

# PUBLICATIONS AND COMMUNICATIONS CHECKLIST

## Funding or support statement included in Acknowledgements section?

Including this is hugely important. If not included the research may not be counted as part of the ARCs outputs, used by the NIHR and Department of Health to measure our progress and make future funding decisions.

The NIHR requires *all* publications by ARC supported researchers, not just those projects which are 'ARC projects', to include the funding/support acknowledgement.

The following is an example funding statement to use for funded research:

"This research was funded by the National Institute for Health Research (NIHR) Applied Research Collaboration Oxford and Thames Valley at Oxford Health NHS Foundation Trust."

The following is an example funding statement to use for *funded or supported researchers*:

"[name] is funded by/supported by/receives\* funding from the National Institute for Health Research (NIHR) Applied Research Collaboration Oxford and Thames Valley at Oxford Health NHS Foundation Trust."

\*delete as applicable

## NIHR disclaimer included?

After your acknowledgement, a disclaimer must also be added:

*'The views expressed are those of the authors and not necessarily those of the NHS, the NIHR or the Department of Health'.*

## Oxford Health NHS FT included in Affiliations section?

'Oxford Health NHS Foundation Trust' hosts ARC Oxford and should be included in the affiliations.

## Provided a copy of the publication to the ARC core team *on acceptance*?

On acceptance by a journal a copy of the accepted manuscript should be emailed to:

[arc\\_oxtv@phc.ox.ac.uk](mailto:arc_oxtv@phc.ox.ac.uk).

The ARC is contractually obliged to give the NIHR *at least 28 days' notice* of publications.

Researchers employed through the University of Oxford are required to deposit accepted manuscripts (final peer-reviewed version) into the ORA repository within three months of acceptance.

For details of how to do this, visit: [openaccess.ox.ac.uk/home-2/act-on-acceptance](https://openaccess.ox.ac.uk/home-2/act-on-acceptance)

## Planning media or promotion?

If there is a newsworthy angle to the paper or you would like to promote your paper (including on department, ARC or NIHR websites and institutional social media channels), please email the Communications Officer via [arc\\_oxtv@phc.ox.ac.uk](mailto:arc_oxtv@phc.ox.ac.uk)

We will then work with you to draft a press release and devise a media strategy. Please do also let us know if anyone else (e.g. another funding body) will be putting out a press release as far in advance as possible.

**The NIHR requires sight of any press releases 14 days before they go out.**

# PUBLICATIONS AND COMMUNICATIONS CHECKLIST CONT.

## Who to contact?

### Publications

Please direct all queries regarding publications to [arc\\_oxtv@phc.ox.ac.uk](mailto:arc_oxtv@phc.ox.ac.uk).

For further information on funding/support acknowledgements, especially *where more than one NIHR organisation is involved*, please see:

[www.arc-oxtv.nihr.ac.uk/files/resources/arc-publications-flow-chart.pdf](http://www.arc-oxtv.nihr.ac.uk/files/resources/arc-publications-flow-chart.pdf).

### Branding requirements for NIHR work

Presentation, poster or patient information sheet? To ensure they are correctly branded for the NIHR please contact the ARC Communications Lead, Gavin Hubbard: [gavin.hubbard@phc.ox.ac.uk](mailto:gavin.hubbard@phc.ox.ac.uk) cc'ing [arc\\_oxtv@phc.ox.ac.uk](mailto:arc_oxtv@phc.ox.ac.uk).

The NIHR brand identity guidelines can also be viewed online at:

[https://drive.google.com/drive/folders/0B2\\_bA2G8KlwiUFd4ZWZVZndfSjg](https://drive.google.com/drive/folders/0B2_bA2G8KlwiUFd4ZWZVZndfSjg)

### Media and promotion

Please contact the ARC Communications Lead, Gavin Hubbard: [gavin.hubbard@phc.ox.ac.uk](mailto:gavin.hubbard@phc.ox.ac.uk)

As the ARC is a collaboration of organisations, you should also cc the generic ARC email ([arc\\_oxtv@phc.ox.ac.uk](mailto:arc_oxtv@phc.ox.ac.uk)) and your department or organisations communications team as well. If you're not sure who they are, Gavin can help you get in touch.

You should also contact the theme lead for your project to make sure they're aware of any plans.

### ARC website, blog or social media

If you want to add something to the website, social media channels, provide a project update or have any related questions, please email: [arc\\_oxtv@phc.ox.ac.uk](mailto:arc_oxtv@phc.ox.ac.uk)

### Newsletters

We do not at present have any external facing newsletter. However, this is planned for the near future. We will keep all ARC staff updated before launch.

### Other ad hoc tasks or queries

If you need help with a poster, printing, event, study publicity/advertising, setting up a newsletter or just aren't sure who to contact about something email: [arc\\_oxtv@phc.ox.ac.uk](mailto:arc_oxtv@phc.ox.ac.uk)