

USN-SE Publication Procedure

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Abstract

Systems Engineering research takes place in close cooperation with industrial companies. This document describes a *Conduct of Behavior* for Confidentiality of information from the company where the research takes place. Also a *Publication Procedure* is described.

Distribution

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All information exchanged between researcher and company is to be treated as confidential

Academic supervisors are not allowed to make any confidential information public without permission of the company

Exception is information that was already known to the supervisor or is already public

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Principles of the Publication Procedure

Publications will always be reviewed by the company where the research has been done

The review identifies confidential or sensitive issues in the concept paper

All confidential and sensitive issues have to be solved before the paper can be published

Companies appoint a contact person who will ensure timely review by the company

Examples of Issues to be Identified by Review

Business, customer, organizational, or technical confidential information

market
share

name or
product

department
size

choice of
technology

Not (yet) protected intellectual property

"we use new high pressure sealing concept"

Negative image

"our company does skip reviews"

Identify issues as specific as possible

Suggestions to resolve issues are welcome, but don't prescribe solutions

Detection of content quality problem are welcome, but not the main purpose of the company review.

Publication Procedure

author submits paper that has been reviewed by supervisors	we recommend to submit the concept at least 4 weeks before publication dead line
contact person ensures review within 2 weeks	
author solves all identified issues	these steps may be iterated a few times
author resubmits revised paper	
contact person gives permission for publication when all issues are solved satisfactory	this step normally takes a few days

Example of Company Review Process

1. the author makes an evaluation/review of the paper to identify potential changes (to remove confidential or sensitive information); this should be a short report with clear notes
2. the paper and this short report are submitted to the person responsible for the review process.
3. KM need 4-6 weeks to ensure a qualitative review.