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Western Sydney University

Publication and Dissemination of Research Guidelines

These guidelines should be read in conjunction with the University's

Responsible Conduct of Research Policy

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1. Introduction

Western Sydney University's Responsible Conduct of Research Policy articulates the principles and responsibilities that underpin the responsible conduct of research for all Western Researchers and aligns with the Australian Code for the Responsible Conduct of Research 2018 (the Code). It ensures that research being undertaken at Western adheres to the highest ethical standards and is conducted responsibly and with integrity.

Publication and dissemination of research is a critical part of the research process which aims to reach a range of diverse audiences including other researchers, funding bodies, research end-users, industry, governments, policy makers and the public. Dissemination of research includes traditional and non-traditional research outputs, non-refereed publications, and dissemination undertaken as part of applications for research grants and forms of financial support.

2. Purpose

Western Sydney University encourages the open publication and dissemination of research to enhance researcher's capacity to build on previous results, increase innovation, promote collaboration and engagement activities and facilitate the realisation of the benefits of research. These guidelines apply to anyone who conducts research or provides research support under the auspices of Western Sydney University, as per the University's Responsible Conduct of Research Policy.

3. Responsibilities of researchers

In accordance with the Responsible Conduct of Research Policy and the Code, Western Sydney University researchers are responsible for:

- Disseminating research findings responsibly, accurately and broadly. Where required, researchers must take necessary action to correct records in a timely manner.
- Being aware of questionable research practices such as selective publication of results, concealing conflicts of interest, failing to disclose experimental conditions, describing a hypothesis after finding significant results, and publishing in predatory journals¹. In relation to predatory publishing, researchers should make every effort to:
 - determine the legitimacy of the publishing body and exercise caution against journals that exploit the 'Open Access' model unprofessionally to derive economic gain without meeting the quality standards of scientific publications.
 - consult senior researchers, supervisors, mentors, librarians, or other members of the research group before responding to any electronic invitation from or submitting an article to a potentially predatory journal.
 - check the real impact factor index and whether the journal is indexed in a reference database (Web of Science, Scopus, Medline, etc.).
 - check the journal's copyright assignment policy and whether authors have to bear the cost of publication.

¹ Torres CG (2022). Editorial misconduct: the case of online predatory journals. *Heliyon*, Available online at <https://doi.org/10.1016/j.heliyon.2022.e08999>

- carefully examine the journal's formal appearance (logo, images published, the spelling and grammatical accuracy of the wording used, etc.).
 - not participate in any fraudulent action promoted by questionable publishers such as fake conferences or involve other colleagues to get some benefit or discount in return for taking part in them.
- Taking all reasonable steps to ensure that the methodology, data and findings are reported accurately and consistently with international guidelines and conventions that are appropriate to the relevant discipline/s.
- Ensuring that conclusions are justified by the results and any limitations are appropriately acknowledged.
- Citing the institutional research base as Western Sydney University when recording institutional affiliation in research articles, conference papers, and other publications (irrespective of the placement of the affiliation in the publication), and citing all sources of support for the research
- Accurately disclosing and managing actual, potential and perceived conflicts of interest.
- Acknowledging and citing their own work and work of others appropriately and accurately.
- Citing primary sources and data to ensure that credit for research is attributed fairly and to facilitate the easy location of the origin of a work, a finding, and idea or research data.
- Where possible, providing an accurate source citation with any image used, including correct attribution of the creator who is the artist/photographer/illustrator, or adding a list of references or credits at the end of their work.
- Avoiding the publication of multiple papers based on the same set(s) or sub-set(s) of data unless there is full cross-referencing within the papers (for example, in a series of closely related work, or where a complete work grew out of a preliminary publication and this is fully acknowledged);
- Disclosing the simultaneous submission to more than one journal or publisher of material based on the same set(s) or sub-set(s) of data at the time of submission.
- Obtaining permission from the original publisher or copyright owner before republishing their own or others' research findings.
- Where appropriate consider registering their research plans or protocols prior to the commencement of research.
- Taking account of any ethical or legal restrictions relating to intellectual property and the appropriate handling of confidential or other sensitive information.
- Considering the consequences and outcomes of research prior to its communication
- Sharing and communicating research methodology, data and findings openly, responsibly and accurately. Where applicable, negative findings and results contrary to the hypothesis must be included and where feasible, research participants must be provided with an appropriate summary of the research results.
- Not discussing research findings in the public arena until they have been tested through peer review. Presentation of research in progress or before publication on a public server as a preprint, at professional conferences and when it is in the national interest or in the context of a public health crisis are exceptions to this general rule.

- Taking special care in discussing the findings of a research project, to explain the status of the project – for example, whether it is still in progress or has been finalised and whether the findings have been published.
- Accurately describing the state of publication (in preparation, submitted, accepted), research funding (applied for, granted, funding period), and awards conferred, and where any of these relate to more than one research worker.
- Ensuring all reporting of research complies with any contractual obligations associated with project funding or other conditions, and with the Intellectual Property Policy.
- Where there is private reporting of research that has not yet been exposed to open peer-review scrutiny, especially when it is reported to prospective financial supporters, fully explaining the status of the work and the peer-review mechanisms to which it will be subjected.
- Reporting all eligible publications to Research Services (for HERDC Publications Collection) and providing verification as specified.
- Minimising misunderstanding about research outcomes, undertaking to inform promptly those directly impacted by the research, including interested parties, before informing the popular media.
- Contacting the Office of Marketing and Communication for assistance in communicating with and through the media (see Media Policy).
- Where issues of public policy and concern make prior public reporting desirable, first tender such advice and the unreported status of the findings to the public or professional authorities responsible. Where the responsible authorities do not act, a researcher may report on their research and the unpublished status of the findings to the media.
- Submitting a digital copy of their Higher Degree Research thesis (in case of HDR students), so it may be added to the Western Sydney University Digital Thesis Collection on [ResearchDirect](#)
- Being aware that publishing the same material translated into different languages is acceptable provided that the original source is fully acknowledged.

3. Abbreviations used

- The Code: Australian Code for the Responsible Conduct of Research
- HDR: Higher Degree Research
- HERDC: Higher Education Research Data Collection