



Publication Checklist: University of Nottingham Ningbo China

Aim and Strategy

This University of Nottingham Ningbo China Publication Checklist outlines the major expectations of individual authors at the University. Our strategy is to produce and disseminate high quality research outputs.

Expectations

The key expectations of individual researchers are to:

- produce the best quality research, and translate this into high quality publications;
- observe the University's Code of Research Conduct and Research Ethics;
- engage with policy and guidance on research to inform publication choices;
- plan publications, including through UNNC PDRP processes;
- keep publication information in University systems up-to-date.

Publication Checklist

If you are not the corresponding author for submission, please liaise with your co-author or collaborators to check the steps below have been considered.

1. Before Submission

- Choose where to publish. Check your local (Faculty) publication strategy for guidance.
- Make your data open when available and practical. Refer to your project's data management plan, your publisher's policy and your funder's data requirements.
- Retain author copyright. Licence non-exclusive rights to external organisations whenever this is possible. Seek library advice: publications@nottingham.edu.cn
- Check you have written permission, if you intend to use the University Logo on your publication. The trademarks and logos (including The University of Nottingham "castle" logo) are registered and unregistered trademarks. You may not use these trademarks without the prior written permission of the University.

- Check you have written permission for any third-party copyright protected material you intend to use in your publication. Acknowledgement is not sufficient for publication.
- Ensure you include acknowledgement of copyright permissions when needed.

2. On submission

- Attribute your work. Make sure you acknowledge the University and any research funder(s) in the correct format, including grant number and year.
- Include your ORCID where possible.
- Include a data availability statement. This includes a Digital Object Identifier (DOI) pointing to the location of the research data in your chosen repository.
- Ensure you remind any co-authors or collaborators that you will need the final accepted manuscript on acceptance for open access through the University.

3. On acceptance

- Ensure you have a copy of the author's peer reviewed accepted manuscript.
- Send the work to publications@nottingham.edu.cn to be made available open access using the Global University Publications Licence.
- Create a media and communications strategy.

University Affiliation

- Include the full University name in the institutional affiliation or contact address. "University of Nottingham Ningbo China" is the correct format for institution affiliation, essential in external profiles or metadata linked to metrics and ranking.

The format for the address on publications is: University of Nottingham Ningbo China, 199 Taikang East Road, Ningbo, 315100, Zhejiang, China. University of Nottingham Ningbo China may be preceded by the official Faculty, School, Centre, Institute, Research Group or Lab name. Some recommended formats include:

- For faculty members, "Department/School of XX, Faculty of XX, University of Nottingham Ningbo China".
- For researchers without an academic appointment in any department/school/faculty, "XX Research Unit, University of Nottingham Ningbo China."