

# School of Environment and ShaRE Lab Facilities Publication Policy

The University of Auckland (UoA), School of Environment (ENV) and ShaRE laboratory facilities provide state-of-the-art analytical instrumentation and expertise to the University, Faculty, School, and broader research community. It is vital that the contributions of the facility staff to the advancement of scientific research performed in the ENV and ShaRE facilities are recognised in all instances of scientific and technical assistance. The most appropriate type of recognition is dependent on the level of contribution provided.

Several important reasons to acknowledge the contributions of ENV and ShaRE Lab facilities and staff, both by formal mention in the acknowledgement and/or co-authorship are (but not limited to):

1. School of Environment laboratory facilities depend on recognition and acknowledgement in all publications. This formal recognition is important to measure the impact and scientific value that these facilities and staff provide.
2. Acknowledgement and co-authorship increase the likelihood of ongoing financial support, which is essential to purchase and maintain new, updated equipment and state-of-the-art analytical instrumentation.
3. Proper acknowledgement of ENV and/or ShaRE Laboratory staff contributes to the overall job satisfaction of facility staff. By recognising their contributions, we can foster an environment of continued growth and advancement of skills and knowledge in the broader research environment. Fair and proper acknowledgement also aids staff in career advancement.

Co-authorship, where deserved, helps increase accuracy in data interpretation and presentation.

Many of the services and analytical instrumentation carry a charge for their use. Charging for the use of these instruments and facilities does not preclude acknowledgment and co-authorship. These instrument and facility usage rates are set by the School of Environment Asset committee and technical staff do not hold the authority to change set rates. The charges, set in place by more senior management and administration, are an attempt to recover a portion of the costs of running and maintaining the instrumentation and facilities. These facilities, however, do not exist as instruments in a room, but are staffed by highly qualified, experienced people who facilitate the wide array of researchers and students, and can make high-level scientific experiments possible. These staff also provide vital support to a wide range of specialised equipment and analytical instrumentation.

Practices of failing to properly acknowledge and/or offer co-authorship sets out a wide gap between technical and academic staff. Technical staff are not lesser individuals and are not a service to be used without recognition for the important, scientific, technical contributions they provide. It is vital that the whole research community, technical and academic staff, work together to obtain and maintain research excellence. Failure to properly credit individuals and facilities through Authorship and Acknowledgement will result in loss of access to ENV and ShaRE labs, instruments and facilities.

***Acknowledgement and Authorship are vital measures of the scientific impact of the Faculty of Science, School of Environment and ShaRE Laboratory Facilities and help to secure funding, and continued faculty and university support***

# Acceptance of the School of Environment and ShaRE Lab Facilities Publication Policy

School of Environment and ShaRE Lab Facility personnel provide essential knowledge and services to School of Environment (ENV) Lab users. Acknowledging ENV lab facilities and staff contributions to scientific advancement is vital and mandatory. The criteria for the type of acknowledgement (e.g. co-authorship or acknowledgment sections of publications) are laid out in the ENV Authorship and Acknowledgement Guidelines document and may differ based on the individual project and staff input.

Properly referencing and acknowledging School lab facilities and staff demonstrates their important scientific value for the Faculty and University. These acknowledgments are crucial metrics to help justify the need of the current ENV equipment and instrumentation, the necessity of continued support for maintaining current resources, and obtaining funding for upgrades and new instrumentation. ***Please submit the bibliographic details or a PDF of all papers, theses, and dissertations etc. to the School of Environment and to ENV Technical Services for the School of Environment ([envtech@auckland.ac.nz](mailto:envtech@auckland.ac.nz)).***

## Policy Requirement Guidelines:

1. Authors and investigators are ***required*** to recognise the role of the University of Auckland, Faculty of Science ShaRE and School of Environment Facilities in producing data for publications, theses, dissertations, etc. and data releases and research outputs in the **acknowledgement section** of manuscripts.
2. **Co-authorship *must*** be offered to any ENV or ShaRE technical staff if they have made a significant intellectual and/or experimental contribution to the design of an experiment and/or new sample preparation protocol and/or constructive data analysis and interpretation. The complete co-authorship guidelines are laid out in the full School of Environment Authorship and Acknowledgement Guidelines document.
3. Being charged to use School of Environment or ShaRE resources **does not** preclude authorship by technical staff on research outputs. School of Environment and ShaRE facilities must charge for many services as part of cost recovery mechanisms mandated by management and administration.

In order to gain and continue to have access to laboratory facilities and equipment all users of ENV and ShaRE facilities must sign and acknowledge reading and understanding the policies and guidelines laid out in this and the School of Environment Authorship and Acknowledgement Guidelines document.

I have **read and agree** to the Publication Policy and Authorship and Acknowledgement Guidelines of The University of Auckland Faculty of Science School of Environment and ShaRE Laboratory Facilities

Signature: \_\_\_\_\_ Date: \_\_\_\_\_