

## Publication Guidelines: Metadata

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<b>Document Owner</b> (Name, Role, and Email Address)	Deborah Fry, Global Director of Data <a href="mailto:Debi.Fry@ed.ac.uk">Debi.Fry@ed.ac.uk</a>
<b>Document Contributors</b>	Robin Alexander Deborah Fry Zoe Lambourne Mark Lawson Doug Marshall Polly Needs Sabrina Page Claire Stewart Williams
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Childlight Global Child Safety Institute

# Publication Guidelines



# Childlight Publication Guidelines

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## 1 Introduction

Welcome to Childlight's Publication Guidelines! Effective dissemination of research is vital for advancing knowledge, fostering collaboration, and achieving meaningful impact. These guidelines provide a comprehensive framework to support all contributors in navigating the end-to-end publication process with clarity, consistency, and adherence to ethical standards. They apply to anyone leading and contributing to research publications under the name of Childlight whether as staff, a Global Data Fellow, PhD or master's students, contractors or data contributors. By following these principles, you will uphold the highest standards of research integrity, ensure proper recognition for all contributors, and enhance the scholarly impact of your research.

## 2 Pre-publication

### 2.1 Identify publication-type

The first step in the publication process is to determine whether your work will be an academic publication, grey literature, or another type of non-academic publication. This decision will shape the writing style, associated requirements, and dissemination strategies. Refer to the table below as a guideline to identify the appropriate publication type:

Category	Description	Examples
Academic literature	Technical, scholarly works published in peer-reviewed journals, books, or conference proceedings, intended for academic audiences. These works undergo a formal publication process.	Peer-reviewed research articles, review papers, and case studies.
Grey literature	Non-commercially published materials, often created by industry, academia, governments, or institutions. Grey literature is not typically subject to a formal peer-review/publication process and may be published informally or remain unpublished.	<b>Searchlight and Global Index reports</b> , white papers, government documents, policy briefs, and technical documents.
Other non-academic publication	Publications aimed at broader or specialised non-academic audiences. Their purpose is generally to inform, entertain, and persuade audiences, with content accessible to a wide readership.	Blogs, online articles, trade publications, and public-facing reports.

Next, identify whether the publication falls under **‘Childlight research’**, or is an **‘independent project’**. This classification affects budgeting, governance, impact reporting, and distribution strategies. Certain types of publication will be classified as ‘sharing best practice’ rather than being linked to a specific research project; examples include Lighthouse pieces, book chapters, guidance notes, and contributions to external frameworks or standards.

Project-Type	Description	Examples
Childlight research	Any project that is: <ul style="list-style-type: none"> <li>Featured in Searchlight, Global Index, or on the Dashboard;</li> <li>Funded by Childlight (via HDF or another external source);</li> <li>Approved and overseen by Childlight's Global Director of Data; and/or</li> <li>Subject to Childlight's end-to-end governance processes.</li> </ul>	<ul style="list-style-type: none"> <li>Searchlight and Global Index publications</li> <li>Projects from student-based placements at Childlight (MSc, LLM, PhDs)</li> <li>Childlight-funded PhDs</li> </ul>
Independent research	Any project that is: <ul style="list-style-type: none"> <li>Not directly driven as part of Childlight's strategy;</li> <li>Operates outside of Childlight's governance framework; and/or</li> <li>Supported in a limited capacity by Childlight.</li> </ul>	<ul style="list-style-type: none"> <li>Externally funded PhD theses</li> <li>Postdoctoral studies</li> <li>Externally funded and driven research projects</li> </ul>

For every Childlight study, we aim to produce two types of publications:

- 1. Childlight Publications:** These are typically disseminated through our primary channels, the Into the Light Index and Searchlight. (i.e., grey literature)
- 2. Technical Publications:** These are more formal and technical in nature, focusing on peer-reviewed journal articles to contribute to academic discourse (i.e., academic literature).

Childlight's goal is to submit academic literature (i.e., a journal article) for publication within **three months or sooner** after the corresponding Childlight grey literature publication is released. This ensures the academic literature builds on the momentum and visibility generated by the Childlight grey literature publication.

## 2.2 Define authorship and contributions

Next, agree on the roles and order of authors and contributors, recognising all contributors, including funders, data providers, and other collaborators. Use [Childlight's CREDIT Team Roles Template](#) to map roles and responsibilities within the research projects and identify any resource gaps.



Obtain approval from all individuals proposed as authors early in the process, and to confirm their agreement on the authorship order, their specific contributions, and projected timelines. The following section will assist with the process of defining roles, responsibilities, and ordering.

