



**Health**  
Justice Health and  
Forensic Mental Health Network

# Guidelines on the Publication of Journal Articles and Conference Presentations

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*Prepared by the Network Research Strategy Team*

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## *Key terms/concepts/acronyms*

*Evaluation:* The systematic collection and analysis of information to ascertain the impact or outcome of a policy, program or service.

*Quality improvement:* The quality improvement process examines how well something is done and how to implement and evaluate strategies to improve performance

*Research:* Defined by the Australian Code for the Responsible Conduct of Research as 'Original investigation undertaken to gain new knowledge, understanding and insight' (p 1 of Australian Code).

The Network: Justice Health and Forensic Mental Health Network

HREC: Human Research Ethics Committee

ARG: Aboriginal Reference Group

AH&MRC: Aboriginal Health & Medical Research Council

Research Unit: formerly Research & Evaluation Service, RES

RAC: Research Advisory Committee

Research, evaluation and quality improvement are important priorities for the Justice Health and Forensic Mental Health Network (the Network), both for the purpose of improving the evidence base on which the care of patients is founded as well as providing an opportunity for staff to develop their research skills and interests. In some cases research is led internally within the Network and in other cases research is driven by external organisations and researchers. These guidelines are relevant to both internal and external researchers. Providing guidance to the Network staff and external collaborators on publishing and presenting research findings is an important aspect of ensuring that effective dissemination is achieved and that the research activity of Network staff is promoted. While the focus of these guidelines is on the publication of peer-reviewed journal articles and academic or clinical conference presentations, many of the principles apply to related activities such as the production of reports, submission of abstracts, presentation of posters, award submissions, and the presentation of lectures/seminars in various settings).

Dissemination of the findings arising from research and evaluation should be considered key components of research activity. Section 4.4 of [Australian Code for the Responsible Conduct of Research](#) states that researchers have a responsibility to their colleagues and the wider community to disseminate a full account of their research as broadly as possible.

### *Research ethics and governance review processes*

Research that involves the Network patients and/or staff should not be undertaken without ethical and research governance review. In the Network, such review is conducted by the Research Advisory Committee (RAC) in the first instance, followed by the Network's Human Research Ethics Committee (HREC) and via the Site-Specific Assessment (research governance) process. Research also requires endorsement by the Network Aboriginal Reference Group (ARG) and approval by the NSW Aboriginal Health & Medical Research Council (AH&MRC) HREC. Research may also require approval by the Corrective Services NSW (CSNSW) Ethics Committee and the Juvenile Justice NSW (JJNSW) Research and Evaluation Steering Committee. If access to existing data is required for research, specific data

custodian approvals may also need to be sought. All review requirements must be met in order for research to be granted site authorisation (governance approval) by the Chief Executive. Review the relevant [NSW Ministry of Health Policy Directives and Guidelines](#) and the Network [website](#) for more information. It is important to emphasise that ethical, data custodian and research governance approvals need to be sought before the research is carried out and not simply before a plan is made to publish or present the study findings. Such approvals generally cannot be sought retrospectively! Seek advice in the first instance from the Research Governance and Ethics Officer if in doubt regarding these processes.

The majority of journals require specific details of approvals obtained to be provided in manuscripts submitted for publication. Some ethics committees, research governance committees and data custodians require submission of manuscripts or presentations at some point prior to publication for approval.

Other publications or conference presentations that do not rely on research findings but may include literature reviews, opinion or editorial pieces, or descriptive publications/presentations may not require ethics approvals, data custodian approvals or research governance approvals. Projects undertaken under a Quality Improvement framework may also not require such approval but typically have a comparable process of organisation-level approval that should be acknowledged in the publication or presentation. You are asked to seek further advice from the Research Governance and Ethics Officer to clarify the requirements for review.

### ***Planning ahead***

It is a good idea to think about your dissemination plans well in advance – what journal(s) would be appropriate? What conferences or other functions would provide the best opportunity for informing the intended audience? There are many resources available online to help researchers with journal selection, journal article preparation and presentation preparation. For example, the [Journal/Author Name Estimator \(JANE\)](#) can help you with journal selection. The Practice Development Unit and the

Research Unit within the Network can help you locate these and other resources and can provide direct advice if needed.

