

CARDIFF UNIVERSITY
School of Nursing & Midwifery Studies



Research Review and Ethics Screening Committee
Publishing Internal Documents

1. What is this document about?

This document provides guidance on the publication of internal documents in SONMS.

2. Who does this document apply to?

This document should be read by members of staff in SONMS who are considering writing reports for publication by the School.

3. Why would I want my work to be published internally as a SONMS document?

The most appropriate outlets for the publication of research and other scholarly work are usually journals and books. However, members of staff may occasionally choose to seek publication of their work in internal report form for a number of reasons, including:

- because their work is best suited to a longer, monographic, style of presentation rather than publication in one or more shorter journal articles;
- because they have produced a lengthy document for an external funding body which they now wish to disseminate to a wider audience;
- because they wish to share 'work in progress'.

SONMS members considering internal publication of manuscripts are advised to consider the possibility that work previously appearing in internal document form may not be eligible for later publication in similar form in some academic journals. Staff intending to publish related work in both journal and internal report should seek clarification from journal editors as appropriate.

4. How do I prepare my manuscript for internal publication?

Manuscripts should be prepared according to SONMS house style. This includes:

- a title page carrying the name of the report, the name/s of the author/s, their affiliations and contact details;
- an abstract of 200 words;
- this statement, printed underneath the abstract: 'This report has been subjected to a process of internal peer review prior to publication'.

5. Why does my manuscript have to be peer reviewed prior to publication?

In most academic disciplines the peer review of manuscripts intended for publication is accepted as a key part of the scholarly process. Common to all systems of peer review is the scrutiny of work by one or more individuals known to have relevant expertise in the field. The task of peer reviewers is to independently assess the quality of this work, and to make recommendations as appropriate. Consistent with this approach all reports which

members of staff in SONMS intend to publish internally will be subject to a process of peer review, in a manner similar to that used to assess the quality of papers submitted to academic journals.

6. How is the peer review of manuscripts managed in SONMS?

Peer review in SONMS is managed through the Research Review and Ethics Screening Committee (RRESC). Manuscripts submitted to RRESC for peer review will be assessed by three members of staff in the School. At least two of these will be members of RRESC. On occasion it may be necessary for a member of staff to be co-opted into the review process because of their expertise in the field of study within which the manuscript is located. None of the reviewers will have been involved in the production of the document, nor (if applicable) in the research reported in the manuscript.

Peer reviewers will assess the quality of manuscripts using the SONMS document *RRESC – Peer Review of Internal Report Form*, which can be downloaded from the RRESC website:

<http://www.cardiff.ac.uk/sonms/research/peerreview/>

Where all reviewers recommend amendments to manuscripts this outcome will be forwarded to authors as soon as is practicable. Where reviewers recommend internal publication, their written reports will be brought to the next full meeting of RRESC to inform a final decision.

At no point throughout the peer review process will reports to authors disclose the identity of reviewers.

7. Where do I send my manuscript?

Manuscripts should be accompanied by a RRESC front sheet, which can be downloaded from the RRESC website.

Following completion of the peer review process an electronic copy of each manuscript proceeding to publication should be forwarded to the SONMS Executive Officer:
Research Administration, Rosemary Williams, at: williamsr@cf.ac.uk