**Note: All named authors must provide final signoff on the content prior to submitting for publication no matter what type of publication.**

### What is an author

The International Committee of Medical Journal Editors (ICMJE) has four criteria to define authorship:

- significant involvement in study conception/design, data collection, or data analysis/interpretation;
- involvement in drafting or revising manuscript;
- approval of final version of manuscript for publication; and
- responsibility for accuracy and integrity of all aspects of research.

[Read the ICMJE's best practices for author attribution.](#)

**Note: Some journals have specific requirements that need to be met from every single author (e.g., documentation of author contributions, conflict of interest statements, etc.). Check the journal's guidelines thoroughly before submission to ensure compliance with these specific requirements and to avoid any delays or rejections.**

### Order of authors

The author order should indicate the level of contribution: the first author typically makes the most substantial contribution, while the last author is often the senior author, often in a supervisory or advisory role. Second authorship generally indicates a substantial contribution, second only to the first author(s). For positions beyond second author, we encourage ordering based on relative contribution. Where contributions are similar, alphabetical ordering can be used, followed by identifying a senior or joint-senior author if appropriate.

Note: First authorship cannot be based solely on project management or manuscript writing. It must reflect a mix of contributions, which can include conceptual leadership, analytical leadership, writing leadership, managing study and partners, and securing funds.

We encourage the use of joint first authorship in publications, particularly for larger collaborative projects or when junior colleagues have made significant contributions.

However, it is important to note that **not all journals accept joint first authorship**. Authors must check the authorship policy of their target journal early in the writing process to ensure compatibility. If a change in author order or the addition of joint first authorship is considered later in the project, it must be transparently discussed, agreed upon by **all authors**, and approved by the **Principal Investigator (PI)** and the **Childlight Global Director of Data (or Hub Director where relevant)**.

Joint first authorship should only be used when both authors meet the full authorship criteria and have made **equally significant intellectual, analytical, and writing contributions** to the paper.

Author order and contributions should be discussed and agreed upon at the start of the project and revisited regularly. Changes in authorship must be communicated early, and consensus must be reached among all authors. Transparency from the outset helps avoid disputes and supports fair recognition of work.

Use the following table as a guideline for defining roles and responsibilities:

<b>Role</b>	<b>Responsibilities</b>
First named author	<ul style="list-style-type: none"> <li>• Makes the primary intellectual contribution, driving the conceptual framework and managing the day-to-day work (e.g., design and execution of experiments, data collection/analysis).</li> <li>• Drafts most of the manuscript and coordinates co-authors.</li> <li>• Often the main point of contact for stakeholders.</li> <li>• May be the Principal Investigator, depending on the complexity of the study.</li> <li>• Project management, while critical, is not in itself sufficient for first authorship unless it is accompanied by significant intellectual or analytical contributions.</li> </ul>
Last named/senior author	<ul style="list-style-type: none"> <li>• Provides supervisory or oversight role in the research, ensuring integrity, direction and quality of the work.</li> <li>• May assist with securing funding and resources for the work.</li> <li>• Offers high-level conceptual and editorial input.</li> <li>• Typically, a tenured faculty member or senior researcher.</li> </ul>
Principal Investigator (PI)	<ul style="list-style-type: none"> <li>• Approves the final manuscript, holding accountability for it</li> <li>• Manages resources (which may include funding) and ensures compliance with institutional and ethical standards.</li> <li>• May also be the first or last named/senior author, depending on level of intellectual/written contribution to the manuscript.</li> </ul>
Corresponding author (journal articles only)	<ul style="list-style-type: none"> <li>• Manages all external communication with the journal after submission; coordinating any feedback and revisions.</li> <li>• Can be the same person as the first named author or may be the last named/senior author, depending on the size of the tasks related to the publication and number of authors.</li> <li>• Reviews the journal proofs and provides feedback.</li> </ul>
Other named author(s)	<ul style="list-style-type: none"> <li>• Contributes specific expertise, such as methodology, data collection, or interpretation (i.e., those identified in the role mapping process. <u>Credit Team Roles, Role Mapping Template</u>).</li> <li>• May participate in drafting, reviewing, or revising parts of the manuscript.</li> <li>• Ordered based on the level of contribution and agreed in advance.</li> </ul>
Funder(s)	<ul style="list-style-type: none"> <li>• Provides financial support for the research.</li> <li>• May require acknowledgement or specific outputs, such as reports or compliance with open access mandates.</li> </ul>

