

Publishing Policy

1. Policy Statement

Under Cancer Research UK's [Grant Conditions](#)¹, [Policy on Open Access](#)² and [Data Sharing and Management Policy](#)³, research outputs must be published and shared in an open and unrestricted way, whenever possible. The Cancer Research UK Scotland Institute has a duty to be fully informed of all manuscripts being posted on preprint servers or submitted for publication for the following reasons:

- 1.1 The Director of the CRUK Scotland Institute needs to be aware of research outputs that will be published so that their impact can be maximised.
- 1.2 The CRUK Scotland Institute and Cancer Research UK have a responsibility to safeguard their intellectual property (IP) rights and take advantage of opportunities for commercialisation.
- 1.3 The CRUK Scotland Institute and Cancer Research UK need to be aware of opportunities for media coverage that will benefit the organisations in terms of their standing as international centres of excellence and their potential to raise additional funds for research.
- 1.4 Source data and code should be shared with the academic community unless restrictions from third party agreements or IP protection apply.

2. Preparation of manuscripts

CRUK Scotland Institute authors should ensure that their manuscripts meet the following requirements:

- 2.1 Figures are prepared honestly and accurately.
- 2.2 Figures are prepared from the original source data (and not from previously generated compilations such as PowerPoint presentations).
- 2.3 A copy of the source data is collated as figures are prepared for the manuscript, as per the CRUK Scotland Institute's Data Preservation Policy⁴.
- 2.4 A data and code availability statement, compliant with funder and journal requirements, is included⁵.
- 2.5 Authorship is assigned in accordance with the [CRUK Scotland Institute's Policy on Authorship and Acknowledging Contributions](#)⁶.
- 2.6 Responsibility for the designation of authorship, including both the identity of authors and their order of acknowledgement on the paper, rests with the Group Leaders, whose decision is final.
- 2.7 Group Leaders designate one or more of the authors as "co-corresponding authors", at their discretion and if required.
- 2.8 Group Leaders are responsible for using correct affiliations⁷ for all authors.
- 2.9 An author contribution statement is included, using the [CRediT](#)⁸ taxonomy to standardise descriptions.

- 2.10 Other contributions not meriting authorship are acknowledged in accordance with the [CRUK Scotland Institute's Policy on Authorship and Acknowledging Contributions](#)⁶.
- 2.11 All relevant funding sources (stating funder name, scheme, and grant number) are disclosed for each and every author and for the research as a whole⁹.
- 2.12 Private or personal interests that might influence or affect the conduct, analysis, interpretation, integrity or the reporting of the research are disclosed in a statement of competing/conflicting interests¹⁰.
- 2.13 All authors read and approve the final version of the manuscript before the submitting author uploads it onto a preprint server or submitting it for publication¹¹.
- 2.14 Corresponding authors are accountable for the data supporting the publication.
- 2.15 Corresponding authors consider all authors' comments on the manuscript.
- 2.16 All primary research manuscripts (including preprints), manuscripts arising from collaborations and review articles, are submitted for the Institute's pre-submission manuscript research integrity review¹².
- 2.17 Authors must comply with the pre-submission manuscript research integrity review process prior to submission of manuscripts or posting on a preprint server¹².
- 2.18 Publications arising from collaborations comply with the CRUK Scotland Institute's research practices and policies.
- 2.19 Group Leaders contact Cancer Research Horizons¹³ for matters relating to commercialisation, public disclosure and protecting IP in manuscripts.

3. Submission of manuscripts

Group Leaders and/or designated co-corresponding authors are responsible for:

- 3.1 Approving the content of ALL manuscripts (including preprints and contributions to manuscripts arising from collaborations) that are being submitted for publication by their group.
- 3.2 Selecting a reputable journal for publication that also complies with CRUK's [Policy on Open Access](#)².
- 3.3 Communicating with the journal during the submission, review and publication process, and are listed as the contact for correspondence.
- 3.4 Providing a copy of all research manuscripts (arising from CRUK-funded research) to CRUK at the time of submission, via CRUK's online [manuscript submission form](#)¹⁴ or by emailing CRUK's press office¹⁵.
- 3.5 Depositing all preprints on preprint servers indexed in [Europe PubMed Central](#) with a CC-BY-4.0 licence.

