**Publications policy: NIHR Health Protection Research Unit in Emergency Preparedness and Response (21 October 2016)**

**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 NIHR:** Authorsmust submit a draft of their papers to the Programme Manager (joanna.topping@nihr.ac.uk and mike.rogers@nihr.ac.uk) at the NIHR Central Commissioning Facility (CCF) and to the PHE R&D office (Margaret.Mauchline@phe.gov.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 them a PDF of the final version once published.
* **Disclaimer:** The disclaimer to use on each paper is: “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). 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.” If needed, our grant number is HPRU-2012-10414.
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* **The same rules apply to abstracts, posters, presentations etc:** The guidelines above apply irrespective of the publication format.

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* 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.

http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html

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

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