Data provider(s)	<ul style="list-style-type: none"> <li>Supplies data essential to the research.</li> </ul>
Unnamed research collaborators	<ul style="list-style-type: none"> <li>Offers expertise, resources, or technical support to the project without necessarily being listed as named authors.</li> <li>May contribute to experimental design, analysis, or problem-solving.</li> <li>May be added to an acknowledgements section</li> </ul>
Ethics/compliance advisor	<ul style="list-style-type: none"> <li>Oversees adherence to ethical standards, including human research ethics and data governance.</li> </ul>

**Note: Professor Deborah Fry is the PI for all Childlight products under the HDF Funding Agreement.** The exceptions are:

- Childlight Hubs (e.g., East Asia & Pacific), which have separate delegated PI status.
- Childlight researchers that are the PI of a specific study which is a smaller workstream under the larger HDF Funding Agreement. In this case, both PIs (Professor Fry and the Childlight Researcher) should be engaged with approval of any publications from their studies including determining authorship order.

By clearly defining roles and responsibilities at the outset, the process of authorship becomes more transparent, and the contributions of all parties are appropriately recognised.

## 2.3 Select target journals and outlets

Identifying appropriate journals or outlets is crucial for maximising the visibility and impact of your research. Ensure you tailor your selection to the nature of your work and target audience.

### Academic publications

The University of Edinburgh is a signatory of the Declaration on Research Assessment (DORA), reaffirming its commitment to improving how research is assessed. DORA calls for moving beyond traditional metrics like Journal Impact Factors and emphasises assessing the quality, value, and broader impact of research outputs. [More information on DORA.](#)

In line with DORA's principles, we encourage researchers to consider the following when selecting academic publication outlets:

- Alignment with research goals:** Select journals or publishers relevant to your research topic, disciplinary focus, and intended audience.
- Research value and influence:** Emphasise the quality and significance of your research rather than relying solely on quantitative metrics. Assess factors such as editorial rigor, readership, and reputation for fostering impactful contributions.

- **Open Access and accessibility:** Consider journals that support open access to ensure your work is widely available. Evaluate costs and policies around accessibility.
- **Transparency and peer review quality:** Prioritise journals with clear, transparent peer-review processes that are robust, timely, and designed to maintain high standards of academic integrity.
- **Submission guidelines:** Ensure your manuscript aligns with the journal's specific submission criteria, including formatting, scope, and ethical standards.

By prioritising these factors, researchers can uphold best practices in research assessment and contribute to a more impactful academic ecosystem.

### Grey literature

- **Funder/institution channels:** Use funder-mandated repositories or platforms to comply with dissemination requirements.
- **Specialised platforms:** Target platforms known for impactful research in your field (e.g., government, non-profits, or trade groups).
- **Conferences/professional networks:** Share research through conferences or relevant professional channels to reach key stakeholders.

A well-thought-out publication strategy ensures your research reaches its intended audience and achieves maximum impact.

## 2.4 Budgeting

Ensure that all the costs associated with publication are accounted for and approved during the initial stages of the research and publication process. All costs associated with Childlight research **must** be discussed and pre-approved by Childlight's Finance Manager. Childlight does **not** cover any costs associated with independent projects.

Common publication expenses:

- **Open access fees:** Many journals require fees to make articles freely accessible to the public.
- **Editing services:** Some journals or funders may require professional language editing, translation, formatting, or graphic design services to meet submission standards.
- **Preprint or repository submissions:** Some open-access repositories or preprint platforms may charge fees for hosting and distributing your work.

Budgeting best practices:

- **Use institutional resources:** check whether your institution offers grants, subsidies, or waivers for open access fees, editing, or other costs.
- **Consult funders or management:** funding agreements may cover costs or have specific financial requirements. If in doubt – consult management.
- **Coordinate with financial approvers:** work closely with the Childlight operations and finance team to secure approvals for publication costs well in advance of submission.

By planning for publication expenses, you can streamline the submission process, meet funder and institutional requirements and avoid any delays.

## 3 Prepare manuscript draft

### 3.1 Formatting and Citation Styles

Follow the University of Edinburgh's [guide to formatting](#), which covers information about links, italics, capitals, lists and more.

The citation style used for external publication should be confirmed with the publisher. There is no single referencing style required by the University of Edinburgh. For Childlight publications, APA style is preferred. [More information on APA style](#).

### 3.2 Open Access and Licensing Requirements

What is open access?

Open access is the unrestricted online access to scholarly research like journal articles and conference proceedings, but also other scholarly works like book chapters and monographs. Making publications open access can expand readership, increase citations, enhance impact, and foster collaboration across disciplines.

Childlight's open access policy

Childlight follows the University of Edinburgh's open access process. You can read this in full by going to [Making Your Research Open Access](#).

