BrisSynBio publication policy

Key BrisSynBio information

BrisSynBio must be referred to as: "BrisSynBio, a BBSRC/EPSRC Synthetic Biology Research Centre".

You must acknowledge the support of BrisSynBio for publications. Other funding sources can also be acknowledged. Acknowledgement should be in the form of an additional affiliation, for example: http://www.chm.bris.ac.uk/org/woolfson/papers/paper116.pdf

Alternatively, in the Acknowledgement section if you do not receive direct funding but have used BrisSynBio-funded equipment: http://pubs.acs.org/doi/pdf/10.1021/acs.molpharmaceut.6b01008

Address: BrisSynBio, Life Sciences Building, Tyndall Avenue, Bristol, BS8 1TQ, UK

URL: http://www.bristol.ac.uk/brissynbio/

Grant Number: BB/L01386X/1

Who does this apply to?

The following policy applies to all publications arising from research either funded by BrisSynBio, or based on results generated using BrisSynBio-supported equipment. To see what you must do, please read the appropriate section that best matches your situation:

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If you are uncertain as to which policy applies to you or your publication, please seek clarification from your line manager or the BrisSynBio Scientific Manager (see appendix 4)

BrisSynBio
biomolecules to biosystems
from understanding to design

Policy for BrisSynBio-funded Post Doctoral Researchers, Bristol-based Synthetic Biology Centre for Doctoral Training students and PhD students registered on the DSTL SynBio / Materials DSTL PhD programme

Once your paper has been published:

1. Ask you supervisor to create a Pure record and follow the REF compliance process. Deposit the author accepted manuscript in PURE within 3 months of acceptance date.

2. Please refer to appendix 3 below for instructions on how to link your publication in PURE.

3. Ensure RCUK open access policy compliance by Green or Gold route (see appendix 2).

4. Send an email including information about the paper, a brief lay summary and a copy of the paper to the BrisSynBio Scientific Manager.

Policy for Principle Investigators included in BrisSynBio project teams, leading on BrisSynBio funded equipment, affiliated with BrisSynBio, or in receipt of any BrisSynBio funding

You must acknowledge the support of BrisSynBio for publications that are led by or involve a substantial contribution from yourself or from BrisSynBio-funded members of your group (no matter how minor the contribution from the BrisSynBio-funded contributers). Other funding sources can also be acknowledged. This should be in the form of an additional affiliation, for example: http://www.chm.bris.ac.uk/org/woolfson/papers/paper116.pdf, and via acknowledgement of the support of BrisSynBio including the grant number in the acknowledgements section.

Publications in which you have a minor author role (minor contribution outputs), can proceed without acknowledgement of the support of BrisSynBio in the acknowledgments section. These publications will not be included as a BrisSynBio output (*via* ResearchFish). Such situations should be carefully considered. If the contribution was minor, consider whether authorship or acknowledgement is most appropriate.

Open Access: If you are the most senior author, it is your responsibility to ensure that peer-reviewed research articles (including review articles not commissioned by the publisher) published in academic journals or conference proceedings are published in a manner compliant with RCUK policy: http://www.rcuk.ac.uk/research/openaccess/. This is to ensure that BrisSynBio remains compliant with the Research Council UK (RCUK) policy on open access. See appendix 2 for further details and resources.

Pure: You are required to maintain an accurate Pure report of Research Outputs for all publications and outputs in which BrisSynBio funding is acknowledged. This will help us demonstrate the impact of BrisSynBio by providing records that we will use to collate information for BrisSynBio reports to BBSRC/EPSRC and for the Research Excellence Framework 2020. Please note that BrisSynBio is an 'organisational unit' in Pure. See appendix 3 for full details.

Communicating your research through the media: You are obliged to inform the BrisSynBio office and BBSRC and EPSRC press offices about upcoming publications, so the media teams can explore whether a paper is likely to attract media interest. Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from RCUK quoting the grant reference number if appropriate. See appendix 4 for further details.

Once your paper has been published:

1. Create a Pure record and follow the REF compliance process. Deposit the author accepted manuscript in PURE within 3 months of acceptance date.

2. Please refer to appendix 3 below for instructions on how to link your publication in PURE.

3. Ensure RCUK open access policy compliance by Green or Gold route.

4. Send an email including information about the paper, a brief lay summary and a copy of the paper to BrisSynBio Scientific Manager and to BBSRC/EPSRC press offices, who will work with you to develop a press release or other communications as appropriate.

Policy for Users of BrisSynBio Equipment (as listed in appendix 1)

You must acknowledge the support of BrisSynBio for publications that involve use of BrisSynBio equipment (as listed in appendix 1), via acknowledgement of the support of BrisSynBio including the grant number in the acknowledgements section. Other funding sources can also be acknowledged.

Once your paper has been published:

1. You (or your supervisor) should create a Pure record and follow the REF compliance process. Deposit the author accepted manuscript in PURE within 3 months of acceptance date.

2. Please refer to appendix 3 below for instructions on how to link your publication in PURE.

3. Ensure RCUK open access policy compliance by Green or Gold route.

4. Send an email including information about the paper, a brief lay summary and a copy of the paper to the BrisSynBio Scientific Manager.

