



Senate

Paper Title	QM Citation Policy
Outcome requested	Senate is asked to approve the revised policy in Annexe A.
Points to note and further information	<p>The Citation Policy sets out the appropriate format for referencing the university name. It was developed in response to the need to have a standard Queen Mary citation policy for research publications and grant applications and the dissemination of research findings. The policy was updated in August 2013 to reflect the adoption of Queen Mary University of London as the new legal name. There are no changes to the policy on the format for referencing the university name.</p> <p>The policy document also sets out the arrangements for monitoring adherence to the policy and taking follow-up action. A report to the Vice-Principal's Research Advisory Group on compliance with the citation policy indicated that the number of incorrect or partial citations was extremely small, and tended to occur when a member of QM staff was cited as one of several authors. The arrangements for monitoring and follow-up action have been reviewed by the Vice-Principal in the light of this information, and changes have been made to the description of the arrangements for monitoring adherence to the policy and follow-up action to lessen the emphasis on the enforcement of the policy. These changes have been agreed by the Vice-Principal's Research Advisory Group.</p>
Questions to consider	<p>Senate is invited to approve the proposed changes to the policy document concerning the action that will be taken if the policy is not followed consistently. The revised policy in Annexe A shows the changes that have been made.</p> <p>The approved policy will be incorporated into the QM and Barts Health NHS Trust Research Management Policies managed by the Joint Research Management Office, replacing the existing policy in section C.8, available at http://www.bartshealth.nhs.uk/research/strategy-and-policy/research-policies/</p>
Regulatory/statutory reference points	n/a
Strategy and risk	There are potentially significant costs to QM if research appears under a range of different institution names, as this affects citation data and hence potentially REF results, reputation etc.
Reporting/consideration route for the paper	For approval by Senate.
Authors	Mary Childs, Assistant Academic Registrar (Academic Standards and Quality) – cover paper
Sponsor	Vice-Principal (Research)

Queen Mary University of London Citation Policy

This policy has been developed in response to the need to develop a standard Queen Mary citation policy for research publications and grant applications as well as the dissemination of research findings. It builds on the policy first adopted for RAE 2008, was reinforced in October 2011 for the REF 2014 census, and updated in August 2013, when Queen Mary University of London was adopted as our new legal name.

[It is important for our continuing success that the use of our name is consistent, in order that all citations to the work of our researchers are recognised, and more generally so that all of the contributions to the reputation of the institution by our researchers combine effectively.](#)

1. Acknowledging Queen Mary

In all public events, presentations and debates involving QM staff discussing work undertaken as an employee of QM, participants must make clear that they work for:

Queen Mary University of London

Such activities might include attendance at conferences and seminars, TV and radio interviews, articles and quotes for newspapers, posters and event notices, online communications and debates etc. It is crucial that all research and academic debate in whatever form undertaken by QM staff is associated with the name Queen Mary University of London. In all correspondence, email or otherwise, concerning media appearances, public engagement or associated activities, staff must use a signature that makes it clear that they work for Queen Mary University of London. This includes ensuring that Queen Mary University of London is clearly visible on websites, email addresses and signatures and business cards.

While other affiliations (schools, faculties, research institutes, centres, etc.) may be included, QM must appear in a prominent position.

Examples of acceptable affiliation:

1. Joe Bloggs, Queen Mary University of London
2. Jane Bloggs, Communications Manager, Queen Mary University of

London

3. Bo Wang, School of History, Humanities and Social Sciences, Queen Mary University of London
4. Aisha Patel, Barts & The London School of Medicine and Dentistry, Queen Mary University of London

2. Citing Queen Mary for research purposes

Similarly, all research activity undertaken by QM employees must make it clear that they work for QM.

The policy for citing the name of the university in research publications and grant applications applies to all academic and research staff (including honorary staff) and to students whose research outputs are the result of research undertaken and funded through grants awarded to QM, and via the use of QM resources and facilities. It is not acceptable to drop the QM name because the affiliation is considered too long.

2a. How to cite Queen Mary for research purposes

Research outputs by QM authors are indexed in Web of Science under more than thirty different institutional names. ThomsonReuters, the publisher of Web of Science, reported that the comma previously used in the name of the university (Queen Mary, University of London) added to the problem by splitting the name into two parts. It states unequivocally: “authors must present their addresses as Queen Mary University of London without the comma. “

The use of impact case studies for REF makes it similarly crucial that the university’s name is associated with the work of its academic staff in the public arena. The consistent use of the name is essential if all relevant research outputs and grants are to be credited to our Units of Assessment. This will, in turn, ensure that QM is able to maximise its academic reputation as well as the financial rewards of REF and other forms of success.

For the purposes of research publications, therefore, please do ensure that you do not use a comma after Queen Mary. The name must be cited as:

Queen Mary University of London

This title must be used as the institutional address on all forms of research outputs and grant applications, irrespective of where the affiliation appears.

It should be recorded as near the beginning of the affiliation as possible to maximise citation records. It will be the responsibility of each researcher to

ensure that the affiliation details are correctly recorded.

Examples of acceptable citations:

5. Researcher name, Queen Mary University of London
6. Researcher name, Barts Cancer Institute, Queen Mary University of London
7. Researcher name, School of Physics and Astronomy, Queen Mary University of London, Mile End Road, London E1 4NS
8. Researcher name, Blizard Institute, Barts & The London School of Medicine and Dentistry, Queen Mary University of London, Turner Street, London E1 2AD

It is recognised that for some publications, for example, those produced by large consortia governed by contracts, this change may involve external negotiation: those affected should contact Emma Bull, Director of Library Services, and give details of the expected timescale for the change.

Researchers should recognise that not following this policy will damage our ability to maximise our return to the REF and other ~~research~~ monitoring exercises, ~~which could have serious consequences. We will, therefore, be monitoring compliance, reserving the option of moving to a system of financial penalties described below.~~

3. Monitoring ~~and Enforcement~~

Because there are significant costs to the university (both in terms of REF results, reputation and financial outcomes) of staff failing to follow this policy, QMSE has asked the Director of Library Services to monitor publists and other sources to ensure that staff use the appropriate citation format. The ~~Joint Research Management~~ Office will not allow grants to be processed if they do not follow this policy. The Communication team will be monitoring the on-line and press environment to note how QM academics are identifying their affiliation.

Staff who do not consistently identify themselves as working for Queen Mary in public presentations or use the citation policy described above, will be ~~sent a warning letter which will be~~ reminded of this policy in a letter, copied to their Head of Institute or School and the faculty Vice-Principal and Executive Dean. In the case of persistent non-compliance, the faculty VP and Executive Deans may impose a financial penalty on ~~any school or institute whose staff member does not include the affiliation Queen Mary University of London in their research publications or who fails to refer to Queen Mary, University of London in their media or other public profile activities~~ the relevant school or

[institute.](#)

[There are potentially significant costs to QM if research appears under a range of different institution names, as this affects citation data and hence potentially REF results, reputation etc.](#) Given the exceptional importance of this policy ~~for the forthcoming REF~~, we expect all schools, institutes and professional services to take the necessary steps to support staff in promoting their affiliation with their employer.

Authorisation

This policy has been approved by the Queen Mary Senior Executive (QMSE) [and Senate.](#)

Contact for questions about this policy

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Director of Student Services
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Date of policy

October 2011
Revised December 2013