

Academic Publications Policy concerning:

a) Citations

b) Deposits in BURO (Bournemouth University Research Online)

Who and what it applies to:

Academic outputs from University Students and from Academic & Research staff where they derive from their employment at the University and from research grants awarded to the University, or otherwise where University resources and facilities have been used. The policy also applies to honorary and visiting members of staff. All staff and students within the University will have individual responsibility for ensuring that their academic outputs adhere to the requirements and standards for citations stipulated within the policy.

Purpose

The policy is designed to ensure a consistent approach to the management of academic outputs and focuses on the correct use of citations and the need for all outputs to be recorded in BURO, the institutional repository. Using the correct institutional citation in all academic outputs and mandating the recording of outputs in BURO maximises the visibility of the research and leads to increased citations and collaborative opportunities. Implementation of this policy thus ensures that the University receives the academic prestige and financial rewards from the work of its staff and students.

a) Citation Policy

All Bournemouth University authors must cite Bournemouth University as their institutional research base when recording their affiliation in research articles, conference papers and other publications, irrespective of where the affiliation actually appears in the publication.

1. Wherever possible Bournemouth University should appear as the first element in recording affiliation. The Research Centre (if applicable) and the Academic School should be listed as the second and third elements. Listing Bournemouth University first is the safest method for ensuring that the institution (and thus the appropriate School and Research Centre) receives credit.
2. Where this is not possible, Bournemouth University must appear prominently, and towards the beginning of the affiliation and in any event not later than the third element within the citation. Otherwise, there is a real risk that the institution will not be credited in any external analysis of bibliometric data.
3. Visiting staff primarily based at another institution should ensure that the citation includes Bournemouth University as the secondary address.
4. Bournemouth University must be spelled out in full. The use of the acronym BU is not permitted in formal publications.

5. The relevant full University postal address (with postcode) should be included, publisher permitting. Corporate addresses may be found on the University intranet (http://www.bournemouth.ac.uk/staff_new/estates/building_addresses.html).
6. If proofs of a publication are received, authors should check carefully to ensure that their affiliation to **Bournemouth University** is appropriately recorded.
7. Examples of the correct use of citations are listed below:
 - i) Researcher Name, Bournemouth University, School of Design, Engineering and Computing, Fern Barrow, Poole, BH12 5BB, United Kingdom.
 - ii) Researcher Name, Bournemouth University, Sustainable Design Research Centre, School of Design, Engineering and Computing, Fern Barrow, Poole, BH12 5BB, United Kingdom.

b) Institutional Repository (BURO) Mandate

1. All academic outputs should be added to BURO, the institutional repository, no later than one month after the time of publication. This is an integral part of the publication process.
2. Academic outputs are defined as outputs of 'academic intent' and can include journal papers, books, book chapters, monographs, films/broadcasts, patents, artwork, *etc.* These should be of high quality and includes:
 - all papers published in refereed journals;
 - all invited journal papers of learned societies or academic bodies of similar standing;
 - pre-prints submitted to refereed journals (where this will not prejudice publication);
 - all abstracts/papers given at refereed conferences;
 - published monographs and chapters in monographs;
 - substantial published reports.

BURO is also hospitable to artefacts other than text documents, *e.g.* software, video. These should of course be of a quality similar to that of the text documents listed above. Further guidance for contributors can be found on the BURO splash page (<http://www.bournemouth.ac.uk/library/researchers/buro.html>)

3. Individual academics are responsible for uploading their research outputs. The process is extremely straightforward, and takes about 5 minutes per output. Outputs should be converted where possible from Word into PDF format. Deputy Deans Research Enterprise (DDRE) in the Schools will monitor and give guidance on quality of material to be included. The Library will maintain the database, monitor quality of metadata and provide advice. The metadata of PhD and research Masters theses will be loaded as a separate project.
4. Bournemouth University supports the open access movement and where possible full-text versions of academic outputs should be deposited. Prior to depositing full-text journal articles you should check the publisher's policy on open access repositories by following the link to the [SHERPA/RoMEO](#) site on the BURO Upload page. Book publishers may allow deposit of chapters on request.
5. Academic outputs produced prior to joining Bournemouth University should be added to BURO as soon as possible after joining.
6. E-mail signatures should include a hyperlink to personal author pages on BURO (<http://eprints.bournemouth.ac.uk/view/author> or your author specific url) to provide easy access to BURO articles for email recipients.