

RESEARCH PUBLICATION POLICY

1 The University of Law's Research Publication Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured. This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

2 The University of Law recognises publication of research or project work undertaken during a programme of study, or as an academic scholarly activity, is an integral element to raising individual researchers' profile, and dissemination of knowledge to the global community.

2.1 The University of Law is cognisant of the increased requirement of UK higher education providers to be held publicly accountable for research/publication outputs. Therefore, this policy has been informed by the following policies:

- a. Research Strategy
- b. Q3.9 Research Data Management Policy
- c. Q3.10 Research Integrity Policy

Responsibility for this policy

3 Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board.

Expectation

University

4 The University has in place procedures for supporting the publication of research by University staff or students.

Staff

5 Members of University staff who wish to publish their research should ensure that they adhere to relevant HR policies and processes, including the Outside Working Policy.

6 If an allegation of research misconduct is alleged, as defined in paragraph 8 and 9 of Q3.10 Research Integrity Policy, the Chair of the Research Committee shall inform the Director of HR who shall act in accordance with relevant staff disciplinary policies.
Students

7 Members of the University's student community who wish to publish their research should ensure that they adhere to the University's policies and protocols, including the S3 Student Charter and any relevant codes of conduct.

Key Aims and Principles

8 In the advancement of this policy, the University and authors (students and staff) shall:

8.1 Ensure there is adequate support and guidance for authors (students and staff) to prepare manuscripts for publication;

8.2 Ensure the selected publication route meets the author's and funders requirements;

8.3 Ensure authors acknowledge affiliations to the University of Law when publishing work;

8.4 Ensure acknowledgement of funding sources, if appropriate;

8.5 Ensure authors seek to retain copyright with publishers;

8.6 Ensure that all ethical principles are adhered to, including the Q6.7 Research Ethics Policy.

Procedural Approach

9 Process of publication

9.1 Appendix A – Publication Flowchart details the steps required for authors to publish their research.

9.2 Authors should submit a completed PR1 (Publication of Research Form) to the Chair of the Research Institute/Committee: research@law.ac.uk.

9.3 The Chair of the Research Institute/Committee will allocate a 'Critical Friend' to work with the author on their manuscript.

9.4 Once the application has been received, all authors will be provided with expert advice and guidance through the Research Institute's 'Critical Friendship' approach.

10 University support

10.1 All authors (students and staff) are provided with expert advice and guidance through the Research Institute's 'Critical Friendship' approach

10.2 The Chair of the Research Institute/Committee will allocate a 'Critical Friend' to work with the author on their manuscript.

11 Publication

11.1 All authors should, at all times, be aware of the following questions where preparing their manuscript for publication:

11.1.1 Does the work include research with human participants? If so, the author should ensure they have participants' consent to publish the data.

11.1.2 Does the work include a case study naming any organisation? If so, the author should obtain permission/approval from the organisation they wish to name.

11.1.3 Does publishing the work cause any future assessment concerns? For example, if the work is published, is an assessment used in a programme of study, is there potential for other students to acquire the answers to their future assessments?

11.1.4 The author should consider the copyright implications of publishing. Publishing papers, chapters, conference presentations often ask the author to sign a copyright transfer agreement. Does the author wish to transfer their copyright to the publisher?

11.1.5 The author should ensure there are no similarities within the text to other published articles and have obtained permission to use any diagrams, questionnaires, imagery.

11.1.6 Is the work free from advertorial promoting a particular product?

12 Journal style

12.1 All publishers will have their own house style for setting out manuscripts and referencing. Authors should identify where they wish to publish and obtain a copy of the relevant guidance for authors, for submitting a manuscript.

13 University of Law Journal

13.1 The University of Law Journal's house style can be found in the associated ULaw Journal House Style document.

14 Recording of published work

14.1 All published outputs will be recorded in The University of Law Research & Knowledge Exchange Repository; this information will be the official record of the University's research output.

14.2 This archive will be populated with metadata and full text associated with published peer-reviewed journal articles, book chapters, and conference papers. The information will be the official record of the University's research output.

Responsibility for the provision

15 Responsibility for giving effect to the Research Publication Policy of the University lies initially with the Research Committee.

Monitoring and review of the provision

16 Responsibility for reviewing and evaluating the effectiveness of the Research Publication policy lies initially with the Research Committee. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board

Version history:

Version	Amended by	Revision summary	Date
V1.0	Project working group	Initial drafting by project working group; approval by Academic Board	March 2021

Appendix A – Application Flowchart

