

# Publication Guidelines

## BIOPOLE Programme

### Overview

- BIOPOLE abides by the ethos that we are conducting scientific research as a collective endeavour. This comprises inputs and collaborations between BIOPOLE Programme Members (Natural Environment Research Centre, NERC, staff spread across 5 UK research centres), BIOPOLE Science Partners and BIOPOLE Strategic Partners (hereafter, BIOPOLE Collaborators), and potentially, other external (i.e., non- BIOPOLE) collaborators, that all contribute to the goals and objectives of the BIOPOLE Programme (<https://biopole.ac.uk/about/>)
- Publications arising from BIOPOLE research, be they peer-reviewed scientific papers, articles for non-peer reviewed publications, reports to advisory committees and assessment bodies, or metadata papers and reports, are all important ‘outputs’ for BIOPOLE. The relative inputs and contribution of individuals or groups/facilities/gatekeepers and the BIOPOLE Programme (and its funder, i.e., NERC) must be appropriately and systematically acknowledged in the authorship and Acknowledgements section. This will provide appropriate credit to those involved and an acknowledgement of public accountability for the content of the output.
- These guidelines are intended to provide a set of fair principles that should be implemented from the outset of the writing of any BIOPOLE publication. The guidelines are primarily aimed at publications where a BIOPOLE writing team is leading the work and addressing one or more BIOPOLE objectives.
- It is acknowledged that, in being a programme that has emphasised collaboration between BIOPOLE Programme Members and BIOPOLE Collaborators, BIOPOLE Programme Members may be asked to contribute to publications led by a BIOPOLE Collaborator. In these circumstances, we ask that best endeavours are made to follow these guidelines. The BIOPOLE Principal Investigator (PI), Work Package (WP) Leaders, and/or Executive Board (EB) Members can provide advice and support on any issues that might arise.
- Where BIOPOLE has made a notable contribution to a publication (with or without co-authorship), we ask that the following text is included in the Acknowledgments Section:

***“The contributions of [Person X, Y and Z] were supported by the BIOPOLE National Capability Multicentre Round 2 funding from the Natural Environment Research Council (grant no. NE/W004933/1)”.***

- It is imperative that all publications (as listed above) are noted in the BIOPOLE Monitoring Tracker (this Excel file can be found within ‘Programme Tools’ folder on the BIOPOLE shared drive; publications are to be logged under the ‘Papers’ tab). The Monitoring Tracker includes a column for the ranking of publications in terms of the level of BIOPOLE involvement and its

relationship to BIOPOLE aims (See section on 'Relevance ranking of publications' below). A further column indicates the WP and Task the publication contributes to.

- BIOPOLE Programme Members (and BIOPOLE Collaborators) should follow these guidelines voluntarily and on a best endeavours basis.
- The BIOPOLE PI will act as the final arbiter of any issues relating to these guidelines.

## Responsibilities of writing teams

- All writing team members are expected to make contributions during the formation of an output (e.g., manuscript, dataset, report etc.) for publication. These responsibilities might include conducting research, contributing samples and data, analysing data, generating a model or concept, or writing the document. It is encouraged that identification of these roles follows the CRediT guidelines <https://credit.niso.org/>
- The publication will be led by a designated (and appropriately acknowledged) Lead Author. In particular circumstances it may be necessary to designate a Corresponding Author, for example when a student is unavailable to deal with the editorial process. The Lead Author will facilitate decision-making and communication among the co-authors and with the WP Leaders. The Lead Author may be the person who started the publication, who invited members to join the process, who is expected to do the most work on the publication, or who is head of a task, WP, or is a third party to the BIOPOLE Programme.
- When the writing team is formed, any decisions on adding new co-authors should be made by consensus rather than by individuals, and in consultation with the appropriate WP Leader(s).
- Data ownership should be identified by the Lead Author and communicated to the WP Leaders. Data will be managed by the BIOPOLE Programme (following the BIOPOLE Data Management Plan and shared as needed for analysis. Following the NERC Data Policy, relevant data shall be deposited in NERC Data Centres, who agreed in the BIOPOLE Data Management Plan which datasets will be published in their repositories. The data will be credited to the people who created them and will be linked to the publication through the metadata. A data availability statement, indicating where the supporting datasets can be found, should be added to the manuscript and the data DOI citations included in the manuscript reference list

