



Moray House School of Education & Sport Guidelines for Fair Publication (adapted from [CMVM Fair Publication Policy](#))(2025)

Research enabling staff, including technical services and academic support librarians, provide the wider research community with state-of-the-art instrumentation and expertise, which actively adds to and improves School research activity, outputs, and funding bids. It is therefore important to ensure appropriate recognition of these contributions to research. The purpose of these Guidelines for Fair Publication are to outline expectations regarding appropriate recognition of these contributions in research publications (broadly defined to include e.g., conference presentations, journal articles, book chapters).

The following fair publication guidelines apply across the School:

1. **All publications** resulting from the use of equipment and/or staff expertise within a service should, **at the very least**, acknowledge the contribution of the **service by name**, in the acknowledgements section e.g., *'the authors gratefully acknowledge the **[service name e.g., ISPEHS Technical Services]** for their expertise & assistance in this work'*
2. Where users have had a significant contribution from a **particular member of research enabling staff**, this staff member should be **acknowledged by name**, alongside the service, e.g. *'the authors thank *** of **[service name]** for their expertise & assistance in this work'*
3. Development or adaptation of protocols to align with participant population, environment, or resources, systematically reconfiguring experimental designs for accuracy and reliability, constructing and executing search strategies, and extensive data analysis and interpretation are **not routine** and usually **merit co-authorship** on publications that use the data generated. (For clarity, simple acquisition of raw data or initial training on instrumentation alone would not merit co-authorship but the service and/or staff member should still be acknowledged).

Considerations relating to authorship should be discussed as early as possible in the research cycle, and reviewed as the research progresses. There is no universal guide for determining authorship, although [ICMJE](#) guidance is often cited, individual journals may provide guidance on eligibility for authorship (e.g., [APA](#)), and initiatives such as the structured Contributor Role Taxonomy ([CRediT](#)), which is adopted by a growing number of journals, can also inform decision making. See also University [Fair Authorship Guidance](#), which has been published (April 2025) as part of the Research Culture Strategy Action Plan. This University-level guidance has a broader remit, and does not supersede more local initiatives.

There may be instances when important contributions from research enabling colleagues are not automatically seen as warranting co-authorship (potentially due to strict journal requirements). In

these instances, and where appropriate, it is encouraged that staff are given the opportunity to also contribute in other parts of the research, to qualify for co-authorship.

Please inform research enabling staff of any publications being prepared, and allow them to contribute to the manuscript where appropriate. It is ultimately the senior author's responsibility to ensure fair acknowledgement and/or co-authorship of these staff. Please share the final publication with the service manager and relevant colleagues so that it can be shared with the teams and included in metrics, if appropriate.

We expect post-doctoral researchers and PGRs to agree to these Fair Publication Guidelines with their supervisor(s) before engaging with core services and their staff, and undertaking their research.

If research enabling staff consider that this policy is not being followed, they will first raise this with the senior author of the paper. If this does not resolve the problem, then please discuss with the School Director of Research, Engagement and Impact.

Approved by MHSES School Executive Committee December 2025

The background and rationale for MHSES Guidelines for Fair Publication

The MHSES Guidelines for Fair Publication have been developed as part of the School's implementation of the University's [Technician Commitment](#). These Guidelines are adapted from the robust [policy](#) in place in CMVM, and the scope widened to also acknowledge the role of academic support librarian staff in the research activities within the School.

It is important to acknowledge contributions from research enabling staff, including technical services and academic library support staff, in research outputs and publications because these staff bring specialist expertise to the research process. When they make an intellectual and/or experimental contribution to an output they deserve to be recognised and acknowledged. This contribution is also a tangible measure of the impact of these services on our research environment, and can help to secure ongoing support and funding. **Acknowledgement of everyone's efforts in presentations and publications must be an accepted baseline**

The guidelines have been developed in consultation with technical services staff, academic support librarian staff, Head of Campus Operations, researchers, as well as MHSES REI Committee (March 2025), and approved by School Executive Committee in December 2025.

We encourage all researchers to engage with these guidelines and implement them appropriately within their research teams.