**Note: To comply with the University of Edinburgh's Research Publications and Copyright Policy (2021) You must include the below text in the acknowledgement section of the manuscript, and any cover letter or note accompanying the submission:**

**“For the purpose of open access, the author has applied a Creative Commons Attribution (CC BY) licence to any Author Accepted Manuscript version arising from this submission.”**

#### Open access checklist

The University of Edinburgh library services have a checklist to ensure authors can make their research outputs open access. You can find this by going to [Open Access checklist for UoE authors](#).

#### Publisher open access agreements

The University of Edinburgh has signed transformative ('Read and Publish') agreements to enable corresponding authors from the university to publish eligible research articles open access for no extra cost.

Read and publish deals cover both subscription payments (allowing you to read) and open access article processing charges (allowing you to publish). They are known as Transformative Agreements because they aim to transition towards a full open access model. You can read more about this at [publisher open access agreements](#).

#### Further information

A guide on this can be found by going to [Research Data Support Quick Guide 5](#).

### 3.3 Pure

[Pure](#) is the university's Current Research Information System (CRIS). Information held in Pure relates to research staff and their publications, projects and activities. Pure allows for relationships and associations to be created between research inputs and outputs, providing a broad picture of research activity at the individual, school and wider level.

When your article is published and available online, please update your Pure record with the publication dates so that the accepted manuscript can be made open access as soon as possible with the correct final publication details.

**Note: To comply with legislative requirements, the University and Childlight require authors to deposit the final word version of the manuscript onto Pure within three months of acceptance for it to be considered for the University of Edinburgh Research Excellence Framework exercise.**

If you do not have a Pure account – please contact our Quality and Compliance Manager.

### 3.4 Content consistency and branding

To maintain consistency and uphold the Childlight brand, all Childlight-published work must adhere to our style guidelines. You can read these in full by going to Childlight Style Guidelines. The guidelines include:

- Approved terminology and language to use when representing Childlight.
- Prohibited language and phrasing.
- Policies regarding the appropriate use of imagery.

The Childlight style guidelines are complimented by the [University of Edinburgh's own comprehensive guide](#).

[Childlight's logo and branding materials are available on Sharepoint](#), consult the guide for terms for the use of the logo.

### 3.5 Funder requirements

Where appropriate the relevant partner and funder guidelines should also be referred to, ensuring the required partner and funder credit within the published document and any promotion of the work.

Childlight must acknowledge our funder the Human Dignity Foundation's support in internal and external communication materials, publications or publicity material (including online material) and events where practical and reasonable to do so. We should also reference our relationship with the University of Edinburgh. Wording should be as below, or substantially to the same effect as:

**"Childlight - Global Child Safety Institute, established by the Human Dignity Foundation, and hosted by the University of Edinburgh."**

For journal articles, it will capture both Childlight and University affiliation through the authors' details, but you will often be required to put a funding agreement number as well to submit journal articles. Please use the following:

Funding: Human Dignity Foundation, funding agreement number INT21-01.

Publications produced by the East Asia Pacific Hub should include the reference:



**“Established by the Human Dignity Foundation, hosted by the University of New South Wales Sydney, in partnership with the University of Edinburgh.”**

Funding: Collaboration agreement with the University of Edinburgh supported by the Human Dignity Foundation, funding agreement number INT21-01].

All author affiliations must also reference ‘Childlight – Global Child Safety Institute’, then the University (e.g., University of Edinburgh or University of New South Wales or other University if GDF)

### 3.6 Accessibility

Childlight as part of the University of Edinburgh, must meet the [Equality Act 2010](#). We have both a legal and ethical obligation to ensure our work is as accessible as possible. To create accessible publications, we follow best practices that improve readability, usability and compatibility with assistive technologies.

Some key guidelines to keep in mind are:

1. Use clear, simple language. Where possible avoid jargon and overly complex sentences.
2. It is best practice to type word documents in font size 12 to 14.
3. Avoid fonts that are not sans-serif, such as Times New Roman. The recommended Childlight font is Open Sans.
4. Avoid the use of italics and underlining wherever possible. Continuous text should not be in capitals. Wherever possible use bold for emphasis.
5. Backgrounds should always be plain and ideally off white / pastel with dark text to ensure sufficient contrast. Though some people may prefer light text on a dark background.
6. Use left alignment.
7. Double or 1.5 spacing between lines can make a document more accessible. One line space at least should always be left between paragraphs.
8. Avoid glossy paper or laminated documents which create glare.
9. Ensure all pages are numbered in the same place.
10. Avoid the use of abbreviations which have not been given in full the first time they are used in the document.