## Authorship

- In advance of submission, we advise that a short synopsis of the proposed publication shall be produced by the Lead Author, acknowledging each co-author's specific contributions, and submitted to the WP Leaders. The contributions of other collaborators who are not co-authors will also be described; this may include those who produced the data or conducted field work, analyses or modelling etc. The WP Leaders will provide feedback on revising any contribution status, referring to CRediT guidelines where there is any issue (an example is given at the following web address: <https://authorservices.wiley.com/author-resources/Journal-Authors/open-access/credit.html>).
- Where data generated by a BIOPOLE member is being incorporated into a manuscript, the data contributor is to be approached and made aware of the manuscript with the option to become part of the writing or editing team, as described below.
- Authorship will be limited to those who have contributed substantially to the publication. If a co-worker does not contribute to the level expected, that person will not be included as a co-author, as determined by the Lead Author in consultation with the WP Leaders, where necessary. More specifically, co-authorship is recommended if the following:-
  1. *Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;*

2. *Drafting the work or revising it critically for important intellectual content;*
3. *Final approval of the version to be published;*
4. *Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.*

Note that co-authorship may still be awarded if those who meet criterion 1 are not invited into contributing to stages 2-4. The above is based on recommendations from leading journals which can be consulted for further information (<https://www.nature.com/nature-portfolio/editorial-policies/authorship>; <https://www.icmje.org/recommendations/>)

- The Lead author will determine the order of authorship for the co-authors based on contributions to the programme and in consultation with the WP Leaders.
- The Acknowledgements section should be signed off by the WP Leaders, along with a draft of the proposed publication, prior to submission to ensure all relevant individuals, groups and the BIOPOLE Programme are acknowledged appropriately.
- All co-authors must give their permission for publication prior to submission of each version of the publication.
- All co-authors can give presentations of the output after final publication, using material in the publication (and datasets), providing they reference the publication and their co-authors. Ideally, they will notify the co-authors of these presentations beforehand. These presentations must also be entered into the BIOPOLE Monitoring Tracker.
- All co-authors can respond to media inquiries relating to the publication. Press releases should include the names and contact information of all co-authors, together with acknowledgement of the BIOPOLE Programme (and its funder, NERC as part of UKRI). Writing team members should acknowledge the contributions of other co-authors during interviews and encourage reporters to contact them.
- Press releases should be prepared in consultation with the BIOPOLE PI and relevant WP Leaders, together with the relevant institutional Press Officers.

## Acknowledgment of data and samples

- Manuscripts with data produced by the BIOPOLE programme should have the following text included in the Acknowledgements:

***“The contributions of [Person X, Y and Z] were supported by the BIOPOLE National Capability Multicentre Round 2 funding from the Natural Environment Research Council (grant no. NE/W004933/1)”.***

- Furthermore, each manuscript should contain a data availability statement, indicating where the datasets supporting the manuscript can be found, and importantly, the data DOI citations should be included in the manuscript reference list.
- Where the data has also been published in the peer-reviewed literature, it can further be cited in the References, such as in the following example: "Whitehouse, M. J., Hendry, K. R., Tarling, G. A., Thorpe, S. E., & ten Hoopen, P. Macronutrient, temperature and salinity measurements made around the island of South Georgia and the wider Scotia Sea, the Antarctic Peninsula, and in the Bellingshausen Sea between 1980 and 2009. NERC EDS UK Polar Data Centre. doi: 10.5285/4014370f-8eb2-492b-a5f3-6dc68bf12c1e In: Whitehouse, M. J., Hendry, K. R., Tarling, G. A., Thorpe, S. E., & ten Hoopen, P. (2023). A database of marine macronutrient,

temperature and salinity measurements made around the highly productive island of South Georgia, the Scotia Sea and the Antarctic Peninsula between 1980 and 2009. *Earth System Science Data*, 15(1), 211-224 doi: 10.5194/essd-15-211-2023”

- Although an object identifier system for samples is still being developed, our aspiration is that a similar format be used for acknowledging use of BIOPOLE samples in any third-party publication in which they were used.

