Guidelines for Publications

Communicating research for NIHR Academy Members
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1. Summary

This document provides NIHR Academy Members with the information they need to deliver publications for use in their research awards.

All Members **MUST** follow the guidelines in this document to comply with NIHR award contracts and in some cases, disclaimer requirements.

It is a contractual requirement that you provide notifications and copies of all of your project outputs at least 28 days before publication or presentation. For a full list of outputs visit the study outputs and branding page on the NIHR website.

Members need to provide their completed publications 28 days prior to publication to be checked by the NIHR Academy Communications Team.

Failure to follow these guidelines, or to provide publications 28 prior to publication, may result in you missing key deadlines, e.g. for funding applications or publication date

‘Publications’ include:

- Research papers
- Abstracts
- Presentations
- Posters
- Press releases
- Website content
- Social media content
- Patient Materials

**What to expect from the NIHR Academy**

NIHR Academy will check your publication for funding statements, acknowledgments, disclaimers and branding accuracy. NIHR Academy will not check your publication for accuracy of the research or the science contained.

We will contact you within 28 days to inform you that your publication is approved or requires additional amendments.
2. Publications

The NIHR Academy receives over 500 publications annually from for approval. 20% of those publications do not meet the guidelines each year and therefore require additional amendments, before approval and this can cause delays for you.

Members need to provide their completed publications 28 days prior to publication to be checked by the NIHR Academy Communications Team and should include the following four steps before submission:

Step One: Timings

• Send a copy of your publication in full to academy@nihr.ac.uk
• NOTE: It can take up to 28 days for the NIHR Academy to review your publication.

Step Two: Funding Statement

• Include the following Funding Statement to acknowledge the NIHR contribution:

“(Name of the researcher) is funded by a National Institute for Health Research (NIHR), (Award name e.g. Doctoral Research Fellow) for this research project.”

Step Three: Disclaimers

• Include the following views and opinions disclaimer in full:

“This (publication/paper/report) presents independent research funded by the National Institute for Health Research (NIHR). The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health and Social Care.

Step Four: Branding a Publication

DO:

• Place the ‘funded by’ NIHR logo in the bottom half of the page in all publications.

DO NOT:

• DO NOT place the ‘funded by’ NIHR logo at the top right of a publication. This incorrectly implies NIHR ownership of your publication.
3. **Press Releases**

All press releases from NIHR Academy Members and Host Organisations must follow these four steps:

**Step One: Timings**

- Send a copy of your publication in full to academy@nihr.ac.uk
- **NOTE**: It can take up to 28 days for the NIHR Academy to review your press release and to plan any additional social media and website content about the release
- Call us on 0113 532 8444 if you have to deliver at short notice, but no less than five working days

**Step Two: Funding Statement**

- Include the following Funding Statement clearly and prominently in every press release, in the first or second paragraph to acknowledge the NIHR contribution

  “(Name of the researcher) is funded by a National Institute for Health Research (NIHR), (Award name e.g. Doctoral Research Fellow) for this research project. The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health and Social Care.”

- Where research is jointly funded by the NIHR with another funding partner, the NIHR must receive acknowledgement in any press release issued by the funding partner

  “(Name of the researcher) is jointly funded by the National Institute for Health Research, (award name) and (PARTNER). The views expressed are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health and Social Care.”

**What to include in the body of press releases**

**Acknowledge the NIHR**

Press releases must acknowledge NIHR funding or support for the research by naming the National Institute for Health Research (NIHR), ideally in the first or second paragraph of the body of the press release.

**NIHR funded**: If the research has been directly funded by an NIHR research programme, such as the NIHR Health Technology Assessment (HTA) programme, or a research
school, unit or group, the press release should state that the research has been **funded** by the NIHR.

*Examples:*

- Researchers funded by the National Institute for Health Research (NIHR)
- Research funded by the National Institute for Health Research (NIHR)
- Researchers at the University of Bristol funded by the National Institute for Health Research (NIHR)

**NIHR supported researchers:** If the research is from part of the NIHR infrastructure, such as an NIHR Biomedical Research Centre, or researchers have worked with an NIHR Local Clinical Research Network, the press release should state that the research has been **supported** by the NIHR or **made possible** by the NIHR.

*Examples:*

- The research, supported by the NIHR Maudsley Biomedical Research Centre...
- The study, published in Nature Genetics and made possible by the National Institute for Health Research (NIHR), also reports...

We encourage you to use the following descriptor with the NIHR acknowledgement:

- ...the National Institute for Health Research (NIHR), the nation’s largest funder of health and care research.

