Fair Publication Policy

Policy Category:	Academic
Subject:	Correct acknowledgement of all staff involved in research outputs
Approving Authority:	Academic Board
Responsible Officer:	Vice Principal (Research)
Responsible Office:	(Research Platforms, Research Management & Innovation)
Related Procedures:	none
Related College Policies:	none
Effective Date:	20 April 2022
Supersedes:	N/A
Next Review:	April 2025

I.   Purpose & Scope

In 2017 King's College London became a founding signatory to the [Technician Commitment](#), aimed at ensuring the visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines.

This document aims to aid researchers in recognising and acknowledging the work performed by Research Facility staff, formally and informally, in research outputs and their contribution to the advancement of scientific research. Fair acknowledgement of research technicians and technology and skills specialists (RTPs) provides a visible measure of the impact and successes of Research Facilities and helps to secure support and funding.

Rationale
1. Research facilities provide expertise, training, and support for use of equipment that is critical to the wider research community. It is important to recognise the contributions of Research Facility staff, who are themselves scientists, researchers, or research software engineers, and who actively enable and contribute to the research being performed at King's. Research Facility staff contribute knowledge and expertise to experimental approaches and research outputs. Appropriate recognition and acknowledgement of their level of contribution to publications should be standard practice within our research community.
2. Fair acknowledgment of Research Facilities in research outputs is an important metric for their continued ability to provide research support, enabling future funding and professional development of associated staff.
3. Engagement with Research Facility staff during preparation of research outputs ensures that data, systems, and methodologies are accurately interpreted and reported, strengthening the integrity and reproducibility of the research.
    The services provided by Research Facilities are more than just access to equipment or an online environment, they are staffed by highly skilled and experienced individuals, who enable analysis and complex experiments to take place using their essential knowledge, support, and expertise.

Research Facilities are required to charge for some services rendered, in line with King's accounting practices and TRAC methodology. However, charging for a service does not preclude authorship, and

should not impact the recognition of the Research Facility who assisted, enabled, or performed, the research.

The research community across King's collectively works to enable research excellence within the institution. Fair acknowledgment of all contributions to research outputs must be an accepted baseline.

II.   Definitions

RTP   Research technician and technology and skills specialist ([link](#))
TRAC   Transparent approach to costing ([link](#))
DOI   Digital object identifier

III.   Policy

To acknowledge the role of Research Facilities fairly and accurately in research outputs, the following guidelines have been implemented:

1. Research outputs using data, software, or tools from a Research Facility should always acknowledge the Research Facility by name in the acknowledgments section, e.g., "The authors gratefully acknowledge the [Research Facility Name] of King's College London for their support and expertise in this work".

2. Where a particular Research Facility staff member has meaningfully supported the performed research, but not directly contributed to the research output, this staff member should be acknowledged by name alongside the Research Facility, e.g., "The authors gratefully acknowledge [Staff Name] at the [Research Facility Name] of King's College London for their support and expertise in this work"

3. If the Research Facility, or a specific staff member, has substantially contributed to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work, they should be considered for inclusion as a co-author in all publications that use the data, software, or tools, in the same way as any other researcher, in line with disciplinary norms and journal guidelines.

Unassisted collection of raw data and standard/regular user training do not, by themselves, merit co-authorship. However, non-routine data collection and sample preparation, analysis, or support (e.g., development of bespoke protocols or materials, experimental design, extensive data analysis and/or interpretation, etc.) should be appropriately recognised and acknowledged. If in doubt, please discuss this with the member of staff involved and/or the Facility Manager.

Discussions about appropriate acknowledgement should begin at the outset of the project and be revisited as the project develops. When a publication or other research output is being prepared, informing the Research Facility will ensure correct reporting methods are followed, and that they may contribute to the manuscript or other output where appropriate (e.g., specific descriptions of equipment, data collection and analysis methods).

Once papers or the publication of other outputs are accepted, please inform the Facility Manager, and provide the DOI for recording on their metrics.

When a poster, presentation, or grant application includes media assets (e.g. images), software, or data obtained from equipment managed by a Research Facility, please also acknowledge the facility. The Facility will be able to advise how best to do this.

It is the collective responsibility of all those involved in conducting the work to ensure fair acknowledgement. Any questions or concerns about acknowledgements or co-authorship should be discussed with the Facility Manager in advance. If a user is found to have acted against this policy, appropriate action may also be taken by the Research Facility, in accordance with the seriousness of the infraction.

Further guidance around appropriate acknowledgement or authorship may also be sought from the Research Integrity Office, or your local Research Integrity Advisor.