By embedding accessibility into our publishing process, we uphold our commitment to inclusion and ensure that Childlight’s insights and research are available to everyone.

## 4 Submission Process

### 4.1 Review submission guidelines

Many journals have specific formatting requirements, citation styles, word count limits, and structural preferences. Before beginning the submission, thoroughly review the submission guidelines of your target outlet, to ensure full compliance with all requirements and avoid any delays/rejections.

### 4.2 Secure permissions and approvals

Before submitting your manuscript for any Childlight study, ensure appropriate permissions and approvals are sought from both internal and external stakeholders.

To maintain accountability and traceability, you should ensure you keep a written record of all approvals and permission granted, including both internal and external stakeholders. This can be facilitated through a Communications Log, which should document the following for each approval:

- Date of the communication.
- Category of the decision or discussion.
- Communication medium (e.g., email, meeting, phone call).
- Involved parties, including names and roles.
- Evidence, such as emails, meeting minutes, or signed documents.

Check	Who / Where	Permission or Approval Required
Manuscript content	Principal investigator co-authors	Confirm final manuscript content and order. Confirm approvals by all named co-authors on their inclusion and the authorship order.
Approval to publish as Childlight	Childlight Global Director of Data or Hub Director	Confirm alignment with research and Childlight standards. Approve content and findings.
Data usage permissions	Primary data owners contracted work package / research organisations Childlight Research Ethics Committee	<p>Confirm data ownership, terms of use and intellectual property rights for all data sources as set out in any formal agreement (e.g., non-disclosure agreement, collaboration agreements, services contracts, etc). Confirm ability to publish and ensure that data transfer agreements are documented and in place.</p> <p>Secure permissions from external collaborators, data providers, or repositories as needed. This includes establishing appropriate data sharing mechanisms if the data set is to be made open access e.g., through DataShare.</p> <p>For sensitive data, implement additional safeguards and secure appropriate permissions to comply with legal and ethical guidelines. Where appropriate, an ethics approval reference number should also be provided. Refer to your research ethics committee for what was approved for publications and complete a change request if necessary.</p> <p>Documentation must be stored in the centralised location (SharePoint).</p>

Funder approval	Research funders	All publications must contain funder acknowledgment and grant numbers as stipulated by the funding agreement, to ensure that funders receive appropriate recognition within the publications.
Childlight branding compliance	Childlight communications team	<p>All publications must comply with Childlight’s branding requirements to ensure the brand is consistently represented across all publications. Basic checks include logo placements, fonts and colours.</p> <p><b>Note: academic literature is typically exempt from some branding requirements.</b></p>

### 4.3 Submit manuscript

Once approvals are secured, proceed with the manuscript submission. Ensure all required documents are submitted along with the manuscript and ensure all author and institutional affiliations are correctly listed and compliant with submission guidelines.

Please note that each journal will have its own publication submission process and to allow enough time for the completion of various sections in the online portal.

### 4.4 Grey literature

The table below provides additional points to consider when writing or contributing to new grey literature.

Key Point	Description
Transparency of sources	Cite all sources (including primary data, interviews, websites, and grey literature), even if they are not academic journal articles.
Data management	Explain how raw data was handled, analysed, and stored to ensure transparency.
Methodology	Clearly describe the research methods used, to help readers assess credibility and reproducibility.
Quality assurance / peer review	Describe any internal review processes and expert/external consultations that were used to ensure the report's quality and accuracy. If applicable, mention whether and how feedback from stakeholders or the target audience was incorporated into the document. All Childlight publications should be peer reviewed (i.e., through an advisory committee structure or a read through of the publication).
Structure	Start with a concise <b>executive summary</b> of key findings and recommendations for easy access by decision-makers. Conclude with actionable <b>recommendations</b> , especially for policy or practice impact.
Distribution and accessibility	Make the document freely available to the intended audience (i.e., through open access, online platforms, email lists, and/or databases).
Digital object identifiers (DOIs):	If feasible, assign a DOI to ensure the document is easily discoverable and citable. <a href="#">A guide on how to do this in Pure</a> .
Plain language	Consider using plain language when writing the report to make it more accessible to non-expert audiences.
Limitations	Clearly articulate any limitations in the research, such as gaps in data, potential biases, or methodological challenges.
Scope and purpose	Define the scope of the document and clarify whether it's intended as a preliminary report, policy paper, or final research product.
Ethical considerations	Mention any ethical guidelines followed, such as informed consent for surveys or data collection. Please note, all Childlight studies should go through an ethics review process where appropriate.
Conflict of interest	Include a section to disclose any potential conflicts of interest related to the publication.
Submission and publication process	Outline how to submit reports or documents for publication and specify any platform where these reports will be available.