**What to include in the ‘Notes to Editors’**

*Add our ‘boilerplate’ statement*

Please include the following NIHR boilerplate in the notes to editors:

**STARTS**
The National Institute for Health Research (NIHR) is the nation’s largest funder of health and care research. The NIHR:

- Funds, supports and delivers high quality research that benefits the NHS, public health and social care
- Engages and involves patients, carers and the public in order to improve the reach, quality and impact of research
- Attracts, trains and supports the best researchers to tackle the complex health and care challenges of the future
- Invests in world-class infrastructure and a skilled delivery workforce to translate discoveries into improved treatments and services
- Partners with other public funders, charities and industry to maximise the value of research to patients and the economy
The NIHR was established in 2006 to improve the health and wealth of the nation through research, and is funded by the Department of Health and Social Care. In addition to its national role, the NIHR commissions applied health research to benefit the poorest people in low- and middle-income countries, using Official Development Assistance funding.

ENDS

You may also wish to include in the Notes to Editors additional information about the specific programme, training scheme, network or part of the NIHR that the press release relates to.

**Acknowledge the role of patient data**

The NIHR recognises and values the role of patient data, both in underpinning and leading to improvements in research and care. Examples of types of patient data used in research include:

- GP records
- Clinical audits, for example the National Diabetes Audit
- Disease registers, such as the National Cancer Registration and Analysis Service
- Hospital Episode Statistics
- Diagnostic imaging datasets
- Prescribing databases
- Patient surveys, for example Patient Reported Outcome Measures (PROMs)
- Information collected during clinical trials and cohort studies
- Data in large patient cohorts, such as the NIHR BioResource and the UK Biobank

We ask researchers who use patient data to acknowledge it by incorporating a data citation, developed by use MY data, in publications and stories that would not have been possible without access to this data. This expectation also extends to press releases on such research. Visit the NIHR website for more information about our commitment to valuing the role of patient data.

Please use the following patient data citation after the NIHR boilerplate in your press releases:

**STARTS**

This work uses data provided by patients and collected by the NHS as part of their care and support and would not have been possible without access to this data. The NIHR recognises and values the role of patient data, securely accessed and stored, both in underpinning and leading to improvements in research and care. www.nihr.ac.uk/patientdata

ENDS

Please use this citation in all press releases, unless you feel that the research does not use patient data in any form.
4. Website Content and Social Media

Website Content:

All website content about NIHR funding must follow these three steps:

Step One: Timings

• Send draft website content to academy@nihr.ac.uk 28 days before making the webpage public so the NIHR Academy can review your content
• This will also allow us to also consider promoting that content, e.g. on our social media and website.

Step Two: Acknowledgement

• All references to NIHR funded research on websites and intranet sites must acknowledge NIHR funding and include a link to the NIHR website: www.nihr.ac.uk

Step Three: Branding

• Spell out the acronym, NIHR, in full the first time you mention the organisation in your content:

  *i.e. “The National Institute for Health Research (NIHR).*

• NIHR funded projects can create a study name and logo if it is agreed to be of benefit to promoting and recruiting patients into the research study.
5. **Social Media**

We like to share the news about our NIHR funded trainees on social media, it provides an immediate outlet and has the potential to be shared to a wider and relevant audience.

We encourage Trainees to promote their own research through social media platforms, e.g. Twitter or LinkedIn.

Use the following two steps to get the most out of your social media:

**Acknowledgement**

- Include The [@NIHRAcademy](https://twitter.com/NIHRAcademy) Twitter handle in all tweets about research
- Include the official [NIHR LinkedIn handle](https://www.linkedin.com/company/nihr) in all LinkedIn posts related to your research
- Include [The NIHR Official Facebook](https://www.facebook.com/NIHR) page in all posts related to your research
- Include hashtags in [YouTube](https://www.youtube.com) videos related to your research

Hashtags should be used to reach out to others also interested in Health Research.

e.g. #HealthResearch #NIHRmember #NIHR

For all NIHR Brand guidelines visit: [www.nihr.ac.uk/branding](https://www.nihr.ac.uk/branding)

6. **Contact Information**

Email all publications and enquiries to the NIHR Academy to academy@nihr.ac.uk and use the subject format below:

NAME OF REQUEST 00/00/0000 (Deadline Date) NAME (NIHR Academy Member)

*e.g. PUBLICATION 1/12/2019 JANE SMITH*

In exceptional circumstances we can consider publications in fewer than 28 days subject to capacity in the review team. Call 0113 532 8444 to enquire.