JKMRC Publication and Presentation Guidelines

Introduction

All staff and students are encouraged to publish their research work and to present at industry workshops, etc. These guidelines have been developed to facilitate the publication and presentation of research work, while at the same time taking into account any project sensitivities, sponsor privileges and research agreement conditions. All potential publications and presentations should be discussed with your supervisors and/or project manager prior to commencement of the preparation of the publication, the presentation or the submission of an abstract.

UQ’s Q-index has been developed as an indicator of individual research performance. The index demonstrates research activity and excellence through a composite index, based on measures of research input (grants), output (publication volume and quality) and RHD supervision. Q-index outputs facilitate UQ-wide internal benchmarking by level and faculty.

These guidelines conform to UQ’s Policy on Responsible Conduct of Research which can be found in the Policy and Procedures Library via Document Number 4.20.02a.

Approval Procedure

Note: It is the author’s responsibility to meet requirements, obtain approvals and make submissions.

- Discuss any potential publication or presentation with your supervisor or project manager.

- Prepare abstract and submit to JKPublications (jkpublications@uq.edu.au) for entry on the JKMRC Publication Log. (this does not constitute submission which is author’s responsibility)

- Note which project/s the work is funded by, so as to highlight publication permission requirements, which can then be implemented.

- All abstracts/papers/presentations/posters must be reviewed for:
  - Technical content, quality, appropriateness by a senior member of staff.
  - Compliance with contractual obligations.
  - Quality of English and presentation by an appointed JKMRC editor.
  - Layout, formatting, quality of diagrams, referencing etc. (as per the requirements of particular journals), by a JKMRC publications officer, before submission to any journal, conference, etc.
  - Appropriate referencing is a critical component of any publication. As a general rule, every effort should be made to reference the original work, whether the work is published or unpublished.
  - Appropriate acknowledgement should also be given to those who contributed in any way to the work, but were not named as an author of the paper. These include those organisations which funded the work.
The author must ensure that approval from the research project sponsor has been given prior to the submission of any publication or presentation. The project manager will nominate the appropriate JKMRC person responsible for communicating with the sponsor for approval of any publication or presentation. JKPublications will maintain a list of these nominated people and will be able to assist authors in this regard. This process can take up to 6 weeks, so this should be factored into any timeline. The publication requirements of each research project are to be entered into the JKMRC Contracts Register which can be accessed by senior management, Wendy Parley and Karen Holtham.

On submission by the author, a copy of all final papers and presentations must be emailed to JKPublications.

Authorship

UQ’s policy on Authorship and associated procedures are provided in the Policy and Procedures Library via Document Numbers 4.20.04a and 4.20.04b.

The key element is that the attribution of authorship must be based on making a substantive contribution to the work, comprising:

1. conception and design of the project, or analysis and interpretation of the research;

2. drafting significant parts of the work or critically revising it so as to contribute to the interpretation; and

3. final approval of the version to be submitted for publication.

NOTE:

1. All PowerPoint presentations should be on the official JKMRC template or specific to the related project (if appropriate)

2. Conference attendance costs are allocated in the JKMRC annual budget and it is important that these are highlighted as early as possible. Do not assume that by submitting and having a paper accepted at a conference, the JKMRC will send you. You should be discussing the prospect of conference attendance with your manager or supervisor a year in advance in order to ensure budget allocation.

3. The author by-line is to include the full name of the University see below:
   University of Queensland, SMI/JKMRC 40 Isles Road, Indooroopilly QLD 4068, Australia

4. A copy of the conference proceedings should be acquired for the JKMRC Library.
For additional information about JKPublications please contact Wendy Parley or Karen Holtham at the JKMRC via email jkpublications@uq.edu.au