Licensing and copyright	Explain how licensing or copyright works for the grey literature (e.g., Creative Commons license or other permissions. <a href="#">Choosing a Creative commons license</a> .
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## 5 Author communication

The Corresponding Author and First Author (which may be the same) have specific roles' around managing communication throughout the publication process, serving as the primary point of contact for both internal and external stakeholders as detailed below. This responsibility involves the following:

Role	Responsibilities
Internal communication- first named author	<ul style="list-style-type: none"> <li>Coordinating with all contributors to keep them informed about the manuscript's status, upcoming submission deadlines, and expectations regarding post-submission tasks.</li> <li>Managing internal timelines, ensuring authors are aware of their responsibilities and fulfil their obligations (e.g., drafting specific sections, providing data), and encouraging timely feedback or revisions.</li> </ul>
External communication- corresponding author	<ul style="list-style-type: none"> <li>Acting as the main liaison with external stakeholders—such as journal editors, peer reviewers, and publishers.</li> <li>Coordinating responses to peer review comments, managing interactions with the journal/outlet, and facilitating any necessary revisions with other contributors, all while adhering to deadlines.</li> </ul>

In summary, the first named author and corresponding author (which may be the same or different) act as the internal coordinator and external representative for the research team, ensuring seamless communication and adherence to deadlines throughout the publication process.

See appendix 1 for corresponding author communication tracker.

## 6 Post-publication

### 6.1 Open Access compliance

Follow the University of Edinburgh's [open access checklist](#) to ensure requirements are fulfilled (more in Section 3.2). Check funder requirements (more in Section 3.5) and submit to Pure (more in Section 3.3).

### 6.2 Share with stakeholders

Childlight publications wherever possible should be shared with relevant stakeholders, including partners, funder/s and collaborators, subject to the terms of the publisher and open access guidelines. Publications should be highlighted with host organisations the University of Edinburgh and the University of New South Wales Sydney. The Childlight communications team can assist with highlighting publications to the relevant university departments and outlets. Publications can also be shared with listservs with partner or relevant organisations via the communications team.

### 6.3 Update ORCID and personal profiles

ORCID stands for Open Researcher and Contributor Identification and is a universal identifier which academic authors can adopt. It is a unique and persistent way for researchers and scholars to eliminate name ambiguity and accurately connect authors to their works, projects, and institutional affiliations throughout their career.

Registration is free for all researchers and scholars. You can register online for ORCID. Once registered you will receive a 16-digit ORCID identification (ID) number. This ID can then be used when you submit publications, apply for grants, and in any research workflow to ensure you receive credit for your work.

Once you have an ORCID ID you can link it to your Pure record [adding ORCID to your Pure record](#).

Authors should also, where appropriate, add their publications to ResearchGate. ResearchGate is a social networking site for researchers. Users can add their publications to their profile and the site generates statistics about views, downloads and citations. The statistics also contribute to the service's own impact metric, the RG score, alongside the researcher's activity on the ResearchGate forums and the number of other users 'following their profile'. You can learn more about ResearchGate and other similar forums at [How to Track the Impact of Research Data with Metrics](#).

## 7 Tracking and Impact Assessment

### 7.1 Citation and impact monitoring

Childlight have a system for the tracking of citations from journal articles of Childlight studies. A repository of journal publications is maintained by the Global Director of Data. From that repository monthly checks are carried out to maintain a monthly and overall total of instances when Childlight work has been cited.

To track this work Childlight are using ScienceDirect, PubMed and CrossRef for publication citations and Overton to track policy documents.

### 7.2 Grey literature tracking

All Searchlight Research and Global Index Reports are subject of the Childlight Pathways to Impact process. Impact meetings are held pre-research, whilst the research is ongoing and subject of a final Pathways to Impact meeting where impact actions are set.

Childlight check grey literature metrics on a monthly basis using OpenGrey and Embase databases.

### 7.3 Report on impact and reach

The Pathways to Impact Manager will meet with the Research Team for each piece of work and in collaboration set final impact actions aligned to any recommendations from reports. These actions will be tracked and updated. Individual pieces of impact not associated with actions will be recorded – this could be where the work as led to collaboration and influencing on public engagement and policy. Citation of Childlight work will be monitored and reported on. All this evidence will be used to update key performance indicators (KPI's) and report back to the Childlight Senior Leadership Team (SLT) and funders.

## 8 Promotion of publications

### 8.1 External communication

Wherever possible publications should be promoted by Childlight's communications team, with the aim of sharing knowledge widely beyond academia, supporting Childlight's goals and vision, and enhancing transparency.



