

Joint Partnership Policy and Guidance on Pre-clinical and Clinical Research Publications

- [Background](#)
- [Scope: who this policy and guidance applies to](#)
- [Policy statement on affiliations, acknowledgments and funding](#)
- [Open Access \(OA\) for Outputs and underpinning Research Data](#)
 - [University's OA policy](#)
 - [University's data policy](#)
 - [UK Research and Innovation OA Research](#)
 - [NIHR OA policy](#)
 - [MRC OA](#)
 - [Wellcome OA policy](#)
 - [List of funder OA policies](#)
 - [Data Access statements](#)
- [Institutional Repository: ePrints/PURE](#)
- [Use of ORCID in the research cycle](#)
- [Addresses](#)
- [Branding](#)
- [Appendix 1- Affiliations and acknowledgments:](#)
 - [Joint affiliations](#)
 - [Minimum required wording](#)
 - [Additional affiliations](#)
- [Appendix 1a: Compulsory NIHR specific acknowledgments and disclaimers](#)
 - [Acceptable NIHR acknowledgement wording](#)
- [Appendix 2: Addresses](#)

Background

Research publications require full and accurate attribution to the organisations that fund and support the underpinning research so they can be reported to funders and beyond. Future funding, investment, and the academic and clinical reputation of individuals and their institutions, is heavily dependent on such reports, making accurate affiliations and acknowledgements critical.

This policy and guidance is provided to ensure authors identify the University of Southampton (UoS) and University Hospital Southampton NHS Foundation Trust (UHS) in a way that maximises the ability to identify publications from the Southampton Partnership and to report them to our funders (e.g. National Institute of Health Research [NIHR], Wellcome Trust, Medical Research Council [MRC]) and beyond (e.g. Research England and the REF2021 exercise). Acknowledgments are critical in enabling the Southampton Partnership to fulfil the requirements of funders.

Citing both organisations on all papers covered by this policy acknowledges the success of each organisation resulting from working in partnership, and helps ensure continued recognition, reward and support of our Partnership.

Scope: who this policy applies to

The policy applies to all staff and students whose research outputs from pre-clinical and clinical research derive from their employment/education by the University and/or Trust, from research grants awarded to the University and/or Trust or otherwise from the use of University and/or Trust resources and facilities. The policy applies to all authors of publications, and not simply to principal authors or reprint authors.

Policy statement on affiliations and acknowledgments and funding

When submitting items for publication, the UHS and UoS require that [affiliations](#) and [acknowledgments](#) are included in the formats required by your funding body and including those provided in [Appendix 1](#).

In addition, all publications resulting from research carried out under **NIHR infrastructure** (NIHR Biomedical Research Centre, NIHR Clinical Research Facility, NIHR CLAHRC Wessex, CRUK NIHR Experimental Cancer Medicine Centre, CRUK NIHR Clinical Trials Unit, NIHR Clinical Research Network) funding agreements **must** acknowledge NIHR infrastructure and funding, using the terms contained in [Appendix 1a](#).

Open Access for Outputs and underpinning Research Data

Authors are responsible for researching and complying with all relevant institutional, [funder](#) and assessor Open Access policies for both outputs and underpinning research data.

The UKRI (formerly RCUK) '[Common principles on data policy](#)' requires that papers include a *data access statement*, regardless of whether the data is openly available or not. Such statements can be very simple and should be included even if no new data have been created (see link below).

This is NOT an exhaustive list, but more information is available:

- University Open Access [guidance](#) and [policy](#)
- Research Data Management [guidance](#) and [policy](#)
- [UK Research and Innovation Open Access Research](#) (covering Research England, UK Research Councils and including the policy for REF2021 Open Access compliance).
- DH/[NIHR Open Access policy](#)
- [MRC Open Access policy](#)
- [Wellcome Open Access policy](#)
- [List of funder policies](#)
- [Data Access Statements: further information and suggested text](#)

Please be aware these policies may have stipulations regarding both your *manuscript* and the *underpinning research data*. These policies ensure the requirements of funders and assessors are met.

NB You may be required to deposit your work in more than one repository e.g. PubMed Central and Pure.

