

# NOTTINGHAM TRENT UNIVERSITY

## PUBLICATIONS STRATEGY

### 1. Background

The University recognises that research publications, as one of the main outputs of research, are an extremely important asset. As such, the University believes they should be managed in a way that ensures that they provide maximum value both to academic staff, whose research output they represent, and collectively to the institution. The academic community has an essential role to play in the generation and publication of research outputs, while the University has an important role to play to support academic staff in the preparation of the publications, and as the curator of those assets.

### 2. Aim

Ensure effective publication, dissemination, communication, and curation of NTU research

### 3. Objectives

Ensure that research outputs are prepared and curated in a way which:

- Safeguards NTU author eligibility for submission to the post-2014 Research Excellence Framework (REF)
- Supports the collation of data and information that:
  - HEFCE expects institutions to retain in order to fulfil the submission requirements of the post-2014 REF, as well as any audit of that submission
  - NTU is expected to retain to fulfil the reporting requirements of research funders such as RCUK
- Maximises the intellectual, scientific, economic, social and cultural impact of NTU publications, increasing the number of publications in journals of high-impact (as defined by Web of Science and other databases, as appropriate)
- Increases the number of citations of NTU publications

In order to help achieve these objectives:

NTU Staff undertaking Research will:

- a) Develop a publication plan based on the Publication Good Practice Guidelines
- b) Use a standardised institutional affiliation "Nottingham Trent University" in all research outputs to ensure clear affiliation with NTU
- c) Register for an individual ORCID identifier and include it when submitting publications to publishers, when applying for grants, and in any research workflow to ensure that the individual is credited for their work and that the correct institutional affiliation is achieved. An ORCID identifier will also be required for submission of all deposits to IRep
- d) Acknowledge the source of grant funding associated with a research output in the publication itself. Information about the grant should also be linked, by the author, to the record of the publication added to IRep

- e) Where available, take advantage of opportunities to publish their work in an open access form offered by journal publishers, making use of the NTU Open Access Publication Fund, where appropriate, in order to pay open access publication fees
- f) Deposit where copyright allows, all research outputs which are journal articles and conference proceedings with an International Standard Serial Number (ISSN), into IRep upon publication. The output must have been deposited as soon after the point of publication as possible, and no later than three months after this date. Staff are asked to provide the version of their output that is as close as possible to the published version; to be eligible for REF submission, the output must have been deposited as the author's accepted and final peer-reviewed text (which may otherwise be known as the 'accepted author manuscript' or 'post-print')
- g) Deposit into IRep bibliographic details of all other research outputs, providing the full text where appropriate

The Library will:

- a. Optimize the internal business processes for the addition of research outputs to the NTU repository so that:
  - All research outputs which are journal articles and conference proceedings with an International Standard Serial Number (ISSN), are normally added to IRep within 5 working days of submission providing:
    - i. Output details are submitted via PubSub
    - ii. The Open Access policies of the publisher have already been identified following a discussion with a Research Support Librarian
    - iii. The appropriate copyright cleared version of the article is submitted alongside the required metadata
  - Bibliographic details of all other research outputs will normally be added to IRep within 15 working days
- b. Add license statements or statement of rights and any other copyright statements required by the publisher, and any applicable embargo periods, to full text outputs deposited into IRep
- c. Work with School Research Coordinators to ensure that Research Support Librarians provide effective support to NTU staff undertaking research, including guidance on HEFCE and funder open access policies, publisher open access policies, impact factors and dissemination strategies
- d. Provide managements data and reports to complement the annual cycle of Schools' research planning, including:
  - Reports detailing academic staff engagement with IRep
  - Citation analysis data and reports, using Scival or other datasets as appropriate

ADRs, working with School Research Coordinators, will:

- a) Provide advice on which publications should be prioritised for OA funds within any particular School, identifying key areas of research and ensuring that HEFCE and funder policies are met
- b) Monitor exceptions to the NTU Publications Strategy, ensuring that HEFCE and funder policies are met

#### 4. Other Supporting documents

- NTU Publication Good Practice Guidelines
- NTU Freedom of Speech Policy

#### 5. Responsibility

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| <b>Strategy Owner</b> | Pro Vice-Chancellor for Research |
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#### 6. Document Review

The Strategy will be reviewed by the Pro Vice-Chancellor for Research in association with the University Research Committee in June 2016.