



Publication Guidelines

A guide to National Allergy Centre of Excellence affiliation and acknowledgement

This Publication Guideline is for people involved in research supported, conducted and/or funded by the National Allergy Centre of Excellence (NACE). This includes: having a role in the concept, design, collection, analysis and reporting of the research and/or data.

These guidelines comply with the National Health and Medical Research Council (NHMRC) *Australian Code for the Responsible Conduct of Research (Principle 4)*; which means to give appropriate recognition of significant intellectual or scholarly contribution in all research outputs.

Research outputs include: journal articles, books, book chapters, conference abstracts, presentations and web-based publications, including personal or professional blogs.

The NACE is Australia's peak allergy research body hosted at Murdoch Children's Research Institute (MCRI) at The Royal Children's Hospital, Melbourne.

The NACE and MCRI endorse the *Australian Code for the Responsible Conduct of Research (2018)* developed by the NHMRC, Australian Research Council and Universities Australia.

Reference is given to the NHMRC Code throughout this document, specifically the section on *Authorship* – refer to [NHMRC Authorship Guide](#).

Authority and responsibility

This guideline is issued under the authority of the National Allergy Centre of Excellence Director.

The Director and Allergy Research Pillar Lead are responsible for the content and review of this guideline.

1. Principles

In line with the Code, the NACE considers authorship must be:

- An honest reflection of contribution to research
- Assigned fairly and consistently with established disciplinary practice
- Communicated clearly and transparently between contributors to the research.

The aim of the NACE is for those involved in research to follow best practice in determining and agreeing on authorship of all research outputs.

2. Authorship criteria

An author is an individual who:

- Has made a significant intellectual or scholarly contribution to a research output, *and*
- Holds responsibility for the integrity and accurate reporting of their intellectual or scholarly contribution.

All authors as a collective, should have confidence in the accuracy and integrity of their co-authors' contribution to any research output.



Authorship criteria

The criteria for authorship of a research output are that the person listed as an author should have made a significant intellectual or scholarly contribution. To meet this requirement, the contribution must include at least one of the following:

- Conception and design of the project or output
- Acquisition of research data where the acquisition has required significant intellectual judgement, planning, design or input
- Analysis or interpretation of research data
- Drafting significant parts of the research output, or critically revising it, so as to contribute to its interpretation.

Non authors

Contributors to the research who do not meet the criteria for authorship must not be listed as authors, but should be properly acknowledged in the research output. Written permission from non-author contributors that they consent to the acknowledgement should be obtained.

Authorship should not be attributed to an individual solely based on:

- The provision of funding, data, materials, infrastructure, or access to equipment
- The provision of routine technical support, technical advice or technical assistance
- The position or profession of an individual, such as their role as author's supervisor or head of department ('gift authorship')
- Whether the contribution was paid or voluntary
- The status of an individual who has not made a significant intellectual or scholarly contribution, but who would elevate the esteem of the research – ('guest authorship').

Code breaches

For a person to claim, demand or accept authorship without having made a significant intellectual or scholarly contribution is a breach of the NHMRC Code. Similarly, it is a breach of the Code for a person to offer or attribute authorship to someone who has not made a significant intellectual or scholarly contribution. It is also a breach of the Code not to offer authorship to an individual whose contributions to the output do meet the requirements for authorship.

When to discuss authorship

Researchers should discuss authorship in the early stages of the research and review it as the project evolves and there are changes to participation. These

discussions should be documented in an electronic format available to all past and current contributors, with notifications provided for all changes.

Contact with journals

Many journals require active contact with everyone on the author list (including members of the Study Group) and in the Acknowledgements list. This is to provide verification of co-authorship, declaration of conflicts and/or permission for acknowledgements. Responding to these requests in a timely fashion during the publication process is a condition of named authorship/acknowledgement. Documented authorship discussions for each project should include agreed timeframes for responses during the publication process.

Students and junior researchers who have made a significant intellectual or scholarly contribution are entitled to authorship, notwithstanding they may have been more closely supervised.

3. Responsibilities of the researchers

The Authorship section of the Code outlines the responsibilities researchers have when assigning authorship; to ensure compliance with all relevant policies and the adoption of fair and consistent authorship practices.

The topics covered within the document are outlined below – or please refer to [NHMRC Authorship Guide](#).

Section	Topic
A	Appropriate and fair attribution of authorship
B	Formalise authorship arrangements
C	Acknowledge contributions other than authorship
D	Be accountable for the research output
E	Approve research output
F	Engage in relevant training
G	Resolution of disputes
H	Breaches of the Code*
I	Definitions

* Institutions should manage and investigate concerns or complaints about potential breaches of the Code in accordance with the *Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research* (the Investigation Guide).

