

## HEDS Discussion Paper Series

- **What is it?**

The HEDS Discussion Paper (DP) Series was started in 1999, and was intended to promote “work in progress”. The DP Series is an online library of work that can be accessed by anyone.

- **Why do we do it?**

There are a number of reasons as to why the HEDS DP is useful. The main reason is that it is a quick and relatively easy way of getting our work in the public domain. This could be due to “stake claim” to a newly developed methodology, or to disseminate some research findings. The DP Series also allows you the opportunity to publish your work in conjunction with submitting to a journal. This can be useful as it may take a number of months (or even years!) for some journals to reach a decision on publication.

Not all the work we produce is publishable. The HEDS DP Series allows you to publish material (such as supporting documents or guidance documents) that otherwise would not be publishable.

- **What’s the process?**

Submissions are made to Clara Mukuria or Tessa Peasgood (Editors of the DP Series). There is a generic email address: [heds-dp@sheffield.ac.uk](mailto:heds-dp@sheffield.ac.uk) which ensures that we both have access to your email. One of us will make a quick check of the document to ensure there are no obvious typos. We do not check that the content of the DP is correct (although we may comment if the topic is one that we are familiar with). If you wish, the DP can be sent to Internal Review for comments/suggestions – please provide suggested reviewers if you want your paper to be reviewed. We will co-ordinate this review process. The DP is then forwarded to the HEDS professional services team for processing. They will upload the DP to the HEDS DP website (<http://www.shef.ac.uk/scharr/sections/heds/discussion-papers>).

The DP is also uploaded to the White Rose Repository (<http://eprints.whiterose.ac.uk/>)

- **What are the requirements for DP submission?**

- There are no word limits or style constraints on submissions to the DP Series.
- The DP should be submitted as a Word document.
- A short summary of the DP (three of four sentences describing the DP).
- An abstract (if you have an abstract within the DP itself, this does not have to be resubmitted as a separate document).

- **Further information**

Once your DP has been accepted for publication you have a responsibility to inform us ([heds-dp@sheffield.ac.uk](mailto:heds-dp@sheffield.ac.uk)) of the full publication details. Once this has been done the original DP can either be:

1. Removed and the reader alerted to the published material (with hyperlinks).
2. Remain online, but also with links to the published material.