**Publications policy: NIHR Health Protection Research Unit in Emergency Preparedness and Response (25 May 2018)**

**Our name**

* **Our full name** is The National Institute for Health Research Health Protection Research Unit in Emergency Preparedness and Response at King’s College London
* **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.
* **Telling people:** Authorsmust submit their papers to NIHR (hpru-publications@nihr.ac.uk), PHE (Margaret.Mauchline@phe.gov.uk) and the HPRU (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.
* **Disclaimer** **for work directly funded** **by NIHR**: “The research was funded by the National Institute for Health Research Health Protection Research Unit (NIHR HPRU) in Emergency Preparedness and Response at King’s College London in partnership with Public Health England (PHE), in collaboration with the University of East Anglia and Newcastle University. The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR, the Department of Health or Public Health England.”
* **Disclaimer for work indirectly supported** **by NIHR** (e.g. when a researcher’s salary is paid by the HPRU, but the project is not funded by it): “[name of researcher] is affiliated to the National Institute for Health Research Health Protection Research Unit (NIHR HPRU) in Emergency Preparedness and Response at King’s College London in partnership with Public Health England (PHE), in collaboration with the University of East Anglia and Newcastle University. The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR, the Department of Health or Public Health England.”
* **Grant number**: If needed by a journal, our grant number is HPRU-2012-10414.
* **Logo:** Research articles, papers and reports must not use the NIHR logotype
* **Gold or Green open access:** DHSC have agreed that  HPRUs are permitted to publish via the Green Open Access route for the remaining contractual term (until 31 March 2020) if there are insufficient resources to support the Gold Open Access approach.
* **Repository:** Papers should be deposited in Europe Pub Med Central. <http://www.nihr.ac.uk/research/Pages/Research_Open_Access_Policy_Statement.aspx>
* **The same rules apply to abstracts, posters, presentations etc:** The guidelines above apply irrespective of the publication format.

**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.

**Press releases, digital engagement, approaching ministers or DH, branding**

* **Follow the NIHR rules:** NIHR has issued guidance on all of these issues in a document called “Health Protection Research Units Guide to using the NIHR identity.” You must follow this.
* **Telling us:** Tell us as early as possible before releasing anything.