4. Oversight of research outputs arising from NACE affiliated projects

The NACE Leadership Group should have oversight of all projects carried out with NACE affiliation or acknowledgement. This oversight will vary from project-to-project, and may constitute a purely advisory role or active involvement and contribution to the project. At a minimum, at least one NACE Advisor should be specified for each project as follows:

Category of work		NACE advisor (see Our People webpage)
A	NACE Postdoctoral Fellowships	Member of the Supervisory Team (NACE Stream Advisory Group member)
B	NACE Postgraduate Scholarships	
	- Systematic Review*	NACE Evidence & Translation Pillar Lead
	- All other Postgraduate Degree Publications	Member of the Supervisory Team (NACE Stream Advisory Group member)
C	NACE Living Systematic Reviews	NACE Evidence & Translation Pillar Lead
D	All other NACE Projects	Member of NACE Executive or relevant Stream co-Chair

*All Systematic Reviews carried out by NACE Postgraduate scholars may be updated and/or converted to Living Systematic Reviews, according to policies in **Appendix 1**.

5. Authorship or acknowledgement

Authorship or acknowledgement for all research outputs from these projects should be offered and considered based on contribution, according to the authorship principles and responsibilities described in the previous sections.

Authorship discussions should occur as early as possible into the project and be documented in an electronic format available to all past and current contributors (including the NACE Advisor – see **Section 4**), with notifications provided for all changes.

6. Recording of affiliations and acknowledgements

The appropriate Affiliation or Acknowledgment must be recorded for any research supported, conducted and/or funded by the NACE.

A breakdown by category on the use of Affiliations and Acknowledgements, including the approved text is provided below.

It is indicated where the recording of an Affiliation or Acknowledgement is a requirement* or is encouraged by the NACE.

Journal policies may restrict the number of affiliations for each author – if NACE affiliation is listed as required below, but it is not feasible to include according to journal policies, the NACE Management Office may grant permission to use only the corresponding NACE acknowledgement statement.

The categories include:

- NACE Postgraduate Scholarships
- NACE Postdoctoral Fellowships

In line with the *MCRI Standard Attributions and Acknowledgements on Publications Policy*, any research supported, conducted and/or funded by the NACE, as a collaboration hosted by MCRI, must acknowledge MCRI's support from the Victorian Government's Operational Infrastructure Support Program as per the wording below.

NACE Postgraduate Scholarships

Affiliation	
Required	All NACE Postgraduate Scholars are required to list the NACE as an affiliation on all research outputs resulting from NACE funded postgraduate research.
Text	National Allergy Centre of Excellence (NACE), Parkville, VIC, Australia

Acknowledgement of funding	
Required	All NACE Postgraduate Scholars are required to acknowledge NACE funding on all research outputs resulting from NACE funded postgraduate research.
Text	[Author's name] is supported by a [PhD or Postgraduate] Scholarship from the Australian Government funded National Allergy Centre of Excellence (NACE), hosted by the Murdoch Children's Research Institute (MCRI), and their work was supported by the Victorian Government's Operational Infrastructure Support Program.

Information for co-authors:

- NACE members are encouraged to, and
- NACE staff are required to

list the NACE as an affiliation on all research outputs resulting from NACE postgraduate research.

NACE Postdoctoral Fellowships

Affiliation	
Required	All NACE Postdoctoral Fellowship recipients are required to list the NACE as an affiliation on all research outputs resulting from NACE funded postdoctoral research.
Text	National Allergy Centre of Excellence (NACE), Parkville, VIC, Australia

Acknowledgement of funding	
Required	All NACE Postdoctoral Fellowship recipients are required to acknowledge NACE funding on all research outputs resulting from NACE funded postdoctoral research.
Text	[Author's name] is supported by a Postdoctoral Fellowship from the Australian Government funded National Allergy Centre of Excellence (NACE), hosted by the Murdoch Children's Research Institute (MCRI), and their work was supported by the Victorian Government's Operational Infrastructure Support Program.

Information for co-authors:

- NACE members are encouraged to, and
- NACE staff are required to

list the NACE as an affiliation on all research outputs resulting from NACE postdoctoral research.

7. Seeking approval prior to submission

Research outputs with NACE affiliations and acknowledgements must be approved in writing by the NACE prior to submission/publication.

Prior to submitting any research outputs with 'external' audiences (i.e. beyond the NACE membership or your Institution) for publication, please email nace@mcri.edu.au with "NACE Publication – Deadline [date]" in the subject line.

Please allow the NACE a **minimum of seven business days** prior to submission to provide approval.

8. Publishing in Open Access Journals

In line with the [MCRI Open Access Policy](#), the NACE *strongly encourages* NACE supported research outputs to be submitted to an open access journal or institutional repository to foster transparency and maximise access to scientific research and knowledge.

Should MCRI change its stance on Open Access from *strongly encourages* to *mandatory*, the NACE will review and update these publication guidelines.

The NACE also *strongly encourages* authors to make their research data – underlying the results in their publication – available in an openly accessible data repository. A data sharing statement should be included in publications indicating how to access the research data.

9. Communications

It is a priority of the NACE to ensure the results of NACE funded research are clearly communicated, not only to academic audiences but also to consumers, clinicians and other stakeholders. The NACE Communications Manager will support communications strategies on outputs from NACE funded postgraduate and postdoctoral research, including working with your Institute's media and communications department as appropriate.

The NACE Communications Manager may contact you directly to discuss communication strategies, including the publication embargo date.