## Contingencies and communication

- The Lead Author will manage communications, such as email updates, telephone or video calls between the co-authors, data providers, and the WP Leaders.
- All co-authors and the WP Leaders agree to reply to communications concerning the publication, especially drafts of the publication, within a reasonable period of time, such as within one week, as set out by the Lead Author.
- All co-authors agree to notify the rest of the writing team prior to sharing the draft publication with people outside the writing team. Team members will be given a chance to comment prior to sharing.
- No co-author, WP Leader, or the PI can block final publication, except where concerns of authorship, contributions, or scientific soundness are raised — e.g., the data collection, analyses and presentation were conducted incorrectly. Concerns related to policy, management, or scientific implications are not grounds for a co-author to block publication. If a majority of co-authors believe the output should be published based on sound science, the publication will move forward. Every reasonable effort should be made by the Lead Author and others to reach a consensus on moving forward with a publication.
- Co-authors may voluntarily remove themselves from the output at any point if they no longer have time or disagree with some aspect of the publication. If a co-author voluntarily leaves or is asked to leave, the co-authors, Lead Author and WP Leaders should discuss with the member if their contributions can still be used, and perhaps described in the Acknowledgements section, or should be removed from the paper.
- Co-authors should make every reasonable effort to inform each other when starting new collaborations and spin-off programmes that result from this publication.

## Conflict of interest

- All co-authors will disclose to the Lead Author any real or perceived conflicts of interest related to the Programme and any relevant publication.
- All co-authors will disclose whether they or any close family members or associates will benefit financially from this Programme and any relevant publication.

## Grievance procedure

- Where there is any dispute in the authorship of or acknowledgement within a manuscript where BIOPOLE has a leading role, parties are urged to contact the BIOPOLE Principal Investigator (Geraint Tarling [gant@bas.ac.uk](mailto:gant@bas.ac.uk)) at the earliest opportunity. The PI will do their best to resolve the matter on an individual basis, but where further support and advice is required, they will form a sub-committee to consider the matter. The considerations of the sub-committee will be put in front the BIOPOLE Executive Board for approval before being relayed back the parties involved.

## Relevance ranking of publications

- BIOPOLE will use Relevance ranking to help us to declare authentically which publications BIOPOLE has led, helped generate and/or provided supporting information for. This makes it easier to demonstrate the value of BIOPOLE in reports to our funders and stakeholders when we list our tangible outputs. The Relevance ranking will be included in the Monitoring Tracker and on annual BIOPOLE Progress Reports:

**Rank 1** publications are specifically generated through/by/from/during BIOPOLE activities - for example, arising from BIOPOLE fieldwork, a data collation activity, modelling, or synthesis activity. It is expected that at least one BIOPOLE Programme Member is a lead or senior author of the publication. The official BIOPOLE acknowledgment text (Overview Point 5 above) must be included in the Acknowledgement section.

**Rank 2** publications are on topics relevant to BIOPOLE objectives that benefitted from some interaction with a BIOPOLE Programme Members input, data sharing activity, joint workshop etc. where the lead author(s) are not BIOPOLE Programme Members. It is expected that one or more BIOPOLE Programme Members are co-authors of the publication. The official BIOPOLE acknowledgment text must be included in the Acknowledgement section.

**Rank 3** publications are on topics relevant to BIOPOLE objectives but for which BIOPOLE data and modelling have not been used. Such publications may arise from outputs of a working group, horizon scanning exercise, position article from leading scientists etc. It may include a BIOPOLE Programme Member either as a co-author or in the Acknowledgements. The official BIOPOLE acknowledgment text does not have to be included in the Acknowledgement section but is encouraged wherever possible.