

Guidelines for authorship, publication and acknowledgement for work produced through The Australian Prevention Partnership Centre

Purpose and scope

The purpose of these Guidelines is to outline the processes in relation to authorship, publication and acknowledgement of all publications and communications resulting from activities of The Australian Prevention Partnership Centre (the Prevention Centre).

Peer-reviewed publications

As part of each research activity, lead investigators are encouraged to develop a Publication Plan to identify any publication opportunities appropriate for the duration and type of research activity.

All individuals working on Prevention Centre activities are to commit to publish their findings in an accurate and timely manner. Publications must comply with the relevant Web Content Accessibility Guidelines 2.0 requirements.

Further, NHMRC requires that any peer-reviewed publication arising from NHMRC supported research must be deposited into an open access institutional repository within a twelve-month period from the date of publication.

It is a requirement that the Administering Institution, i.e. the Sax Institute, provide funding partners with at least 30 days prior written notice of any public release of a publication. To assist with this, it is expected that all publications are forwarded to the Coordinating Centre of the Prevention Centre at least 45 days prior to any public release. This should include: (a) An unabridged version of the publication; and (b) The proposed date of publication.

Authorship

Authorship on publications will be guided by the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (updated December 2017) proposed by the International Committee of Medical Journal Editors (ICMJE). By way of summary:

An author of a publication is based on an individual meeting the following four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Appropriate acknowledgement of contributors to a publication should follow the ICMJE Recommendations.

Where appropriate, PhD students will be entitled to first authorship on publications arising from their research undertaken through the Prevention Centre.

Acknowledgements for projects funded by NHMRC, the Australian Government Department of Health, ACT Health, Cancer Council Australia, NSW Ministry of Health, Wellbeing SA, Tasmanian Department of Health, and VicHealth. The Australian Prevention Partnership Centre is administered by the Sax Institute.

Prevention Centre funding partners must be acknowledged in all communications. Where practical and appropriate, this acknowledgement will include publishing the logos of each of the funding partners and the Administering Institution (The Sax Institute). Logos will be used with the funding partners' permission.

Note: The SA Department for Health and Wellbeing logo will be referred to as Wellbeing SA, effective from 22 October 2020.

*Where it is not practical to include all logos, the following paragraph about the **partners' contributions** should be used:*

The Prevention Centre is funded by NHMRC, the Australian Government Department of Health, ACT Health, Cancer Council Australia, NSW Ministry of Health, Wellbeing SA, Tasmanian Department of Health, and VicHealth. It is administered by the Sax Institute.

*For **journal articles**, the following acknowledgement should be used*

This research was supported by The Australian Prevention Partnership Centre through the NHMRC partnership centre grant scheme (Grant ID: GNT9100003) with the Australian Government Department of Health, ACT Health, Cancer Council Australia, NSW Ministry of Health, Wellbeing SA, Tasmanian Department of Health, and VicHealth. It is administered by the Sax Institute.

*For **literature reviews, policy briefs, short reports and evidence summaries**, the following acknowledgement should be used*

This research has been supported by The Australian Prevention Partnership Centre, funded by the NHMRC, the Australian Government Department of Health, ACT Health, Cancer Council Australia, NSW Ministry of Health, Wellbeing SA, Tasmanian Department of Health, and VicHealth. It is administered by the Sax Institute.

*The NHMRC request the **following additional acknowledgement** be included in a Prevention Centre research output where possible*

The contents of this published material are solely the responsibility of the individual authors and do not reflect the views of the NHMRC or funding partners. The research was approved by the XX (insert name) Human Research Ethics Committee, protocol number XX (insert number).

Funding Partners logos presentation

Our funding partners



Hosted by



Contact the Communications team for the following image: preventioncentre@saxinstitute.org.au

Acknowledgements for projects funded by the Medical Research Future Fund

Prevention Centre funding partners must be acknowledged in all communications. For MRFF-funded projects, this acknowledgement will include publishing the logo of the Australian Government Department of Health and the Administering Institution (the Sax Institute). Logos will be used with the partners' permission.

For all publications, promotional and advertising materials, public announcements and activities published, the following acknowledgement should be used:

Funding for this research has been provided from the Australian Government's Medical Research Future Fund (MRFF). The MRFF provides funding to support health and medical research and innovation, with the objective of improving the health and wellbeing of Australians. MRFF funding has been provided to The Australian Prevention Partnership Centre under the MRFF Boosting Preventive Health Research Program. Further information on the MRFF is available at www.health.gov.au/mrff

Contributions

Many projects across the Prevention Centre will have input from a number of people in their design, implementation, interpretation and dissemination. As such, establishing registers of contribution made to projects is encouraged.

Not all individuals who contribute to a project will be included as authors on all papers associated with that project. The requirements for authorship outlined above must be adhered to.

Appropriate acknowledgement of contributors to a publication will follow the ICMJE Recommendations.

Affiliations

It is essential that all published papers identify the affiliations of the author. Where an author's position is funded by the Prevention Centre (either whole or in part) their affiliations must include the Prevention Centre as well as their employing agency. This is a requirement even if the work being published is not directly related to the Prevention Centre project they are employed to work on.

Co-branding with funding and collaborating partners

The Prevention Centre works with collaborating partners, which include more than 20 universities, research institutes, private companies, government departments and non-government agencies.

When a funding or collaborating partner produces communications about a Prevention Centre activity, they are required to acknowledge the contribution of the Prevention Centre and other partners. The Prevention Centre's preferred method for co-branding is:

- The Prevention Centre and funding/collaborating partner's logos should take equal billing on the communications
- For media releases, the Prevention Centre will issue a media release with the Prevention Centre's logo at the top of the release and partners' logos included at the end of the release
- If a funding/collaborating partner is issuing a media release, the Prevention Centre asks that the Centre's logo and agreed text acknowledging funding partners is included in the release – but other partners' logos are not required.

Communication of peer-reviewed publications

The communications team of the Prevention Centre will review each publication and make decisions regarding potential for release to the media and / or making the publication or a summary of it available on the Centre's website.

For publications that are the subject of editorial review for possible journal publication, the communications team will discuss the timing of any reporting of findings with the lead author.

References

- Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (updated December 2017) <http://www.icmje.org/icmje-recommendations.pdf>
- NHMRC Policy on the Dissemination of Research Findings <https://www.nhmrc.gov.au/about-us/resources/open-access-policy>
- Web Content Accessibility Guidelines 2.0 <https://www.w3.org/TR/WCAG20/>

Further information

Please contact the Prevention Centre for any further information regarding these Guidelines:

preventioncentre@saxinstitute.org.au