



University of Nottingham publication checklist

This checklist aims to support researchers through the publication process by highlighting the necessary steps before submission, on submission, on acceptance and on publication. At all stages researchers should observe the University's [Code of Research Conduct and Research Ethics](#).

Before submission

- ☐ **Choose where to publish.**
 - Check your school or faculty publication strategy for guidance.
 - Use the [Think, Check, Submit tool](#) to evaluate whether or not a publisher is suitable for your research.
 - Read the scope of the journal or book publisher and any author guidelines.
- ☐ **Check if your publication has open access requirements**
 - The university and research funders have [open access policies](#), and you should ensure you understand those relevant to you.
- ☐ **Check your options to make the publication open access.**
 - The university has a [non-commercial institutional repository](#) to facilitate open access to the author accepted manuscripts deposited in it, also known as 'green open access' or 'author self archiving'. The repository applies CC-BY licence terms to deposits unless an alternative licence is required by the rights-holder. Check the embargo and licence requirements of your publication venue using the [Jisc Open Policy Finder](#) and include this information in your deposit. Taking these steps will enable fee-free open access wherever it's feasible to do so.
 - The university financially supports several open access publishing agreements for [journal articles](#) and books.
 - The university has access to [funder grants which can pay publishing fees in fully open access venues](#).
 - Select the option which enables you to meet the open access policy requirements relevant to you. If you are unsure about how to make your publication open access, ask Libraries by completing the [open access initial enquiry form](#).
 - Request open access funding where appropriate by completing the [funding application form](#).
 - Visit the [UoN Libraries Open Access webpages](#) for information and guidance

- ❑ **Agree the order of co-authors, and how other contributors will be acknowledged.** The UoN [authorship guidance](#) and section 5 of the [Code of Research Conduct and Research Ethics](#) require that contributions of all members of the research team must be properly recognised, including students, technical staff and individuals staffing core facilities. Authorship should be restricted to those who have made a significant intellectual or practical contribution to the work.
- ❑ **Deposit the data underpinning your publication** in an [appropriate repository](#) for preservation, aiming to make your data openly available wherever practical, following the university's [Code of Practice on Research Data Management](#). Refer to your project's [data management plan](#), your journal's data policy and your funder's data requirements.

On submission

- ❑ **Correctly attribute your work.** Make sure you acknowledge the university and any research funder(s) in the [correct format](#). Include your [ORCID id](#) and those of your co-authors where possible.
- ❑ **Include a data availability statement.** This describes [where to find the data that supports published research](#) and typically includes a Digital Object Identifier (DOI) pointing to the location of the research data in your chosen repository. Doing so aids discoverability and enables your data to be cited as a research output in its own right.

On acceptance

- ❑ **Prepare for open access.** Ensure you have a copy of the author's accepted manuscript and deposit it in the [Research Information System \(RIS\)](#).
- ❑ **Contact the [Media Relations team](#)** if you would like advice on how best to publicise your research in the media.

On publication

- ❑ **Check that all the details of your publication are correct** in RIS. Email openaccess@nottingham.ac.uk if you need to make any changes.
- ❑ **Share your work.** Update your [ORCID record](#) and any profiles you have on professional networking sites like LinkedIn to include your new publication. When linking on social media make sure to use the DOI (digital object identifier). Contact library-researchsupport@nottingham.ac.uk if you have any questions.