Institutional Repository (ePrints/PURE) basics:

The Institutional Repository (IR) is where bibliographic records and manuscripts are stored and is the mechanism by which they are discovered and accessed globally. The IR at UoS is [ePrints](#), now accessed internally via [Pure](#). IR supports the broad aims of Open Research and assists compliance with University and other Open Access policies. Pure and ePrints support Open Access for the research community across the Joint Partnership; those who regularly publish research findings are able to deposit their work, not only UoS staff. If you don't already have access to Pure (you can check by logging in with your usual UoS username and password [here](#)).

Contact FMedPureSupport@soton.ac.uk if you have a query about access, ePrints@soton.ac.uk for queries about creation of records and depositing manuscripts.

PURE supports data exchange with some national and international systems, which can save time by reducing data entry. For example, once linked, it can populate ORCID profiles which can then populate publications data in ResearchFish.

More information on the benefits of Open Research and how to use the repository can be found here: [Open Access and Institutional Repository](#)

ORCID IDs (Open Researcher and Contributor IDs), are unique identifiers for individuals which can unambiguously link all research activities, affiliations, awards and other versions of an author's name.

ORCiDs are the global standard in universal identifiers and are increasingly recommended or mandated by funders e.g. NIHR and Wellcome, publishers e.g. PLoS journals, Sage publications, Springer Nature and assessors e.g. UKRI for the next REF and NIHR. We strongly encourage all authors to register for an ORCID ID, link it in Pure, and use it at every opportunity.

If you already have an ORCID, create links within your existing record, not another ORCID ID. Whether you have an existing ORCID to link with other systems or want to create one [doing so via Pure](#) is the recommended route. You can also register independently.

Further info about ORCID:

from UoS: <http://library.soton.ac.uk/identifiers/orcid>

from ORCID <http://orcid.org/>

Addresses

Use full departmental postal addresses, including a Mailpoint. Examples are given in [Appendix 2](#).

Branding

Branding for outputs such as posters must comply with appropriate organisational and Partnership guidelines. Local templates for some types of outputs supported by NIHR facilities can be found [here](#)

NIHR issued new Brand Guidelines in February 2019. They can be found [here](#)

Further guidance can be obtained from the [University](#) and [Trust R&D communications](#) team

Appendix 1: Affiliations and Acknowledgments

Joint affiliation

Where any author has a substantive or honorary contract with, or is an undergraduate or postgraduate, registered at the University of Southampton (or the UHS) **and** the University Hospital Southampton NHS Foundation Trust (or the Uos) **both** organisations must appear as affiliations in **ALL** submissions for publication.

Minimum required wording for joint affiliation:

In some circumstances (e.g. journals which have a restricted character count) detailed affiliations are impossible to include. In such circumstances, the top level institutions take priority and the minimum acceptable affiliation is:

- *University of Southampton and University Hospital Southampton NHS Foundation Trust*

Additional affiliations:

For University affiliations, the Institute/Centre/Unit etc. should be listed **after** the Faculty and University. Further affiliations of all authors should be listed using the appropriate form of words as given below:

- University of Southampton
 - Faculty of Medicine (or other, as appropriate)
 - Cancer Sciences / Clinical and Experimental Sciences / Human Development and Health / Medical Education / Primary Care and Population Sciences/ Wessex Institute
 - Centre for Cancer Immunology
 - Centre for Developmental Origins of Health and Disease
 - Centre for Human Development, Stem Cells and Regenerative Medicine
 - Institute for Life Sciences
 - Medical Research Council Lifecourse Epidemiology Unit
 - NIHR CLAHRC Wessex (*from 01 October 2019: NIHR ARC Wessex*)
 - NIHR CRUK Southampton Experimental Cancer Medicine Centre
 - NIHR Southampton Biomedical Research Centre
 - NIHR Southampton Clinical Research Facility
 - Southampton Cancer Research UK Centre
 - Southampton Clinical Trials Unit

Acknowledgments

Acknowledgments are vital in enabling the Southampton Partnership to fulfil the requirements of some funders e.g. NIHR. Particularly where it is impossible to include all the affiliations stipulated by this policy e.g. due to a restricted character count, this becomes

critical. Without explicit mention of direct or indirect funding or support of particular organisations (e.g. NIHR) your papers cannot be reported and will not qualify for financial support with Article Processing Charges (APCs) for Open Access publication.

