

Communication guidance for researchers

Publishing research findings

When submitting a paper, article or report for publication it is essential that NIHR SPHR is named and acknowledged appropriately. When submitting a paper or article please ensure:

The following funding acknowledgement and disclaimer is included:

“This study/project/person is funded by/ supported by the National Institute for Health Research (NIHR) School for Public Health Research (SPHR), Grant Reference Number PD-SPH-2015. The views expressed are those of the author(s) and not necessarily those of the NIHR or the Department of Health and Social Care.”

The SPHR relationship statement is included if space allows;

“The NIHR School for Public Health Research is a partnership between the Universities of Sheffield; Bristol; Cambridge; Imperial; and University College London; The London School for Hygiene and Tropical Medicine (LSHTM); LiLaC – a collaboration between the Universities of Liverpool and Lancaster; and Fuse - The Centre for Translational Research in Public Health a collaboration between Newcastle, Durham, Northumbria, Sunderland and Teesside Universities”.

- **A copy of the paper/article must be sent to sphr.comms@ncl.ac.uk 28 days before it is due to be published (cc'ing local SPHR administrator/ communications officer).**
- **Please email sphr.comms@ncl.ac.uk with the publishing date and a note to confirm if any press activity will take place.**

Press releases

The SPHR Communications Manager can help assess whether a paper due to be published has any potential in terms of media coverage. With this in mind it is important to get in touch with the SPHR Communications Manager as soon as possible to ensure there is enough time to develop a press release. Papers sent after publication will not be suitable material for a press release.

If there is media potential the Communications Manager will work with the researcher and the member institution media relations department and notify NIHR & DHSC. A draft press release or media materials must be sent to the SPHR Communications Manager **14 days** before the planned issue date.

Blogs/thought piece

A blog or thought piece relating to NIHR SPHR funded research must:

- Link through to NIHR SPHR website (either project page or homepage)
- Author must include SPHR in their affiliations
- State research was funded by SPHR

Please notify the SPHR Communications Manager prior to the publication date to enable NIHR SPHR to promote the piece.

Presentations and research posters

When delivering presentations and presenting research posters about NIHR SPHR funded research the NIHR SPHR presentation template and research poster template must be used. Please note that the acknowledgement and funding statement, and the logo boxes on the poster template must remain in place.

- **Please contact your local SPHR administrator/ Communications officer for poster and presentation templates.**
- **When the poster and presentation is ready for sign off please send to the [SPHR Communications inbox](#).**

Websites - Research programmes, themes & projects

SPHR research projects/programmes/themes should not have their own stand-alone websites. On the SPHR corporate website each programme, theme has its own area which comprises of a webpage for each project. Within each project page there is a lay summary, publications, supporting materials, names of researchers and a list of member institutions. If you would like to update or add a project page please contact the [SPHR Communications inbox](#).

Social media – researchers

Social media is an important part of academic life and can be used to enhance the promotion of research, increase networking opportunities and can help to build an academics profile. It is important that users understand the standard of conduct expected by their university.

Films

If you are considering producing a film which explores research funded or supported by NIHR SPHR please get in touch with the SPHR Communications Manager who will be able to provide advice about what to expect whilst working with a video production company and may be able to provide additional support throughout the project. The SPHR Communications Manager must be notified at the start of the filming project and kept up to date with progress. The final version of the film will need to be signed off by the [SPHR Communications Manager](#) who will notify NIHR Central Commissioning Facility (CCF) for sign off.

Communications activities with research participants (consent)

If you wish to film, photograph or interview research participants or member of staff for NIHR SPHR communications activities such as posters and other promotional materials, the research participants must give their written consent. The research participant must be given a consent form found in this [document](#), once it is complete the form will also need to be sent to the individual providing consent for their records so they know who to get in touch with if they wish to withdraw their consent. Memberships must also keep a digital copy for their records.

Events

All internal and external stakeholder events including workshops, seminars and lectures which are fully funded and organised by NIHR SPHR should be branded correctly. Invitations, registrations forms, promotional posters, programmes and signage must contain the corporate branding. Please ensure all materials are sent to the [SPHR Communications inbox](#) for sign off.