All peer-reviewed publications resulting from NACE funded postgraduate or postdoctoral research will be listed on the NACE website [Publications Directory](#) (pictured) and on our social media channels.

The NACE Communications Manager will inform our partner organisations – Allergy & Anaphylaxis Australia (A&AA), Australasian Society for Clinical Immunology

and Allergy (ASCIA) and the National Allergy Council (NAC) – about new publications as appropriate.

Promoting your NACE affiliation

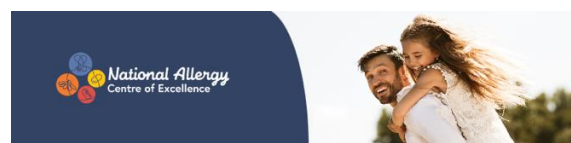
If you are a member of the NACE Leadership Group or a Stream Advisory Group, you are encouraged to publicise your NACE role at conferences, media engagements and other events.

The NACE Communications Manager will supply NACE acknowledgment materials and information upon request.

References

- Murdoch Children's Research Institute, Responsible Scientific Conduct at MCRI Policy & Procedure (2016).
- Murdoch Children's Research Institute, Standard Attributions & Acknowledgements on MCRI Publications Policy (2016).
- National Health and Medical Research Council, Australian Code for the Responsible Conduct of Research Authorship – *A guide supporting the Australian Code for the Responsible Conduct of Research* (2018)

These Publication Guidelines will be reviewed and updated on an annual basis. For more information, please email nace@mcri.edu.au



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Publications

Welcome to the National Allergy Centre of Excellence (NACE) Publications Directory. As Australia's peak allergy research body, here you will find the latest evidence out of drug, food, insect and respiratory allergy studies involving our leading researchers. For more information about the clinical trials and cohort or registry studies underway across Australia, please visit the [NACE Allergy Studies Directory](#).

Filter by type:



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Appendix 1 – NACE systematic reviews

The mission of the NACE Evidence and Translation Pillar is to provide trustworthy, up-to-date synthesis of the latest research evidence addressing priority questions in allergic disease. Our key deliverable is to establish a minimum of four living systematic reviews, one for each Stream. As specified in the conditions of NACE Postgraduate Scholarships, NACE Postgraduate Scholars are required to “complete a systematic review in line with relevant NACE stream priorities and objectives in collaboration with the NACE Evidence and Translation team”.

To facilitate support and collaboration, and to ensure NACE systematic reviews are of high methodological quality, NACE Postgraduate Scholars and their supervisors are requested to:

- Use Covidence for all steps from initial import of search results, through all stages of screening and data extraction, as well as quality assessment where possible, and make the Covidence review available to the NACE Evidence and Translation Pillar prior to publication
- Discuss systematic review plans and progress with the NACE Evidence and Translation Pillar; at a minimum seek feedback from the NACE Evidence and Translation Pillar prior to submitting protocols and manuscripts for publication
- Maintain up-to-date documentation of authorship and acknowledgement discussions for systematic reviews and related research outputs in an electronic format accessible to the NACE Evidence and Translation Pillar.

The NACE Evidence and Translation Pillar will provide methodological and statistical input for NACE Postgraduate Scholars’ systematic reviews as required. At a minimum, one member of the Evidence and Translation Pillar team will provide input to each systematic review at the protocol and publication stage.

Living outputs

Any systematic reviews carried out as part of a NACE Postgraduate Scholarship may be updated and/or transitioned to ‘living’ mode by the NACE Evidence and Translation Pillar following the initial publication.


Updates may include publications in peer-reviewed journals or other outputs, such as evidence summaries published on the NACE website. NACE Postgraduate Scholars, supervisors and others contributing to the initial review are welcome to contribute to these subsequent publications, but are not obliged to do so.

It is expected that authorship of ‘living’ documents will evolve over time. The lead author for each document should be the person leading the synthesis and writing of that update.

Prior to beginning work on each new update, authorship should be discussed with the NACE Evidence and Translation Pillar and the lead authors of the previous version. Discussions need to consider timelines and alignment with aims of the NACE LSR program. The author list for each update should be revised according to contribution to the current project and communicated to all authors of all previous versions.

New authors may be added, and as team members decrease or cease their contributions to the current version, they may be moved from the list of named authors to members of the Study Group or to the Acknowledgements list.

As per journal requirements, individuals who are unable to be contacted to confirm co-authorship / acknowledgement during the publication process may not be acknowledged by name. Timeframes for responses will be agreed and communicated in advance as part of documented authorship discussions.







National Allergy
Centre of Excellence

Have you visited the NACE Knowledge Hub?

It is designed to keep the research community, clinicians, policy makers and families informed about the latest allergy news, publications, events and resources.

NACE News

 NACE and NAC leaders put allergy research on the national agenda with the Hon. Greg Blombery MP 2 August Read more	 How tick bites can bring on a potentially deadly insect allergy Prof Sherylan Nisum 6 August Read more	 Allergy experts to present latest research at national ASCIA Conference Kingston 8 August Read more	 Food allergy in infancy linked to childhood asthma and reduced lung function 29 July Read more
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