**Publications policy: NIHR Health Protection Research Unit in Emergency Preparedness and Response (22 July 2020)**

**Our name**

* **Our full name** is The National Institute for Health Research Health Protection Research Unit in Emergency Preparedness and Response, a partnership between Public Health England, King’s College London and the University of East Anglia.
* **Our short name is** The NIHR Health Protection Research Unit in Emergency Preparedness and Response.

**Papers**

* **Publication is expected:** The purpose of our Unit is to carry out research and make it public so that others may benefit. The best way to achieve this is via peer reviewed publication. There may be instances where this is not possible, for example where there are security issues. Aside from this, our intention is for all research to result in a peer reviewed paper.
* **Tell us 24hrs before you submit:** Once you have a draft of a paper that is ready for submission, you should email it to Simon (Simon.Wessely@kcl.ac.uk), John (John.Simpson@phe.org.uk), James (Gideon.Rubin@kcl.ac.uk) and Richard (richard.amlot@phe.gov.uk). You must cc all authors. We need at least 24hours to comment before you then tell NIHR.
* **Tell NIHR:** Authorsmust submit their papers to NIHR (hpru-publications@nihr.ac.uk), PHE (Margaret.Mauchline@phe.gov.uk) and cc James (gideon.rubin@kcl.ac.uk) at the same time as submission for publication or at least 28 days before the date intended for publication, whichever is earlier. Responsibility for this lies with the senior / corresponding author. This is in addition to your normal university / PHE process for publication notification. Please also send everyone a link to the final version once published. When notifying NIHR and PHE of a publication, please ensure that the covering email highlights if the publication is likely to be sensitive or of particular media interest at any point. Please also indicate whether the HPRU, the host institution, a partner institution or the journal are planning a press release.
* **Use this disclaimer in the paper**: “This study was funded by the National Institute for Health Research Health Protection Research Unit (NIHR HPRU) in Emergency Preparedness and Response, a partnership between Public Health England, King’s College London and the University of East Anglia. The views expressed are those of the author(s) and not necessarily those of the NIHR, Public Health England or the Department of Health and Social Care.”
* **Our funding reference,** if a journal asks for it, is NIHR200890.
* **Press releases:** If you are planning any media work, tell NIHR at least 28 days in advance (or as early as possible): ccfcomms@nihr.ac.uk
* **Open access:** NIHR’s policy is [here](https://www.nihr.ac.uk/documents/nihr-open-access-policy/12251).
	+ This applies to all peer reviewed papers, funded wholly or in part by the Unit.
	+ All papers should have a CC BY licence.
	+ They should be deposited in [European Pub Med Central](https://plus.europepmc.org/create) on acceptance.
	+ They should be fully open access within 6 months of publication in the journal.
	+ Don’t forget to also follow you employer’s guidance re repositories.
* **Access to data:** NIHR’s policy is [here](https://www.nihr.ac.uk/documents/nihr-position-on-the-sharing-of-research-data/12253).
	+ This applies to studies where all research costs are funded by NIHR.
	+ We need to publish on the Unit website a data management and access plan for every study.
	+ Include information on how to access data, through a data sharing statement, when publishing the findings.

**Guidance on criteria for authorship**

* The International Committee of Medical Journal Editors (ICMJE) lists the following as 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.
* ICMJE recommends that all individuals who meet the first criterion should have the opportunity to participate in the review, drafting and approval of the manuscript, and thus have the chance to be authors. Our recommendation, in support of this, is that the person who drafts the paper should be generous in offering authorship to others, while those offered authorship should be conservative in accepting and mindful of the criteria above.
* We work on the basis that the person who wrote the paper goes first and the person who got the money and/or was the principal supervisor goes last. Others will generallyappear alphabetically, unless the lead author and/or senior author feels a different order on the basis of contribution is more appropriate. Joint first or last authorship may also be appropriate in some circumstances. Joint authors typically appear in alphabetical order with a footnote / asterisk explaining that they take a joint position.
* Authorship order must be agreed by all authors. This should be discussed early. If needed, the Unit Director can arbitrate in the unlikely event that authors cannot reach an agreement.