Appendix 1: BrisSynBio equipment

Item / suite of equipment	Location	Equipment contacts	Web link, and information on how to access this equipment
BlueGem (HPC Cluster)	Physics HPC Tank Room	Christopher Woods	http://bristol.ac.uk/brissynbio/bluegem, has its own internal booking/queuing system
Large 3D Screen	D30M, Biomedical Sciences Building	Christopher Woods, Richard Sessions	http://bristol.ac.uk/brissynbio/equipment/hpc/, booked via email as must be booked with D30m
Flash (3D Screen computer)	D30M, Biomedical Sciences Building	Christopher Woods, Richard Sessions	http://bristol.ac.uk/brissynbio/equipment/hpc/, booked via email as must be booked with D30m
Graphics Suite Computers (Higgs, Boson, Ebb, Flow, Franken and Stein)	Graphics Suite (C60), Biomedical Sciences Building	Richard Sessions	http://bristol.ac.uk/brissynbio/equipment/hpc/, operated on a drop-in and use model (not booked)
Tecan Liquid Handling Robot	BioSuite (C61), Biomedical Sciences Building	Peter Wilson, Paul Race	http://bristol.ac.uk/brissynbio/equipment/biosuite/, also on BrisSynBio booking system
Tecan Molecular Biology Robot	BioSuite (C61), Biomedical Sciences Building	Peter Wilson, Paul Race	http://bristol.ac.uk/brissynbio/equipment/biosuite/, also on BrisSynBio booking system
Three temperature-controlled shaking incubators	BioSuite (C61), Biomedical Sciences Building	Peter Wilson, Paul Race	http://bristol.ac.uk/brissynbio/equipment/biosuite/, also on BrisSynBio booking system
Two AKTAs	BioSuite (C61), Biomedical Sciences Building	Peter Wilson, Paul Race	http://bristol.ac.uk/brissynbio/equipment/biosuite/, also on BrisSynBio booking system
700 MHz NMR with cryoprobe	NMR Suite, Chemistry Building	Chris Williams, Matt Crump	http://bristol.ac.uk/brissynbio/equipment/nmr/, to be added to BrisSynBio booking system
Supercontinuum “white-light” laser confocal microscope	Wolfson Bioimaging Facility, Biomedical Sciences Building	Mark Jepson	http://bristol.ac.uk/brissynbio/equipment/light_microscopy/, part of Wolfson Bioimaging booking system

Widefield fluorescence microscope with motorised stage (for microfluidics)	Wolfson Bioimaging Facility, Biomedical Sciences Building	Mark Jepson	http://bristol.ac.uk/brissynbio/equipment/light_microscopy/, part of Wolfson Bioimaging booking system, but currently 100% used by microfluidics
Widefield fluorescence microscope	Wolfson Bioimaging Facility, Biomedical Sciences Building	Mark Jepson	http://bristol.ac.uk/brissynbio/equipment/light_microscopy/, on Wolfson Bioimaging booking system
Temperature controlled shaking incubator	N321, Chemistry Building	Zhongshu Song, Chris Willis	Access via Willis lab, Z.Song@bristol.ac.uk
Temperature controlled shaking incubator	Life Sciences Building	Andy Bailey	Access via Bailey lab, Andy.Bailey@bristol.ac.uk
Mask Aligner with SU8 Processing Bench	Physics Clean Room	Gianfranco Fiore, Andy Murray	http://bristol.ac.uk/brissynbio/equipment/microfluidics/, also on BrisSynBio booking system
Plasma Cleaner	Physics Clean Room	Gianfranco Fiore, Andy Murray	http://bristol.ac.uk/brissynbio/equipment/microfluidics/, also on BrisSynBio booking system
Profiler	Physics Clean Room	Gianfranco Fiore, Andy Murray	http://bristol.ac.uk/brissynbio/equipment/microfluidics/, also on BrisSynBio booking system
UV/Vis spectrometer and attached Computer	W525, Chemistry Building	Antony Burton, Dek Woolfson	Access via Woolfson lab, Antony.Burton@bristol.ac.uk
CEM Liberty Blue Peptide Synthesizers	W525, Chemistry Building	Drew Thomson, Dek Woolfson	Access via Woolfson lab, Drew.Thomson@bristol.ac.uk
Plate reader for peptide synthesis	W525, Chemistry Building	Drew Thomson, Dek Woolfson	Access via Woolfson lab, Drew.Thomson@bristol.ac.uk
Digital Holographic Microscope	DHM Suite, Life Sciences Building	Nicholas Roberts	http://bristol.ac.uk/brissynbio/equipment/holographic_microscopy/, Contact Nicholas Roberts for booking

All BrisSynBio funded equipment is clearly labelled with sticker.

Appendix 2: Open Access policy and resources

To comply with RCUK Open Access policy you are required to make your publications Open Access either by publishing in a compliant journal, or by depositing your Author Accepted Manuscript (AAM) in a subject specific repository (Europe PMC, PubMed Central). RCUK policy requires funding information to be included within the acknowledgements section. The policy also requires that a statement of how underlying research materials, such as data, samples or models, can be accessed.