Advance notice of publication should be given to the Childlight communications team to allow them time to prepare supportive promotional materials such as a press release. Any restrictions around promotion or partners who should be consulted in the process should be highlighted to the communications team.

Childlight can where appropriate issue press releases to a wide range of outlets globally including print, online and broadcast. The team can also promote research on the appropriate Childlight social media platforms including X, BlueSky and LinkedIn. Publications wherever possible will also be posted on the [Childlight website](#) and feature in internal and external newsletters belonging to Childlight. The communications team can also assist with having publications features in partner outlets such as newsletters. Where there are sensitivities or restrictions around the publication these should be highlighted as early as possible to the communications team.

## 8.2 Public outreach

Public outreach is crucial to ensure Childlight publications have a meaningful impact beyond the academic community. Authors and contributors are encouraged to actively engage with a range of audiences including the public and stakeholders to disseminate their findings, foster understanding, and achieve Childlight goals.

Authors should wherever possible identify conferences, events, and other opportunities to present their findings and discuss impact. Where presenting academic work with a non-specialist audience, efforts should be made to ensure presentations are widely accessible. Assistance can be requested from the communications team if support materials are required.

## 8.3 Alternative Formats

Childlight has a legal and moral responsibility under the Equality Act 2010 to provide any of its documents, leaflets, electronic resources etc in an alternative format if requested by a disabled user. Examples of alternative formats are providing a document in large print, Braille, printed on coloured paper, or an electronic resource in an alternative way for example a Word document instead of a PDF. The following information explains how to offer this service and what it involves, points to keep in mind are:

- Documents do not need to be produced in alternative formats until a request has been received.
- However, all documents must carry a tagline informing readers of how they can request another format.

- You will save time when producing alternative formats if you create documents with accessibility in mind.
- It is Childlight that bears the cost of providing an alternative format. The person requesting the information in an alternative format should be asked to pay for it, as this is illegal.

As it is the responsibility of the person who produces a document to provide alternative formats upon request, each document must include this statement:

**'If you require this document in an alternative format, such as large print or a coloured background, please contact [insert: name and contact details]'.**

**Two forms** of contact should be included such as the general Childlight email [Childlight@ed.ac.uk](mailto:Childlight@ed.ac.uk) and a postal address or phone number. Do not use your personal Childlight contact details.

This tagline should be used as a matter of routine on all documents and should be in bold Arial font 14.

For further information and guidance, you can read more on the Edinburgh University guide [Introduction to alternative formats.](#)

## 8.4 Recommendations follow-up

The uptake and real-world application of any recommendations made in publications should be tracked, especially those aimed at policymakers, practitioners or other decision-makers. Authors and contributors should proactively monitor how their recommendations are received, implemented, or referenced by relevant audiences. They should liaise with the Childlight Pathways to Impact Manager to ensure the impact of their work is recorded.

## 8.5 Archive and catalogue

Academic publications should be archived in Childlight's database. Located in SharePoint the 'Peer-Reviewed Publications in Progress' document charts the progress of a publication through to its publication. Details required include Title / Topic, lead author, co-authors, affiliated study, journal publisher, status of the article and action points. The database can be found at [Childlight Publications in Progress on Sharepoint.](#)

## 9 Conclusion

By following these guidelines, you contribute to high-quality, impactful research. For any questions or further support, please consult your line manager or Childlight's Global Director of Data.

## Appendix 1

### Corresponding author external communication tracker

The below tracker helps corresponding authors log and monitor communications with external stakeholders:

Milestone	Action	Status
Manuscript receipt	Confirm receipt with the journal.	[Date/Status]
Peer review status	Monitor peer review process, and track feedback.	[Date/Status]
Decision (accept/reject)	Record the final decision, and Corresponding Author follows up as necessary.	[Date/Status]
Review proofs	Once all revisions are accepted, the journal and grey literature will go through a design process. Once designed the Corresponding or Lead Author will need to review the design proofs and any outstanding queries and usually get back within a short (24 hour) turnaround period with any changes, edits.	[Date/Status]

## Appendix 2

### Publication Checklist

Name of Project	
Project Code	
Researcher Completing Checklist	

#### Pre-Publication

##### Identify Publication Type

The work has been determined to be:

- Academic literature
- Grey literature
- Other non-academic publications

The publication falls under:

- Childlight research project
- Independent project
- Sharing Best Practice

Yes	No	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	<input type="checkbox"/>	
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##### Define Authorship & Contributions

Childlight's [CREDIT Team Roles Template](#) used to map roles and contributions.

