

Research Authorship, Publication and Dissemination Policy

| Version | Approved by | Approval date | Effective date | Next full review |
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| 1.0 | Deputy Vice-Chancellor, Research & Enterprise | 15 December 2021 | 1 January 2022 | January 2025 |

Policy Statement

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| Purpose | <p>To outline requirements for:</p> <ol style="list-style-type: none"> 1) determining authorship and providing acknowledgement to other contributors of research outputs at UNSW 2) publication and dissemination of research; and 3) conformity with the UNSW Research Code of Conduct (Research Code). |
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| Scope | <p>This policy applies to the intended publication, publication and dissemination of research outputs, findings and other documents¹ related to research, where one or more of the authors are UNSW researchers.</p> <p>Researchers should note that the dissemination of research findings may be subject to third-party agreements or requirements. Unless subject to third-party agreements, the provisions of this Policy will apply.</p> <p>UNSW recognises that some publishers have specific requirements that may prevail over the specific provisions of this Policy. Where this is the case, researchers will be responsible for retaining evidence of these requirements to</p> |
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2. Guiding principles

2.1. Authorship of research outputs must be:

- a) an honest reflection of a contribution to research
- b) attributed fairly, and consistently with established disciplinary practice; and
- (c) communicated clearly and transparently

4.7. Approve research output and prior to publication

- 4.7.1. All authors must approve the research output before its submission to a publisher or publication platform.
- 4.7.2. All authors must approve the copyright terms prior to publication.
- 4.7.3. The corresponding author must keep written records related to sections 4.7.1 and 4.7.2 that confip 5

- c) they acknowledge and fully disclose the involvement of UNSW and any sponsors, unless there are restrictions on communications which may have been agreed with the sponsor; and
- d) they disclose relevant interests and manage conflicts of interest consistent with the UNSW Research Code, UNSW Conflict of Interest Disclosure and Management Policy and UNSW Conflict of Interest Disclosure and Management Procedure.

This includes fully disclosing relevant interests upon submission of publications and to consider if other actions are required to manage potential conflicts of interest.

5.4. Cite and acknowledge relevant work

Researchers must ensure that they:

- a) cite and acknowledge their own work and the work of others (whether published or unpublished sources) accurately and according to the Research Code, section 4.4 (Acknowledgement of other contributors) above and UNSW Plagiarism Policy, and the accepted conventions within the relevant discipline/s
- b) cite primary sources and data to ensure that credit for research is attributed fairly and to facilitate the easy location of the origin of a work, a finding, and idea or research data; and
- c) where they seek to publish the same research in more than one publication, such as in an original journal article, followed by publication in book form and/or in anthologies, collections and translations that they disclose this detail at

complete work grew out of a preliminary publication, such as an abstract or conference presentation, and this is fully acknowledged).

- e) they accurately describe the state of publication (in preparation, submitted, under review, accepted for publication, in press), research funding (applied for, granted, funding period), and any awards conferred.
- f) publication of the same material translated into different languages is acceptable provided that the original source is fully acknowledged.
- g) re-publication of control data (rather than performing new control experiments) is not acceptable unless a full justification is provided and is approved by the journal editor.
- h) where they submit substantially similar work to more than one publisher, they must disclose this fact to the publishers at the time of submission.
- i) they fully disclose at the time of submission relevant interests to publishers and readers of published works
- j) where research that has not yet been subjected to peer review and is privately reported, researchers must fully disclose the unpublished status of the work and the peer-review mechanisms to which the research output will be subjected.
- k) research data, survey instruments, software, coding manuals and tools, and resources that supported the analysis of research data (in a form that makes them findable and accessible in future), is published or shared with interested parties, where appropriate to do so. These materials should also be stored in accordance with the University's data management policy.

5.8.2. Where research affects or is of particular interest to Aboriginal and Torres Strait Islander peoples and communities, the outcomes of the research must be presented in a format which is culturally appropriate and acceptable.

Researchers must comply with Principle 6 (Recognise the right of Aboriginal and Torres Strait Islander peoples to be engaged in Research that affects or is of significance to them) and Responsibility 6 (Aboriginal and Torres Strait Islander Peoples) of the Research Code.

5.9. Consider potential application and consequences of publication and dissemination of research

The publication and dissemination of research can sometimes have unintended consequences for individuals and communities. Research, especially where it is reported in a preliminary, incomplete, informal or summary form, may be liable to misinterpretation.

Research may also be misused to cause harm to human, animal(s)

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| Researcher/s | <p>Person or persons engaged or affiliated with UNSW who conducts research.</p> <p>At UNSW this includes UNSW academic staff, non-academics/professionals undertaking research, conjoint appointments (those who have been conferred an academic title by UNSW in accordance with the UNSW Conferring Academic Titles Policy), and visiting appointments undertaking research at UNSW, including staff classified as “professional and technical” and casual staff undertaking research at UNSW.</p> <p>Researchers also include Research Trainees, Higher Degree Research (HDR) Candidates and Coursework Students.</p> |
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| Revision History | | | | |
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| 1.0 | President and Vice-Chancellor | 15 December 2021 | 1 January 2021 | New Document |