RCUK recognizes a journal as being compliant if:

The journal provides, via its own website, immediate and unrestricted access to the final published version of the paper, which should be made available using the Creative Commons Attribution (CC-BY) license, and allows immediate deposit of the final published version in an institutional or subject repository without restriction on re-use. This may involve payment of an 'Article Processing Charge' to the publisher. This is known as the 'Gold' route. The University has funding available to support gold route for **all RCUK funded research**. Details on how to claim can be found here: http://www.bristol.ac.uk/library/support/research/rcuk.html

Or

The journal publisher consents to deposit of the final Accepted Manuscript in a subject-specific or institutional repository, without restriction on non-commercial reuse and within 6 months of publication. No 'Article Processing Charge' will be payable to the publisher. RCUK will accept an embargo of no more than six months between on-line publication and the final Accepted Manuscript becoming Open Access. The Accepted Manuscript is the version of a journal article submitted by an author that has been accepted for publication in a journal, and that has been through a peer-review process but has not necessarily had the publisher's branding and pagination added. This is known as the 'Green' route. This route is freely accessible to all researchers via subject specific repositories (e.g. Europe PMC, PubMed Central) or Pure (see below).

Resources and further information

University guidance on Open Access: http://www.bristol.ac.uk/library/support/research/open-access.html

The Sherpa RoMEO databse provides information at journal title or publisher level on publishers' policies on self-archiving: http://www.sherpa.ac.uk/romeo/

The Sherpa Fact database provides information at the journal title level on whether a journal has a publication policy compliant with RCUK Open Access Policy: www.sherpa.ac.uk/fact/

Self-archiving

If the journal consents to deposit of the AAM in a repository (green route), it is usually the author's responsibility to do so. Some journals offer an opt-in service to archive the manuscript on the author's behalf. To be complaint with MRC policy, all manuscripts must be deposited in PMC/Europe PMC. It is the responsibility of the most senior IEU author (not necessarily the most senior staff member) to ensure the AAM is archived. The publisher's PDF version should not be deposited when self-archiving.

Commissioned articles

Articles commissioned by a publisher, such as invited review, are not covered by the above policy. The expectation of RCUK is that these outputs will be open access compliant at the publisher's expense (where necessary). BrisSynBio members are advised to discuss Open Access prior to agreeing to write a commissioned article.

Conflict of interest disclosure

When submitting a paper you will be asked to complete a 'Conflict of Interests' disclosure. Ask your line manager for specific advice regarding this. BrisSynBio receives funding from a number of commercial organizations, including UCB CelTech and Bruker, and has formal collaboration with both GSK and Syngenta for example.

Appendix 3: Pure, Open Access and the Research Excellence Framework (REF)

Linking to BrisSynBio and the Bristol BioDesign Institute in PURE

1. In the Authors and affiliations section please select 'Add organisational unit', search for and add BrisSynBio (Faculty of Science).
2. In the KEYWORD please tag with the free text 'synthetic biology'
3. In the STRUCTURED KEYWORDS section, scroll down to Specialist Research Institutes and select 'Biodesign'.

Background and University of Bristol policy

The HEFCE open access policy requires that all journal articles and conference proceedings (with an ISSN) submitted to the next REF (2020) are deposited in the institutional repository within three months of acceptance, regardless of any journal embargo periods. The institutional repository at the University of Bristol is 'Pure'. BrisSynBio members are required to comply with this policy for all outputs in which BrisSynBio funding is acknowledged. It is the responsibility of the most senior BrisSynBio author (not necessarily the most senior staff member) to complete and maintain the Pure record.

When you receive your acceptance notification, you need to complete the following steps:

- Create a Pure record including the article title, author(s), journal title and date of acceptance. Include at least all University of Bristol authors.
- Upload the AAM to the Pure record
- Forward the acceptance notification with the Pure ID as the message subject to: ref-oa-audit@bristol.ac.uk
- Library staff will check Pure records with documents attached, and will make the documents publicly available through Explore Bristol Research according to the copyright policies of the publisher.

Appendix 4: Contact details for the BrisSynBio office, and EPSRC and BBSRC press offices

BrisSynBio Office	BBSRC External Relations	EPSRC External Relations
Kathleen Sedgley, Scientific Manager	Kristin Shives	James Franklin
k.sedgley@bristol.ac.uk	kristin.shives@bbsrcr.ac.uk press.office@bbsrc.ac.uk	James.franklin@epsrc.ac.uk
0117 3941297	01793 442 884	

Appendix 5: Resources and further information

RCUK open access policy	http://www.rcuk.ac.uk/research/openaccess/
HEFCE policy for open access in the REF	http://www.hefce.ac.uk/pubs/year/2014/201407/#d.en.86771
Pure institutional repository	http://www.bristol.ac.uk/red/research-policy/pure/
UoB library open access support, including funding	http://www.bristol.ac.uk/library/support/research/openaccess.html
UoB policy on REF compliance	http://www.bristol.ac.uk/library/support/research/hefce.html