You must acknowledge:

- Any sponsorship you have received for the research you are publishing. For grants, include the grant number and source.
- In accordance with [NIHR policy](#), where resources (staff, space or equipment) of a particular unit or department have been used e.g. NIHR Southampton Clinical Research Facility in the course of the project, the unit / department must appear in the acknowledgements section. For example:

‘This study/Person XXX was supported by the NIHR Southampton Clinical Research Facility’ (or relevant infrastructure unit/s)

- Names of individual staff who have supported the project that led to the publication as well as the relevant department, using an appropriate and accurate title
 - *University of Southampton Faculty of Medicine Bioimaging Unit*
 - *University Hospital Southampton, Department of Infection*
- NIHR academic training programmes.
 - Supported AF2s, ACFs and CLs should have funding acknowledged as *“PERSON X (or initials) was supported by the University of Southampton National Institute of Health Research Academic Foundation Programme/Academic Clinical Fellowship Scheme (delete as applicable) or NIHR Clinical Lectureship”*

Appendix 1a: Compulsory NIHR specific acknowledgments and disclaimers

Publications resulting from research carried out under NIHR funding agreements **must** acknowledge NIHR funding, using the current terms and disclaimers. The wordings below are accurate at February 2019. Current wording should be checked [here](#)

Click for [NIHR Journals Library Information for Authors](#) and the associated Feb 2019 [pdf booklet](#)

Acknowledgements and disclaimers

[NIHR] must be acknowledged as the funder of your research in both oral and written outputs.

All published material must contain an acknowledgement of funding, and when mentioning research findings or opinions, an appropriate disclaimer. NIHR may ask you to add/edit an acknowledgement and/or disclaimer if necessary.

Please also acknowledge any other NIHR support the study may have received such as through our Clinical Research Network or a Clinical Research Facility or Biomedical Research Centre e.g. using the following wording

'This study/Person XXX was supported by the NIHR Southampton Biomedical Research Centre/NIHR Southampton Clinical Research Facility/NIHR CRUK Southampton Experimental Cancer Medicine Centre/*include as appropriate*'

Required wording: All Programmes (except EME and Global Health Research - see below)

Funding acknowledgement and Disclaimer

This study/project is funded by the National Institute for Health Research (NIHR) [name of NIHR programme (project reference xxx)/name of part of the NIHR]. The views expressed are those of the author(s) and not necessarily those of the NIHR or the Department of Health and Social Care..

EME Programme:

As EME is jointly funded by the MRC and the NIHR, EME research projects must instead use the following:

Acknowledgement

This project is funded by the Efficacy and Mechanism Evaluation (EME) Programme, an MRC and NIHR partnership.

Disclaimer

The views expressed in this publication are those of the author(s) and not necessarily those of the MRC, NIHR or the Department of Health and Social Care.

*The EME Programme is funded by the MRC and NIHR, with contributions from the CSO in Scotland and Health and Care Research Wales and the HSC R&D Division, Public Health Agency in Northern Ireland.

Global Health Research Programme:

The NIHR Global Health Research (GHR) Programme is funded through UK Official Development Assistance (ODA) via the Department of Health and Social Care (DHSC).

Acknowledgement and Disclaimer

This research was commissioned by the National Institute for Health Research (NIHR) [name of unit, group or programme] using Official Development Assistance (ODA) funding. The

views expressed in this publication are those of the author(s) and not necessarily those of the NIHR or the Department of Health and Social Care.

Appendix 2: Addresses

Appropriate, full departmental postal address should be used where space allows, including a mailpoint (if appropriate) for example:

Somers Cancer Research Building
Mailpoint 824, Southampton General Hospital
Tremona Road
Southampton
SO16 6YD
UK

NIHR Southampton Clinical Research Facility
Southampton Centre for Biomedical Research
Mailpoint 218, C Level West Wing
Southampton General Hospital
Tremona Road
Southampton
SO16 6YD
UK

NIHR CLAHRC Wessex
Innovation Centre
Southampton Science Park
2 Venture Road
Chilworth
Southampton
SO16 7NP
UK

Signatories:

UoS, Associate Dean Research (Medicine)

UHS, Director of Research and Development

Joint Research Strategy Board

Schedule for revision:

at least annually for minor revision (next=January 2020), every five years for major revision (next=January 2024)

V2.6 (sixth version of second edition with major revisions) March 2019