by the relevant core repositories.

6. Editorial Board and Reviewing

The Editorial Board of the *Proceedings* consists of the IODP³ Science Office Publications Manager (acting as Managing and Chief Editor), Lead Director and Co-Director of the IODP³ Science Office (acting as Chief Editors) and a group of Topic Editors. Topic Editors are selected, based on their subject expertise and taking into account balances in nationalities (by workplace), career stages, and gender, via an open call for expressions of interest issued by the IODP³ Science Office. They are then invited by the Chief Editors and serve on a volunteer basis for one or two *Proceedings* volumes for a term of three years (renewable).

The content of each *Proceedings* volume is peer-reviewed using the Copernicus review system by scientists with no formal connection to the associated offshore or SPARC expedition.

Submitted manuscripts and reviews for Data Reports are made publicly available via the journal website (<https://www.proceedings-iodp3.net>).

7. Open Access Policy

The *Proceedings* is published as a Copernicus Publications open-access journal, and all articles in *Proceedings* volumes, as well as any corresponding material such as supplementary files, are accessible online and free of charge to everyone worldwide. Anyone may share (copy and redistribute in any medium or format) and adapt (remix, transform, and build upon) the work as long as the original author is given appropriate credit, a link to the licence is provided, and possible changes are indicated. This corresponds to the **Creative Commons Attribution 4.0 License**.

8. Publications Archiving and Indexing

Copernicus Publications makes sure that the contents of the *Proceedings* are indexed and archived worldwide in as many (e-)archives, search engines, and databases as possible, in order to guarantee their maximum dissemination and impact. This includes:

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 - **CLOCKSS**
 - **Deutsche Nationalbibliothek (German National Library)**
 - **Library of Congress (USA)**
 - **Portico**
- Indexing and abstracting services:
 - **CNKI (China National Knowledge Infrastructure)**
 - **Compendex**
 - **EBSCO**
 - **GeoRef**
 - **(Chinese Academy of Science)**
 - **Google Scholar**
 - **J-Gate**
 - **World Public Library**

9. Publication Ethics

The *Proceedings* is published by Copernicus Publications and follows their ethical standards to ensure the high quality of scientific publications, credibility of scientific findings, and that authors receive credit for their work.

Copernicus Publications has several policies in place to guarantee high ethical standards. These guidelines can be viewed in the **general terms**, the **general obligations for authors**, the **general obligations for editors**, and the **general obligations for referees**.

Copernicus Publications is a member of, and subscribes to the principles of, the **Committee on Publication Ethics (COPE)**. Copernicus Publications especially recommends COPE's **Code of Conduct and Best Practice Guidelines for Journal Editors** as well as the **Ethical Guidelines for Peer Reviewers** as best practice. As a founding member of **OASPA (Open Access Scholarly Publishers Association)**, Copernicus Publications also pursues OASPA's principles of transparency and best practices in scholarly publishing.

Amongst other duties, the *Proceedings* Editorial Board has to ensure that all manuscripts received by the journal are reviewed for their scientific content without regard to sex, gender, race, religion, citizenship, etc. of the authors. Furthermore, the editors need to ensure that any information regarding manuscripts submitted by the authors is kept confidential.

The reviews of submitted manuscripts must be done objectively, and the referees should express their views clearly with supporting arguments. Furthermore, referees need to be aware that any information regarding the manuscripts they are reviewing should be treated as privileged information.

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- ensuring **author's copyright and a liberal distribution licence**.

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In order to avoid ethical violations, the *Proceedings* is committed to only publishing original material that was not published before. Please also view the **general terms**.

Author contribution and funding statement:

All authors listed on a presented scientific work must have contributed a significant part to it. Vice versa, all persons who contributed to the presented work need to be named in the list of authors. In addition, sources of financial support, if any, must be clearly disclosed.

Citation manipulation:

Any manipulation of citations (e.g. including citations not contributing to a manuscript's scientific content, citations solely aiming at increasing an author's or a journal's citations) is regarded as scientific malpractice.

Plagiarism:

Plagiarism means the use of any material and ideas developed or created by another person without acknowledging the original source. To avoid any form of plagiarism, each manuscript newly submitted to the Copernicus Office Editor (Copernicus online editorial support system) will be checked regarding plagiarism using **iThenticate**. The decision on whether a manuscript should be rejected because of fraud or should proceed to the peer-review process rests with the handling editor. The similarity reports are also made available to referees.

The Copernicus Office Editor automatically informs the handling editor and the Copernicus Publications Editorial Support if an author whose former manuscript was rejected because of fraud submits another manuscript to one of the journals published by Copernicus Publications. It is up to the respective handling editor to decide on whether the new manuscript should be considered for peer review.

10. Data and Reproducibility

Data sets published in the *Proceedings* are freely accessible to any user. Authors should present an accurate and complete account of work performed and contain enough detail and references to permit others to replicate the work. Data should be represented accurately to enable readers to appraise and use the published data.

11. Intellectual Property

Submitted manuscripts should contain no proprietary material protected by patent or patent application; responsibility for protection of proprietary material rests solely with the author(s) and their organizations. The corresponding author is responsible for obtaining all necessary copyright release permissions for the use of any copyrighted materials in the manuscript prior to the submission.

12. Allegations of Misconduct

In cases of alleged misconduct, the IODP³ Science Office and Copernicus Publications will follow COPE recommended practices. Concerns about potential research or publication misconduct should be addressed directly to the IODP³ Science Office Publications Manager (email: publications@iodp3.org). Investigations into misconduct may result in a correction or other note published in the volume and the CrossMark validation metadata updated.

13. Complaints and Appeals

Complaints and/or appeals should be addressed directly to the IODP³ Science Office Publications Manager (email: publications@iodp3.org).