



Queen Mary University of London Citation Policy

This policy has been developed in response to the need to develop a standard Queen Mary citation policy for research publications and grant applications as well as the dissemination of research findings. It builds on the policy first adopted for RAE 2008. This was reinforced in October 2011 for REF 2014, with updates in August 2013, when Queen Mary University of London was adopted as our new legal name, and in December 2013 to amend the arrangements for monitoring and follow-up action.

It is important for our continuing success that the use of our name is consistent, in order that all citations to the work of our researchers are recognised, and more generally so that all of the contributions to the reputation of the institution by our researchers combine effectively.

1. Acknowledging Queen Mary

In all public events, presentations and debates involving QM staff discussing work undertaken as an employee of QM, participants must make clear that they work for:

Queen Mary University of London

Such activities might include attendance at conferences and seminars, TV and radio interviews, articles and quotes for newspapers, posters and event notices, online communications and debates etc. It is crucial that all research and academic debate in whatever form undertaken by QM staff is associated with the name Queen Mary University of London. In all correspondence, email or otherwise, concerning media appearances, public engagement or associated activities, staff must use a signature that makes it clear that they work for Queen Mary University of London. This includes ensuring that Queen Mary University of London is clearly visible on websites, email addresses and signatures and business cards.

While other affiliations (schools, faculties, research institutes, centres, etc.) may be included, QM must appear in a prominent position.

Examples of acceptable affiliation:

1. Joe Bloggs, Queen Mary University of London
2. Jane Bloggs, Communications Manager, Queen Mary University of London

3. Bo Wang, School of History, Humanities and Social Sciences, Queen Mary University of London
4. Aisha Patel, Barts & The London School of Medicine and Dentistry, Queen Mary University of London

2. Citing Queen Mary for research purposes

Similarly, all research activity undertaken by QM employees must make it clear that they work for QM.

The policy for citing the name of the university in research publications and grant applications applies to all academic and research staff (including honorary staff) and to students whose research outputs are the result of research undertaken and funded through grants awarded to QM, and via the use of QM resources and facilities. It is not acceptable to drop the QM name because the affiliation is considered too long.

2a. How to cite Queen Mary for research purposes

Research outputs by QM authors are indexed in Web of Science under more than thirty different institutional names. ThomsonReuters, the publisher of Web of Science, reported that the comma previously used in the name of the university (Queen Mary, University of London) added to the problem by splitting the name into two parts. It states unequivocally: “authors must present their addresses as Queen Mary University of London without the comma.”

The use of impact case studies for REF makes it similarly crucial that the university’s name is associated with the work of its academic staff in the public arena. The consistent use of the name is essential if all relevant research outputs and grants are to be credited to our Units of Assessment. This will, in turn, ensure that QM is able to maximise its academic reputation as well as the financial rewards of REF and other forms of success.

For the purposes of research publications, therefore, please do ensure that you do not use a comma after Queen Mary. The name must be cited as:

Queen Mary University of London

This title must be used as the institutional address on all forms of research outputs and grant applications, irrespective of where the affiliation appears.

It should be recorded as near the beginning of the affiliation as possible to maximise citation records. It will be the responsibility of each researcher to ensure that the affiliation details are correctly recorded.

Examples of acceptable citations:

5. Researcher name, Queen Mary University of London
6. Researcher name, Barts Cancer Institute, Queen Mary University of London
7. Researcher name, School of Physics and Astronomy, Queen Mary University of London, Mile End Road, London E1 4NS
8. Researcher name, Blizard Institute, Barts & The London School of Medicine and Dentistry, Queen Mary University of London, Turner Street, London E1 2AD

It is recognised that for some publications, for example, those produced by large consortia governed by contracts, this change may involve external negotiation: those affected should contact Emma Bull, Director of Library Services, and give details of the expected timescale for the change.

Researchers should recognise that not following this policy will damage our ability to maximise our return to the REF and other monitoring exercises.

3. Monitoring

Because there are significant costs to the university (both in terms of REF results, reputation and financial outcomes) of staff failing to follow this policy, QMSE has asked the Director of Library Services to monitor publists and other sources to ensure that staff use the appropriate citation format. The Joint Research Management Office will not allow grants to be processed if they do not follow this policy. The Communication team will be monitoring the on-line and press environment to note how QM academics are identifying their affiliation.

Staff who do not consistently identify themselves as working for Queen Mary in public presentations or use the citation policy described above, will be reminded of this policy in a letter, copied to their Head of Institute or School and the faculty Vice-Principal and Executive Dean. In the case of persistent non-compliance, the faculty VP and Executive Deans may impose a financial penalty on the relevant school or institute.

There are potentially significant costs to QM if research appears under a range of different institution names, as this affects citation data and hence potentially REF results, reputation etc. Given the exceptional importance of this policy we expect all schools, institutes and professional services to take the necessary steps to support staff in promoting their affiliation with their employer.

Authorisation

This policy has been approved by the Queen Mary Senior Executive (QMSE) and Senate.

Contact for questions about this policy

Please contact the Library Research Support team at scholarlycommunications@qmul.ac.uk

Date of policy

Update approved by Senate 5 December 2013