

Research Publications Policy

POLICY COVERSHEET

# Key Details

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| **POLICY TITLE** | Research Publications Policy |
| **DATE APPROVED** | 02 March 2022 |
| **APPROVING BODY** | Research & Innovation Committee |
| **VERSION** | 3 |
| **PREVIOUS REVIEW DATES** | December 2017 |
| **NEXT REVIEW DATE** | March 2025 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** | *No major change* |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | Open Research Policy |
| **IMPLEMENTATION DATE** | March 2022 |
| **POLICY OWNER (JOB TITLE)** | REF & Policy Manager |
| **UNIT / SERVICE** | Research & Innovation Services |
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# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.0 | December 2008 | First version |
| 2.0 | December 2017 | Second version  |
| 3.0 | March 2022 | Third version |

# Policy Hub

## For further information on policies:

1. You can go to the Secretariat pages on InSite at [https://outlookuwicac.sharepoint.com/sites/Secretariat](https://outlookuwicac.sharepoint.com/sites/Secretariat/);
2. You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://www.cardiffmet.ac.uk/about/policyhub/); or
3. Contact policies@cardiffmet.ac.uk.

# Introduction

## **Purpose**

### Cardiff Met recognises the importance of the outputs produced by its research community and aims to manage their production in order to ensure maximum value both to the authors themselves and the institution as a whole.

## **Scope**

### This policy should be brought to the attention of all researchers. It will apply equally to academic staff and postgraduate students.

### Matters related to the publication of outputs must be discussed in the development stages of any proposed project and, wherever possible, issues of authorship will be settled prior to the commencement of a project

### In all cases, the approach taken should be consistent with the conventions of the academic discipline(s) or subject field(s) in question.

## **Definitions**

### A research output can take many forms and is defined by the Research Excellence Framework as *the product of research, briefly defined as a process of investigation leading to new insights, effectively shared*. For the purposes of this policy a research output includes any output type accepted by the Research Excellence Framework, this includes text-based outputs, image-based outputs, performance, design and software

# Authorship

## It is generally agreed that authorship requires a genuine and significant contribution to a research output, and the ability to take responsibility for the output. Contributions may be to the conceptualisation, planning, conduct, or analysis of the research, or to the production of a research output.

## Where the research forms an important part of a student’s award then the expectation is that the student will conduct the research, analyse the results and produce the research output.

## First/senior authorship should generally go to the person who has been responsible for conducting the research, analysing the results and producing the research output. For a research output derived from student work, the student would normally be the first author. This should apply regardless of where the concept for the research originated.

## Where the student is carrying out a part of the project to be reported with other parts not carried out by them, then issues surrounding authorship are more complex. However, the principles outlined in 3.1, 3.2 and 3.3 above will still apply.

## Anyone who has made a significant contribution in the form of technical assistance should have their contribution recognised in the acknowledgement section of the paper. This could include provision of access to equipment, donation of materials, carrying out routine laboratory analysis of materials or advice on a specific aspect of the work.

2.6 In instances where authorship is contentious, a resolution should be sought in the first instance via liaison with the School Associate Dean of Research. In cases where the ADR is directly involved in the research, the teams should approach an alternative ADR (or equivalent), or a relevant individual above ADR level to mediate discussions. It would be preferable in such cases to approach an individual who is familiar with the subject field and its conventions.

# Publication and/or dissemination of research outputs

## Cardiff Met is committed to increasing the quality, integrity and accessibility of our research by supporting a growing culture and practice of Open Research. Authors should therefore familiarise themselves and ensure compliance with the Cardiff Met Open Research Policy.

## Authors must also comply with the Open Access requirements of the relevant publisher at all times and, where applicable, also ensure that any publishing requirements of the funder(s) of the research are adhered to.

## As a general principle, research findings should not be reported in the media until the corresponding research outputs have been accepted for publication (or any other form of distribution in the case of non text-based outputs).

## Publication of multiple outputs based on the same set(s) or subset(s) of data is not acceptable except where there is full cross-referencing within the papers (for example, in a series of closely related work, or where a compete work grew out of a preliminary publication and this is fully acknowledged[[1]](#footnote-1).

# Roles and Responsibilities

## This policy applies to all individuals who are engaged in research at Cardiff Metropolitan University.

## The Research & Innovation Committee has strategic ownership of the policy and is responsible for monitoring its use and for reviewing it periodically, in line with the University Schedule for Policy Approval.

# Related Policies and Procedures

## Researchers should familiarise themselves and ensure compliance with the Cardiff Met Open Research Policy and adhere to related open access procedures.

# Review and Approval

## This policy will be reviewed by Research & Innovation Committee every three years, in line with the University Schedule for Policy Approval, or more frequently if deemed necessary.

1. This point does not relate to scenarios where a single output is produced and disseminated at various locations eg as part of a series of public exhibitions. [↑](#footnote-ref-1)