### *Authorship*

Consider carefully who should be included in the list of authors of the publication or presentation at an early stage, and who should be acknowledged rather than included as an author. There are many sources of guidance about authorship of publications and approaches vary between disciplines, particularly with regard to the ordering of contributors as authors. The Committee on Publication Ethics (COPE) provides [guidelines](#) for new researchers on how to handle authorship disputes. Individual journals often have specific guidance for authorship decisions which should be consulted. The International Committee of Medical Journal Editors (ICMJE) publishes [guidelines](#) that are followed by many journals and are thus a good starting point.

Listed authors are typically asked to acknowledge organisations with which they are affiliated and are relevant to the work presented in the manuscript. As a staff member of the Network if your manuscript or presentation is relevant to your role within the Network, you should list the Network as an affiliation. It is usually permissible to list more than one affiliation and this is often done where the work presented in the manuscript or presentation is relevant to more than one organisation with which you are employed or have an honorary position (e.g. a conjoint university position).

### *Acknowledging the Network*

The Network should be acknowledged in the publication or presentation if staff or resources are involved in the conduct of the research or the preparation of the publication/presentation. An example of acknowledgement for a publication might be 'The authors wish to acknowledge Justice Health and Forensic Mental Health Network staff for their support in conducting this research'. The Network should also be acknowledged for the provision of any funding support where appropriate. An

example of acknowledgement of funding from the Network might be ‘The authors wish to acknowledge the financial support provided by Justice Health and Forensic Mental Health Network for the purchase of the following research equipment....’. Such acknowledgements should appear in the designated acknowledgement section of the journal article (how/where this is done varies by journal) and on the acknowledgement slide of a conference presentation.

### *Keeping the Network informed*

The Network wants to know about your research!

The Network needs to be kept up to date on the latest findings to facilitate translation into improvements in service provision and ultimately, improved outcomes for patients. It is also important for promoting the research activity of the Network staff and informing decisions about priorities for future research. Please inform the Research Unit about all publications and presentations resulting from research, evaluation, quality improvement and other related activities. You can also consider other opportunities to keep the Network informed of your findings (see internal dissemination below). Additionally, if you have undertaken research, you must submit a Final Report to the Network HREC upon completion of the research. The Final Report is submitted via the Research Governance and Ethics Officer and should include a copy of the final results, and if available, publications and/or presentations.

### *Considering whether findings might be contentious*

The publication or presentation of research findings can be contentious in any field and this may be more often the case for researchers and other staff working in the justice health or forensic mental health field. Sometimes this can be anticipated but often it is unexpected. The Network may be called on to make comment in response to a publication or presentation and this is best approached by being fully informed. If you are concerned that a publication or presentation may be contentiously received in the media or other sectors then seek advice from your Line Manager and

Media/Communications staff for advice on how to proceed. Any request from the media for staff to provide comment or information direct must be dealt with according to the Media and Communications (External) Policy (2.018). The generic email for contacting Media/Communications staff in the Network is [media.jh@justicehealth.nsw.gov.au](mailto:media.jh@justicehealth.nsw.gov.au).

### *Describing the organisation*

You may need to describe aspects of the Network as an organisation in your publication or presentation and it is important that your descriptions are accurate. The Research Unit has a range of resources to help with this and can be approached directly for advice. The Presentation Portal link on the intranet provides slides on topics including the Aboriginal Health Profile, Adolescent Health Profile, Adult Patient Profile Custodial Health, Drug and Alcohol, Forensic Patient Profile, General Network Overview, Mental Health (Custodial), Physical Health (Custodial), Prison and Inmate Statistics), Social Determinants. The Network templates for presentations are also available on the intranet under Forms/Administration.

### *Internal dissemination of findings*

Research translation relies on effective dissemination to external audiences via publication and presentation, but internal dissemination is also important. Consider opportunities to inform people within the Network about your research findings. You could prepare a brief summarising the findings and how they might inform improvements to service provision or practice. You could give an internal presentation of your findings at a clinical or service group meeting. The Research Unit may be able to provide information about upcoming opportunities for internal dissemination.