

St George's, University of London

Research Publications Policy

1. Purpose:

1.1 To ensure the Institution has an up to date and comprehensive record of research activity via the CRIS¹

1.2 To make research publications available on open access via SORA² or a subject repository (e.g. Europe PMC) in line with funder mandates³, and so increase visibility and accessibility of SGUL research to the wider world.

1.3 To facilitate the management of statutory returns (such as REF).

1.4 To ensure that SGUL researcher public web profile pages are kept up to date with publications data from the CRIS.

2. Researchers are required to:

2.1 Check the publication requirements of their funder(s); where possible this should be done before work is submitted for publication to ensure the future publication will meet the requirements.

2.2 Use a standard address convention for St George's, University of London⁴ ensuring joint affiliations with the NHS Trust are acknowledged, where appropriate.

2.3 Have, or register for, an ORCID; make data visible, and update when required by funders and publishers. ORCID account numbers should be logged in MyWorkplace. Benefits are explained below⁵

2.4 If there are 15 or more authors and where the SGUL author is not the lead or corresponding author, include an author statement where applicable to affirm the substantial contribution to the research by the SGUL author(s), to support SGUL REF submission (see 5 below for the REF statements that SGUL will need to make to submit such papers)⁶. Providing the lead or corresponding author is easily identifiable, no additional information is required.

2.5 Make any acknowledgements as required by their funder(s), for example including the name of funder(s) and grant reference number(s) and observe any requirements with regards to research data management.

2.6 Assist with the timely recording of bibliographic information relating to their research outputs in the CRIS, so this data can be transferred into the SGUL public facing website

2.7 Upload a copy of their authors' final accepted manuscript into CRIS for deposit in SORA⁷ within 3 months of the date of acceptance.

2.8 Ensure a copy of their research outputs have been loaded into any subject repository if required by funder, also if it is legally required: see SGUL's Clinical Trial Transparency policy.

2.9 If unsure of funder publication requirements, or how to use CRIS, to seek assistance via openaccess@sgul.ac.uk or sora@sgul.ac.uk ⁸

3. Review:

3.1 This Policy will be reviewed annually by the Scholarly Communications Group, and recommendations for amendment will be submitted to the Research Committee for consideration and approval.

3.2 St George's Library and the JRES will monitor adherence to this Policy, which should be considered alongside other Institutional policies such as Research Data Management Policy, IP Policy and Clinical Trial Transparency policy.

Notes:

1. Current Research Information System (CRIS): this allows for the recording of bibliographic information related to research publications and is a closed system for use only within the Institution.

2. SORA St George's Online Research Archive (SORA) <http://openaccess.sgul.ac.uk> is openly accessible and provides access to the full text for peer-reviewed, published research outputs produced by St George's staff. All content held in SORA is externally available via search engines such as Google and Google Scholar

3. Many of the major funding bodies have in place open access policies which require authors to deposit the author's final version of their papers into a subject-based repository (e.g. Europe PMC) immediately after publication, or as soon as an embargo no longer applies.

Funders may also require that the output is published under a Creative Commons licence specifically the CC-BY licence and be made immediately available on open access upon publication.

Where funders require a version to be made available under specific licence terms, staff are expected to make all reasonable efforts to comply, and some funding for the payment of OA APCs will be available centrally for this purpose.

4. Affiliation:

Where affiliation exists with St George's, University of London only

This policy requires the phrase 'St George's, University of London' to be used in the address for all published research along with the postcode. This will help ensure that all St George's publications are easily identified and retrieved from online databases (e.g. PubMed). It will also help to safeguard the attribution of research outputs to St George's, University of London staff.

When submitting work for publication, St George's researchers should use the address format set out below.

Dr. A. N. Other
St George's, University of London
Institute Name
London, SW17 0RE

Where joint affiliation exists with St George's, University of London and St George's University Hospitals NHS Foundation Trust

This policy requires that both organisations are acknowledged in all outputs from research carried out by those with joint, honorary or other collaborative contracts. This will ensure consistency and increase the visibility of the close collaboration between the University and the NHS Trust.

Where there is joint affiliation the phrases 'St George's, University of London' and 'St George's University Hospitals NHS Foundation Trust' should be used in the address for all published research along with the postcode.

When submitting work for publication, St George's researchers should use the address format set out below.

Dr. A. N. Other
St George's, University of London & St George's University Hospitals NHS
Foundation Trust
Institute Name
London, SW17 0QT

5. Benefits of using ORCID include:

- i. Helps distinguish you and ensures your research outputs are attributed correctly to you.
- ii. You can link it to other systems to cut down on re-entering information across different systems.
- iii. It is an open identifier which means that unlike for example Web of Science, anyone interested in your work does not need a subscription to have an overview of your research and publications.
- iv. Recording your ORCID identifier in iTrent helps SGUL with oversight of how well we are meeting our funders moves towards open research practices.
- v. For further information and guidance see the [ORCID website](#) or the [Help tab in CRIS](#)

6. CASRAI [Contributor Roles Taxonomy](#) (CRediT) in use by some publishers and EPMC can be used as a guide for description of roles. REF statements: i) 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 ii) The author helped draft the output; or critique the output for important intellectual content. An author statement should not exceed 300 words.

7. The authors' final accepted manuscript is the version after peer-review, revision and checking that is sent to the publisher for printing.

The upload must be made within three months of date of acceptance for publication for journal articles and conference proceedings with an ISSN to be eligible for the 2021 REF.

If a publisher provides access within three months of acceptance to the published version, the terms and conditions of which allow for redistribution, this can be deposited instead of the final accepted manuscript.

8. Library staff can manage the subsequent upload of any published version where the final accepted manuscript has already been uploaded, and will resolve any duplicate record issues.

Library staff will use Sherpa-Romeo and Sherpa-Fact to check publisher copyright and archiving policies. Where a publisher requires an embargo on making an item openly available, the item will only be made publicly available via SORA once the embargo period has expired.

Under no circumstances will staff be required to make publications available in contravention of UK copyright law. If a publisher disallows making a copy openly available, a closed access deposit will be required for REF – i.e. the manuscript should be uploaded but will not be made publically available.

Items deposited should be in PDF format.

Full training to assist staff in depositing material will be provided.

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Scholarly Communications Group