**Generic Attribution and acknowledgement policy**

Version 1.0, October 2022

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* This Attribution and acknowledgement policy was developed as part of the [International COVID-19 Data alliance (ICODA) initiative](https://icoda-research.org/), which supported research projects that addressed major research questions relating to COVID-19. For more information on the ICODA projects please see our [website](https://icoda-research.org/research/driver-projects/).
* ICODA as an initiative adhered to the [5-safes principles](https://ukdataservice.ac.uk/help/secure-lab/what-is-the-five-safes-framework/)
* This process is **free to use and amend** as needed by your organisation, we just request you attribute us…

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* This policy offered on an as-is basis without any representation or endorsement made and without warranty of any kind.

**Customising this Policy**

Throughout the policy document, we have highlighted areas which will need amending for your specific project.

Typical areas that you will need to customise:

* Your Organisation name
* The Work Area your research project will be performed in and the Provider of that Work Area
* Your Expert Groups and Committees
* Your contact details, e.g. Email addresses

**Attribution and acknowledgement policy**

**Scope**

This policy applies to all journal publication submissions, including publicly viewable pre-prints, containing results that were generated using data accessed through the [ORGANISATION] [WORK AREA] or by projects completed as part of the [ORGANISATION] programme. It also applies to any processes, precedents or policies (‘operational documents’) that are created by [ORGANISATION] and its partners and published on our website[[1]](#footnote-1) for re-use and to supporting materials related to the publication (e.g. scientific conference abstract submissions, lecture slides, posters, articles and theses), and to press releases and social media describing the outputs. For operational documents or supporting materials only section 1 of this Policy applies.

**Guiding principles**

* [ORGANISATION] is committed to the FAIR data principles (Findability, Accessibility, Interoperability, and Reusability).
* All contributions should be recognised, including those of patients, data generators, researchers, [ORGANISATION] and its funders. We particularly emphasise the importance of giving credit to those who collected the data and are making it available for reuse.
* All members of research teams should be recognised to demonstrate the importance of team science.
* Consistent attribution allows [ORGANISATION] to monitor and track research outputs, and enable more accurate reporting of impact.
* [ORGANISATION] associates Digital Object Identifiers (DOIs) with its outputs. For creation of DOIs the following information is relevant:

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Funder Name  | Funder Identifier  | Award Number  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Policy**

[ORGANISATION] expects three groups to be referenced, usually in the acknowledgements section.

1. ***[ORGANISATION] and its funders***

The following text should be included in the acknowledgements or funding section:

*“This work was supported [ORGANISATION], an initiative funded by [RELEVANT FUNDERS].”*

1. ***Patients or trial participants***

It is important to recognise the role of trial participants, patients, public, and practitioners in providing health data and their engagement in research projects. We encourage researchers to include the following text in the acknowledgements or funding section, based on useMYdata’s data citation[[2]](#footnote-2):

*“This work uses data provided by patients and collected through clinical trials or as part of their care and support.”*

1. ***Data contributors***

Credit should also be given to the data contributors. Where applicable, the wording specified in the Data Use Agreement should be used. If not, the following text could be used:
*“The authors wish to recognise XXX for their contribution of the data that made this research possible.”*
Where there is a unique, persistent Digital Object Identifier (DOI) assigned to a dataset this should be included. Special care should be taken to include investigators located at institutions in Low and Middle Income Countries (LMICs) that led original study implementation.

*We are keen to support attribution and communication around outputs. Please contact us at [EMAIL] if you need any support or clarification in this regard.*

This generic policy is based on:

<https://icoda-research.org/wp-content/uploads/2022/10/ICODA-attribution-and-acknowledgement-policy-final-March-2022.pdf>

1. Organisation website [↑](#footnote-ref-1)
2. https://understandingpatientdata.org.uk/data-citation [↑](#footnote-ref-2)