

# Guidelines for the Dissemination of Research Findings

## 1. The Importance of Dissemination of Findings

1.1 Dissemination of research findings is an important part of the research process, ensuring the benefits of research conducted are passed on to others.

1.2 Researchers may use a variety of means to disseminate their findings, including through the production of outputs and the use of other communication strategies. Examples include, but are not limited to, books, journal articles, conference presentations and papers, performances, exhibitions, reports, media interviews, social media, and participation in debates. In addition, dissemination can be for a wide range of audiences, such as peer researchers, students, professional practitioners, policy makers, and the general community.

1.3 Researchers are expected to act fairly and responsibly in recognising and acknowledging contributions of all relevant parties to outputs.

## 2. Research Outputs

2.1 Research output activities must take account of any restrictions relating to intellectual property, contractual arrangements, confidentiality, privacy issues and cultural sensitivities.

2.2 Researchers have a responsibility to exercise honesty and rigour at all times, which includes observing the following practices:

- disseminating a full and accurate account of their research, including negative and neutral findings, and results contrary to hypotheses;
- correcting the record as soon as possible if they become aware of errors or misleading statements in their work. In some cases, retraction may be needed;
- acknowledging all sources of support for the research, including individuals, funding bodies, other institutions, and sponsors;
- attributing and acknowledging all authorship and contributions to the output; and
- disclosing any interests, such as those described in the Guidelines for Managing Conflicts of Interest in Research.

2.3. Duplicate publication (also known as redundant or multiple publication, or self-plagiarism) without acknowledgement of the source or original publication is not acceptable.

2.4 In cases of substantially similar work that is presented to more than one publisher, the researcher must disclose this to the publishers at the time of submission.

2.5 Researchers must acknowledge and cite the work of others where appropriate, by fully and accurately attributing relevant sources.

2.6 Before informing the media about their research findings, researchers should inform individuals who were participants in the research of the outcomes as well as their intention to inform the media.

2.7 Where there is private reporting of research that has not yet been exposed to open peer-review scrutiny, especially when it is reported to prospective financial supporters, researchers have an obligation to explain fully the status of the work, including background, scope, limitations and preliminary outcomes, and the peer-review mechanisms to which it will be subjected.

2.8 Where it is a funding requirement, researchers must ensure that their research findings are available via open access.

2.9 Researchers must ensure their affiliation with the University is clearly stated in the output.

2.10 Researchers must observe accuracy in describing the status of the output (in preparation, submitted, accepted) in grant applications, curriculum vitae, job applications and public statements.

2.11 All reasonable steps must be taken to ensure that published reports, statistics and public statements about research activities and performance are complete, accurate and unambiguous.

### 3. Authorship

3.1 Authorship of an output is a matter that should be discussed between researchers at an early stage in a research project and reviewed whenever there are changes in participation.

3.2 To qualify for authorship, a person must have made a substantial intellectual contribution to the output and be willing to take responsibility for the integrity and accuracy of at least that component of the output which they contributed by giving final approval of the version to be published.

3.3 Pursuant to 3.2, substantial intellectual contribution includes the following:

- involvement in the conceptualisation and design of the project;
- analysis and interpretation of data;
- participation in drafting the output or revising it critically for important intellectual content.

3.4 The right to authorship is not justified by any of the following:

- holding a position of authority, such as Head of School, head of research or laboratory team;
- supervision of students or research groups engaged in research;
- acquiring funding;
- providing materials or data from third parties that have already been made publicly available;
- earlier contributions made by researchers, such as dataset creation;
- providing routine technical support.

3.5 “Honorary authorship” is unacceptable. This occurs when a person is listed as an author of an output when they have not participated in any substantial way in the conception, execution or interpretation of at least part of the work described in the output.

3.6 Subject to 3.3, researchers must offer authorship to all people, including students, research assistants and technical officers, whether paid or voluntary.

3.7 Researchers must acknowledge individuals who have contributed to the research who are not authors. Examples include, but are not limited to, facilities and technical support, research assistance, editing, translating, and data creation. Most academic journals feature a formal Acknowledgements section for this purpose.

3.8 Where an output involves multiple authors, researchers will follow disciplinary practices in matters relating to the order in which authors will be listed.

### **Definitions**

**Research output:** the dissemination of research findings, whether in hardcopy, electronic or other tangible form. Dissemination applies to all work that meets the definition of research. Examples include published academic works (such as books, book chapters, journal articles, and conference publications); other types of textual works (such as reports and creative works); work presented in non-print media (such as films, videos/CDs, performances, and exhibitions);

**Open access:** free and open online access to academic information, such as publications and data.