



Author checklist

Getting it right when you publish

1. Before you start

Create your ORCID – www.orcid.org

This unique author ID will make it easier to identify you as the author of scholarly works. Include it on your personal webpage, when submitting publications and when applying for grants.

To add your ORCID to Pure, or to create your ORCID from Pure and add it to your Pure profile, see: bristol.ac.uk/orcid/pure-and-orcid/

Also add your ORCID to other online publication systems such as Scopus, Web of Science, ResearchGate, etc. For guidance see: bristol.ac.uk/orcid/

Research project planning

Consider your funder's open access requirements and how this might affect how you publish.

Consider whether funding is required to meet open access requirements. Do you need to include this in the grant submission?

The University has fixed funds from RCUK and from six medical research charities (COAF) to pay for article processing charges arising from open access publication. For guidance on RCUK and COAF open access funding and for a claim form, see:

bristol.ac.uk/library/research-support/open-access/funding/

Consider how you will manage and provide access to your research data. For further guidance see: data.bris.ac.uk/research/dmp

Other important guidelines

The University's Research Governance and Integrity Policy applies to the whole range of research-related activities including publishing results, acknowledging contributions and the refereeing and editing process. See:

www.bristol.ac.uk/research/integrity/

2. When submitting your article (to a journal)

Include your ORCID and those of your co-authors

This will make it easier to associate you with the publication in bibliographic databases, and make sure that you are credited for your work.

Acknowledge your affiliation with the University

As a University employee or research student, or an affiliate with honorary status, when publishing journal articles and other works associated with research undertaken at the University you should declare your primary affiliation to be the University of Bristol.

You may also wish to include your school or research group, but including the University, separated by commas from the rest of the address, is the safest method for ensuring that the institution (and thus the appropriate school and research group) receives credit for the publication in bibliographic databases and bibliometric analyses. Example:

School of Chemistry, University of Bristol, ...

Where an author has a substantive or honorary contract with the University and, say, the NHS Trusts, both organisations can appear as affiliations in submissions for publication.

Acknowledge your funder/s

Acknowledge your funders in full, including the grant reference codes. Example:

This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy] ; and the Natural Environment Research Council [grant number zzzz].

You can check your publishers website for further information.

Include a Data Access Statement

Write a short statement on how third parties can access any underpinning research data. This is a RCUK requirement. For example statements see:

data.bris.ac.uk/research/using-data

3. If your article has been accepted for publication

Enter a publication record and upload the accepted manuscript into Pure. Forward the publisher's acceptance email you receive to ref-oa-audit@bristol.ac.uk, including the Pure ID as the subject. For further information on adding a publication record, see:

bristol.ac.uk/library/research-support/open-access/ref/

Link your publication record to your project in Pure, see:

bristol.ac.uk/pure/user-guides/relations.html

This is an internal record of the relationship between your publications and projects and will support future interoperability with the Researchfish research outcomes collection system.

Does your research use animals? If so, please consider the ARRIVE guidelines

The ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines are intended to improve the reporting of research using animals – maximising information published and minimising unnecessary studies. Where appropriate, consider the ARRIVE guidelines and complete the ARRIVE checklist, available at: nc3rs.org.uk/arrive-guidelines

4. When your article is published

Library staff will check the publisher's policy to ensure public posting is permitted. They will set an embargo period where required and then create a full and discoverable Pure record including metrics, if available. Library staff will also process payment if you have claimed funds for article processing charges from the RCUK fund or COAF.

Whenever possible, publication information entered into Pure is made publicly available on Explore Bristol Research: research-information.bristol.ac.uk

5. As your publication portfolio grows

In order for you to receive full credit for your work in bibliographic databases and bibliometric analyses, you need to make sure that all your publications are listed under a single author profile.

Find out how to refine your Scopus Author profile here: bristol.ac.uk/scival/authorprofiles/



Getting help

Pure

Email: pure-support@bristol.ac.uk

Phone: 0117 331 7631 (x17631)

Twitter: @BristolUniPure

Library

For library advice about research and publishing, contact your Research Engagement Librarian:

Web: bristol.ac.uk/library/support/research

Twitter: @BrisResearchLib

Open Access

Email: open-access@bristol.ac.uk

Twitter: @BristolUniOA

@BrisResearchLib

These guidelines are designed to ensure a consistent approach to the management of academic outputs and to maximise the visibility of your research. There will be some disciplinary differences when publishing and some disciplines have additional requirements and expectations. Most of the guidelines here, however, are based on broad principles that apply across all disciplines.