IRMRC PUBLICATION GUIDELINES

(August 2004)

1. All publications are to mention the name NSW Injury Risk Management Research Centre **AND** the University of New South Wales in the author affiliations.

2. All publications involving staff paid from core funding, or which used core funds in some other way, must acknowledge the funding contributions of our three major funding partners: NSW Health, the RTA and the MAA. Publications arising from other funded projects should acknowledge that funding support.

3. Where possible, peer-review journal papers are the preferred means of disseminating our research findings. When a report is required to be prepared for a funding agency, the authors are also encouraged to write a peer-reviewed paper.

4. All publications, whether journal papers, research reports or conference proceedings, need to be "cleared' by the Director before they are submitted. This means they need to be provided to the Director **at least one week** prior to the submission deadline to allow for time for reading and providing any feedback on them. Some time should also be allowed to address any comments or suggestions raised. A longer review period may be needed for longer research reports.

5. The IRMRC report template (yet to be developed) must be used for all reports (unless funding agencies require otherwise).

6. Details of all peer-review publications that are both in the review/publication process and which are currently under preparation need to be recorded in the papers in progress summary which is tabled at each monthly staff meeting. This can be found at *data$1:/papers/paperprogressxx_yy.doc*. The last two components of this file name relate to the month and the year (yy) and you should use the most recent version. Please update this list, at least monthly.

7. Once a paper has been published, please delete it from the *data$1:/papers/paperprogressxx_yy.doc* and give a copy to the Director's Personal Assistant for including with the next Board papers (our Board has asked for a copy of all of our publications), the broader Centre records and the publications notice board in the hallway.

8. For some reports prepared for some funding agencies, it is recognised that it may not be appropriate to circulate these to other organisations or individuals (eg the Board). In this instance, please let the Director's Personal Assistant know when you have submitted a project report (including authors, title, who for, date submitted, etc) so she can include just these details in the Director's report.

9. Provide a hard copy of the manuscript/ copy of the relevant journal table of content page and proof of peer-review to the IRMRC Administration Manager for recording in the UNSW Publication Records (for Research quantum purposes).