



COLLEGE OF LIFE SCIENCE

GUIDANCE NOTE ON PUBLISHING YOUR RESEARCH

(i) Authorship Affiliations

The University Library has issued a Policy on institutional affiliation in research publications and you are advised to refresh your understanding by reading the policy at:

<https://uniofleicester.sharepoint.com/sites/staff/research-enterprise-support/research-support/Shared%20Documents/institutional-affiliation-policy.pdf?csf=1&e=NbFIQe>

In summary:

1. All University authors must cite University of Leicester as their institutional research base when recording their affiliation in research articles, conference papers and other publications.

2. Where an author holds joint affiliation, for example as a clinical professor, both affiliations, to the NHS Trust and the University, may be cited, but the University affiliation must be included

If you publish with industrial partners, please include as co-authors and cite partner affiliations.

(ii) Contribution Statements and the REF

The final REF Panel Criteria and Working Methods will be published in late January; the current draft is included below, but the number of authors threshold of ten is expected to increase. This document will be reissued when the final rules are published.

Institutions may only attribute co-authored outputs to individual members of staff who made a substantial research contribution to the output. Hence, colleagues are strongly advised to make sure that an author contribution statement is included in all publications stating that they contributed to BOTH the conception/design/execution of the work AND the drafting/writing/critical review of the manuscript.

For outputs being selected for submission to UofAs 1, 2, 3, 4 and 5

Main Panel A supplementary criteria – co-author contribution

No additional information is required in form REF2 about the author's contribution to co-authored outputs where either:

- there are fewer than ten authors **or**
- there are ten or more authors but the submitted member of staff to whom the output is attributed is identified as either lead or corresponding author (regardless of the number of authors).

Whether first author, last author, alphabetical or some other order, Main Panel A considers that the lead and corresponding authors should be easily identifiable within the submitted output. Provided the submitted member of staff is clearly identifiable within the output as lead or corresponding author, including any instances of where that role may be shared, no additional information is required.

For each submitted co-authored output where there are ten or more authors **and** where the submitted member of staff is not identified as the lead or corresponding author, institutions are required to affirm the substantial contribution to the research by the submitted member of staff.

This should be done by entering the following statements in REF2, including at least one element from each of a and b:

a. The author made a substantial contribution either to the conception and design of the study; or to the organisation of the conduct of the study; or to carrying out the study; or to analysis and interpretation of study data.

And

b. The author helped draft the output; or critique the output for important intellectual content.

Where the author contribution has been included in the output acknowledgements, this will take precedence to the statement on co-authored outputs. Statements on author contribution will be subject to audit.

***For outputs being submitted to UofA24, Sports and Exercise, Leisure and Tourism
Main Panels C and D supplementary criteria – co-author contribution***

The sub-panels do not require the submission of information about the individual co-author's contribution to a co-authored output and, if received, will take no account of such statements. The sub-panels may seek to verify a contribution via audit.

(iii) Open access and REF

For Research England for **REF2021** to meet eligibility criteria for the REF2021 submission, all peer reviewed journal articles and conference proceedings (with ISSN) **accepted for publication after the 1st of April 2016** must be made open access.

Research England does not have a preferred OA option. The accepted version of manuscript should be deposited to repository within 3 months of acceptance date (3 months of publication date until 1st of April 2018).

In case of green OA, the embargo should not be longer than 12 months (for REF main panels A and B) or 24 months (for panels C and D).

The simplest way to adhere to the Open Access requirements is to ensure that the final accepted version of the manuscript is deposited in the Leicester Research Archive (LRA) within 3 months of acceptance. This can be done direct from the IRIS record of the publication.

For all the information you need visit about Open Access:

<https://www2.le.ac.uk/library/for/researchers/publish/open-access-policies/library/for/researchers/publish/make-your-research-open-access>

Tell us about your new publications

When you publish a new output that you feel could be 3* or 4* and should be considered for submission to REF 2021, please inform your Head of Department/Departmental Research Director, who will then liaise with the [UofA leads](#) and REF Admin team ([Anna Harding](#)) for the College.