The University of Sheffield’s Policy on Good Research & Innovation Practice

Minimal acceptable practices in publication which the University expects to be followed:

i. Research data and results must be checked rigorously for their integrity before being published and/or communicated with the public. All sources, materials and methods used to obtain and analyse research data should be explained clearly in the publication;

ii. If applicable, potential or real conflicts of interest should be declared in the publication;

iii. Researchers are normally expected to publish research results as a coherent entity;

iv. Wherever possible researchers should publish in peer-reviewed publications in order to ensure that the research is sufficiently high quality, and wherever possible with journals which permit open access to research data;

v. Researchers are expected to comply with any applicable contractual, ethical, funding and legislative rules constraining and/or governing the publication of research data and results;

vi. Researchers should ensure the earliest possible publication of results of publicly-funded research; a data management plan would inform decision-making on when to publish (delays in publication, pending the protection of IP rights, should be minimised as far as is practically possible);

vii. With respect to PGR students, PGR students must comply with the University’s appropriate regulations governing the submission of a thesis;

viii. If an error is discovered that devalues a publication’s worth the senior author should promptly discuss the issue with the person to whom s/he reports at the University, should notify the co-authors and publish a correction as soon as possible, explaining the basis of reservations regarding the published results. Where published results are found to be in serious doubt, a retraction should be published as soon as possible;

ix. Researchers should seek to release research data after the research results have been published following independent peer review. However, the release of research data before peer review may be an appropriate part of public engagement. The current Freedom of Information Act (2000) (FoIA) also permits a member of the public to request to see recorded research data before publication.