4. Accepted manuscripts

CRUK Scotland Institute authors should ensure that their publications meet the following requirements:

- 4.1 Group Leaders (or their research integrity champions) must archive all electronic material associated with a paper within their group's folder in the 'papers accepted' folder in the 'publications' folder on the CRUK Scotland Institute's central 'data' server⁴ when a manuscript has been accepted for publication.
- 4.2 Source data and code should be shared with the academic community, unless restrictions from third-party agreements or IP protection apply, in accordance with CRUK's [Data Sharing and Management Policy](#)³.
- 4.3 In accordance with CRUK's [Policy on Open Access](#)², an electronic copy of the final paper must be made freely available in [Europe PubMed Central](#)¹⁶ at the time of final publication.
- 4.4 All papers should be published under a CC-BY-4.0 licence, unless agreed with CRUK that a CC-BY-ND-4.0 licence can be used (as an exception)¹⁷.
- 4.5 It is recommended that Author Accepted Manuscripts (peer reviewed publisher accepted version) are posted on [Europe PubMed Central](#) under a CC-BY-4.0 licence. A Rights Retention statement can be included if required¹⁸.
- 4.6 Group Leaders should inform the Communications and Research Management Officer¹⁹ for internal communications regarding an accepted paper.
- 4.7 Articles published between the 1st January 2021 and 31st December 2028 must comply with REF (Research Excellence Framework) open access requirements as per the University of Glasgow's guidance²⁰.

5. Published papers

- 5.1 Potential problems with papers published by researchers at the CRUK Scotland Institute (e.g. possible re-use of figures, inappropriate processing of figures, incorrect or missing code, incorrect methodology, incorrect statistical analyses, authorship or authors' affiliations) should be reported to by completing the [Research Conduct Assessment Form](#) and emailing it to the [Head of Research Integrity](#) or to the [Research Integrity Service](#)²¹.
- 5.2 All potential problems will be assessed by the Head of the Research Integrity Service in accordance with the CRUK Scotland Institute's [Policy on Assessing Research Conduct](#)²².
- 5.3 Allegations of research misconduct in published papers should be made by completing the [Research Misconduct Allegation Form](#) and emailing it to the [Named Person](#) or to the [Research Integrity Service](#).
- 5.4 Allegations of research misconduct in published papers (e.g. claims of breaches of research integrity such as figure re-use, inappropriate figure processing, incorrect methodology, incorrect statistical analyses) will be investigated in accordance with the CRUK Scotland Institute's [Research Misconduct Policy](#)²³.

APPENDIX

1. Cancer Research UK's [Grant Conditions](#)

2. Cancer Research UK's [Policy on Open Access](#)

3. Cancer Research UK's [Data Sharing and Management Policy](#)

As Cancer Research UK is a signatory to the [Concordat on Open Research Data](#), data should be made available as widely and freely as possible, ensuring compliance with any applicable ethical requirements and while safeguarding the privacy of research participants, through following UK GDPR (General Data Protection Regulation) and relevant local rules and regulations, and protecting IP.

Data should be shared no later than the acceptance for publication of the main findings from the final dataset (unless restrictions from third-party agreements or IP protection still apply) or on a timescale in line with the procedures of the relevant research area.

4. CRUK Scotland Institute's Data Preservation Policy

On acceptance of a manuscript, a folder labelled with the first author's **surname_journal name/acronym_year** containing a copy of the source data collated during the preparation of the manuscript must be transferred to the SHARED > publications > papers accepted > Group code folder. Payment of open access fees will only be approved if this copy of the source data have been placed in the correct location.

The folder should contain all primary raw data (apart from large data files or large data sets), processed and analysed data, all figures and all text (including the final accepted version of the paper without any publisher markings), and information on file-naming conventions and where to find physical material associated with the paper (e.g. slides, lab books, etc). A folder hierarchy should be used to organise the text and figures (one folder for each figure, with one folder per figure panel). For each figure, the corresponding author should include the final version of the figure, all the primary data (including replicates), information on the data processing, analyses and statistics, as well as any relevant data files. For *in vivo* studies, include experimental details/metadata for every mouse used to generate every data point in the manuscript, and details/metadata of the original mice used to generate organoids and cell lines.

This applies to all data when a Group Leader is the corresponding or co-corresponding author. Where Group Leaders are middle authors, a copy of the primary data or records of materials provided to collaborators should also be stored within the 'papers accepted' folder in the 'publications' folder.

Annually, the Head of Research Integrity will log the archived data in the SHARED > publications > papers accepted folders in the CRUK Scotland Institute's Data Tracker and transfer the data folders to the SHARED > publications > papers published folder for long-term preservation of the data.

5. Data, code and material availability statement

The statement should include what data, code, software and materials underlying/associated with the findings reported in the paper are available for sharing, where they can be assessed by other users, under what conditions they can be accessed and should provide persistent DOIs so that datasets can be cited. For data and code with restricted/controlled access the statement should include the reason for controlled access, conditions of access, contact details for access requests, timeframe for response to requests, and restrictions imposed on data use via data use agreements.

It is recommended that a data availability statement is used even where there are no data to share, the data are inaccessible or no new data were generated.