Agreement from all proposed authors obtained for:

- Authorship order
- Individual contributions
- Timelines

Yes	No	N/A
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<input type="checkbox"/>		
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##### Select Target Journals/Outlets

In selecting the academic publication outlet, consideration was given to:

- Alignment with research goals
- Journal Open Access policies
- Journal peer-review quality
- Funders' dissemination requirements
- Submission guidelines for selected journal/outlet reviewed

Yes	No	N/A
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##### Budgeting

Potential costs identified:

- Open Access fees
- Editing and formatting services

Yes	No	N/A
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Data repository charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funding source confirmed:			
Pre-approval secured from Childlight's Finance Manager (for Childlight research projects).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Costs not covered by Childlight (independent projects)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Prepare Manuscript Draft

### Formatting and Citation Styles

[Childlight Style Guidelines](#) followed for:

- Branding consistency
- Preferred citation style (APA for Childlight publications)
- Document complies to accessibility standards (font size, contrast, alignment, etc.)
- Submission guidelines of target outlet thoroughly noted (specific formats, citation styles, manuscript length, and structural preferences)

Yes No N/A

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### Open Access & Licensing Compliance

- Creative Commons Attribution (CC BY) license included in acknowledgments
- Confirm adherence to [UoE Open Access](#) requirements

Yes No N/A

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### Acknowledgments

Include acknowledgment to:

- Human Dignity Foundation
- University of Edinburgh
- University of New South Wales
- Other Funder

Yes No N/A

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### Secure Final Sign-Off Permissions and Approvals

Obtain necessary approvals from:

- Principal Investigator & named Co-authors
- Childlight Global Director of Data or Hub Director
- Data owners
- Research ethics committee
- Funders
- Childlight Communications Team (for branding compliance)

Yes No N/A

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## Submission Process

### Submit Manuscript

Yes No N/A

Required documents prepared and submitted:

Final manuscript (properly formatted)	<input type="checkbox"/>		
Abstract	<input type="checkbox"/>	<input type="checkbox"/>	
Conflict-of-interest statement (as per Journal requirements)	<input type="checkbox"/>	<input type="checkbox"/>	
Ethical approval	<input type="checkbox"/>	<input type="checkbox"/>	
Author contribution statement (specifying the roles for each author)	<input type="checkbox"/>	<input type="checkbox"/>	

### Track Progress

Submission milestones:

Yes	No	N/A
Confirm manuscript receipt with journal	<input type="checkbox"/>	<input type="checkbox"/>
Monitor peer review status and track feedback	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance or rejection – monitor final decision update	<input type="checkbox"/>	<input type="checkbox"/>
Review and approval of journal proofs	<input type="checkbox"/>	<input type="checkbox"/>

## Post-Publication

### Open Access Compliance

Yes	No	N/A
Pure record updated with publication dates	<input type="checkbox"/>	
Final word version of manuscript uploaded to Pure within 3 months of acceptance	<input type="checkbox"/>	

### Share with Stakeholders

Publication distributed to:

Yes	No	N/A
Funders	<input type="checkbox"/>	<input type="checkbox"/>
Collaborators	<input type="checkbox"/>	<input type="checkbox"/>
Institutional repositories	<input type="checkbox"/>	<input type="checkbox"/>
Childlight dashboard and Searchlight publications	<input type="checkbox"/>	<input type="checkbox"/>

### Update ORCID and Personal Profiles

Publication linked to:

Yes	No	N/A
ORCID ID	<input type="checkbox"/>	
ResearchGate	<input type="checkbox"/>	
Institutional profile pages	<input type="checkbox"/>	

### Tracking & Impact Assessment

Yes	No	N/A
Monitor citations using ScienceDirect, PubMed, CrossRef	<input type="checkbox"/>	<input type="checkbox"/>
Track policy citations using Overton	<input type="checkbox"/>	<input type="checkbox"/>
Participate in Childlight Pathways to Impact assessments	<input type="checkbox"/>	

### Promotion & Public Outreach

Yes	No	N/A
Childlight Comms Team notified before publication release	<input type="checkbox"/>	
Engage with:		
Press releases, newsletters, social media (LinkedIn, X, BlueSky)	<input type="checkbox"/>	<input type="checkbox"/>
Conferences and public events	<input type="checkbox"/>	<input type="checkbox"/>

Follow up on policy or stakeholder impact

☐

Yes    No    N/A

☐

### Archive and Catalogue

Ensure final publication is recorded in Childlight’s central repository.

Maintain an updated record in ‘Peer-Reviewed Publications in Progress’ database

☐



