

Publications Pre-Submission Guidelines

A light touch set of guidelines have been put together to replace the previous publications pre-submission approvals process.

These guidelines are based on the expectation that individual researchers and PIs will manage their scientific publications in a responsible way:

1. Researchers are not required to submit manuscripts to the Research & Innovation Office prior to their submission to a scientific journal.

2. However, at the time of submission, researchers should alert the VPRI if they reasonably expect a manuscript to garner negative attention or be considered controversial in the public domain. The purpose of this is not to determine what can or can't be published, but rather to allow the college to plan for and manage any resulting attention. Researchers and PIs should use their own domain-specific expertise, judgement, and common sense to evaluate the potential public reception and context of their work.

3. Publications that may be of broad interest to the general public can be flagged to the Press Office prior to publication, to discuss whether they are suitable for promotion via a press release or other means. Please alert the Press Office in good time (e.g. 1-2 weeks before publication).

4. Importantly, these guidelines apply to not only papers submitted to scientific journals, but also to preprints, blogs, or other forms of public communication.

5. Please note that the REF Open Access policy still applies: all research articles and conference proceedings with an ISSN must be made open access via the Green (self-archiving) or Gold (paid) route. Please 'act on acceptance' and create and deposit a record on Worktribe, uploading the accepted version of your manuscript, including the date of acceptance. Guidance on making work Gold open access through publishers' agreements that the RVC has signed up to, can be found [here](#).

If we follow this light-touch system sensibly then it should be possible to manage the external dissemination of our new science with a minimum amount of administration.