Instruction to contact the author directly for access to the data is not considered acceptable by most research funders.

CRUK is a signatory on the [Concordat on Open Research Data](#) and as such all CRUK funded research should be made available to the academic community for academic non-commercial research purposes, ensuring compliance with any applicable ethical requirements and safeguarding the privacy of research participants.

Exemplar data availability statements:

"The [insert data type] data that support the findings reported in this paper are openly available in [insert repository name] at [insert URL], with [insert DOI/accession number/reference number]."

"The [insert data type] data that support the findings reported in this paper will be available in [insert repository name] at [insert URL], with [insert DOI/accession number/reference number], following a [insert number of months] month embargo."

"All data supporting the findings reported in this paper are provided in full in the Results section of the paper."

"All data supporting the findings reported in this paper are provided in full within the article and or supplementary material."

"This paper contains a re-analysis of existing [insert data type] data, which are available in [insert repository name] at [insert URL], with [insert DOI/accession number/reference number]."

"Due to [insert reason for not sharing data – ethical concerns, legal constraints, commercial constraints, IP] the data supporting the findings reported in this paper cannot be made openly available."

"Due to [insert reason for not sharing data – ethical concerns, legal restrictions, commercial restrictions, IP] the data supporting the findings reported in this paper cannot be made openly available. Further information about the data and conditions for access are available from [insert repository name/by contacting X] repository at [insert DOI]."

Use similar statements for code, software and materials.

If journals do not ask for a data availability statement, then add the statement to the acknowledgements section of the paper.

6. CRUK Scotland Institute's [Policy on Authorship and Acknowledging Contributions](#)

7. Affiliations

Institutional affiliations should only represent where the author was employed or where the research was actively conducted and supported.

All researchers employed by or based at the CRUK Scotland Institute should use the full Institute address: Cancer Research UK Scotland Institute, Garscube Estate, Switchback Road, Glasgow, G61 1BD, UK



All Group Leaders on hybrid contracts should also use the University of Glasgow affiliation:
School of Cancer Sciences, University of Glasgow, Garscube Estate, Switchback Road, Glasgow, G61 1QH, UK

All researchers employed by the University of Glasgow, PhD students registered at the University of Glasgow and any staff that have an @glasgow.ac.uk email address should also use the University of Glasgow affiliation:

School of Cancer Sciences, University of Glasgow, Garscube Estate, Switchback Road, Glasgow, G61 1QH, UK

If researchers are no longer at the CRUK Scotland Institute, then their new affiliations can be included. However, it must be made clear that these are current affiliations, and not where the data were generated.

If CRUK Scotland Institute researchers are authors on publications from previous places of work, then they can use the CRUK Scotland Institute to demonstrate their current affiliation, rather than where the data were generated.

All authors should consider using the Cancer Research UK Scotland Centre affiliation, if appropriate.

If an author's current affiliation is at a commercial entity that has not been involved with the research do not include their current address in the author affiliation section but list this in the acknowledgements or the disclosure statements of the manuscript.

Honorary or affiliate affiliations should only be used by authors when they have actively contributed, collaborated, or utilised that organisation's resources for the paper.

8. CRediT taxonomy

Use the [CRediT taxonomy](#) to standardise author contribution statements and to capture all author contributions in the Acknowledgements section of a paper, in accordance with the CRUK Scotland Institute's Policy on Authorship and Acknowledging Contributions⁶.

9. Funding and branding

Cancer Research UK must be acknowledged on all publications arising from Cancer Research UK funded work or by Cancer Research UK funded researchers using the following exemplar formats:

"This work was supported by Cancer Research UK core funding awarded to the Cancer Research UK Scotland Institute (grant number A31287)".

"We would like to thank the Core Services and Advanced Technologies at the Cancer Research UK Scotland Institute (grant number A31287), with particular thanks to [*delete as appropriate*: BAIR - Beatson Advanced Imaging Resource / Biological Services Unit / Histology / Molecular Technologies]." (*Research Resource Identification Portal IDs can be used e.g. RRID:SCR_023875 for BAIR*).

"This work was supported by Cancer Research UK core funding awarded to the Cancer Research UK Scotland Centre (grant number CTRQQR-2021\100006)."

"This work was supported by Cancer Research UK core programme funding awarded to (*insert GL name or initials*) (grant number X)."

“(insert name or initials) was supported by Cancer Research UK core programme funding awarded to (insert GL name or initials) (grant number XX).”

Financial support from all other funding bodies for the research and every author must also be acknowledged.

Grant numbers can be obtained from Researchfish, grant portals or from the Head of the Research Integrity Service of the Funding Co-ordinator.

10. Conflicts of interest

Conflicts of interest may arise for researchers or their immediate family (e.g. a spouse, parent, sibling, dependent child, or other dependent).

Potential conflicts of interest include relationships with any company or commercial entity that might have an interest in research data:

- Financial

(stocks or shares, patent, research grant, employment, consultancy, board membership, receipts of gifts or honoraria)

- Professional

(collaboration, board membership, advocacy, employment or consultancy)

- Personal

(personal relationship, personal beliefs)

Exemplar text:

“[insert initials] has received funding from [insert company name] for [insert work in this publication].”

“[insert initials] has received funding from [insert company name] for work unrelated to this project.”

“[insert initials] has consulted for [insert company name] on work unrelated to this project.”

“All authors declare that they have no competing interests”.

CRUK’s [Conflicts of Interest Policy](#)

11. Author approval

All authors should be given sufficient notice and time to read and approve the manuscript. It is recommended that a record of the contribution and approval of each author is kept by the corresponding author. The submission letter should contain the phrase “....submitted with the approval of all authors”.

12. CRUK Scotland Institute’s manuscript pre-submission research integrity review

All research manuscripts led/co-led by CRUK SI authors must undergo a research integrity review prior to submitting to a journal or posting on a preprint server.

All substantially revised manuscripts following peer review must undergo a research integrity review before resubmission to the target journal.

If the research manuscript led/co-led by CRUK SI authors is being posted on a preprint server (e.g. BioRxiv) first, then a quality control and reporting standards check must be conducted before posting (the research integrity review will be done prior to submitting to a journal).

Manuscripts arising from collaborations that are led by external authors must undergo a quality control reporting standards check and any CRUK SI data contribution must undergo the research integrity review prior to submitting to a journal.

Review articles must be checked for text plagiarism prior to submitting to a journal.

The research integrity review consists of

- Checking the manuscript review questionnaire
- Checking the manuscript text for plagiarism using iThenticate
- Checking the article and author metadata
- Reading and reviewing the abstract, introduction, methods and results (but not the discussion)
- Cross-checking the results text with the figure panels and figure legends
- Screening the figures for duplications and anomalies with Imagetwin
- Checking the figures by eye for presentation and representation of data, duplications and anomalies

The quality control reporting standards check consists of

- Checking the manuscript review questionnaire
- Checking the manuscript text for plagiarism using iThenticate
- Checking the article and author metadata
- Screening the figures for duplications and anomalies with Imagetwin
- Checking the CRUK SI contribution as per the Research integrity review

The manuscript research integrity review process:

1. Authors should use the Publishing checklist to ensure that the Institute's publishing practices for article and author metadata have been followed.
2. Corresponding/first authors should complete the Manuscript pre-submission review questionnaire to confirm that best reporting practises and the Institute's publishing requirements have been followed.
3. Corresponding/first authors should collate the manuscript's data (according to the Institute's Data Preservation Policy).
4. All authors should review the manuscript.
5. The corresponding/first authors should arrange a date with Head of the Research Integrity Service for a manuscript review (research integrity review or quality control check, depending on the manuscript type as described above).
6. The corresponding/first authors should send the following to Head of the Research Integrity Service
 - A word document with the entire manuscript text (near final version including the figure legends and all the supplementary text)
 - A PDF of all the figures (main and supplementary figures) <90MB
 - A completed manuscript pre-submission review questionnaire
7. The Head of the Research Integrity Service will review the manuscript and return an annotated manuscript, iThenticate report (if necessary), Imagetwin report (if necessary), annotated figure legends and manuscript review report.
8. The corresponding/first authors should acknowledge receipt of the reviewed manuscript, work through the annotated documents and the manuscript review report.
9. The corresponding/first authors should return the completed manuscript review report to the Head of the Research Integrity Service for checking by the Head of Research Integrity prior to submitting the manuscript to a journal or posting on a preprint server.
10. When requested the corresponding/first authors should return the revised manuscript to the Head of Research Integrity for a final review of the manuscript and the review report. In such cases the manuscript

should not be submitted to a journal or posted on a preprint server until the Head of Research Integrity has approved the final version.

11. Papers should be submitted by Group Leaders or with Group Leaders' approval.

12. Repeat non-compliance with the pre-submission review process will result in assessment under the Institute's Policy on Assessing Research Conduct, and may lead to a pause in submission of the manuscript or the Institute requesting its withdrawal from a journal.

For more information on preparing a manuscript, see the CRUK SI's guidance on preparing a manuscript with integrity.

13. Cancer Research Horizons

Contact Cancer Research Horizons for support with protecting IP and enabling commercial data sharing that is compatible with academic open access approaches:

Translation Executive at CRH: Tommy.Rennison@cancer.org.uk

Translation Associate – Glasgow: Leia.Jones@cancer.org.uk

General Enquiries: horizons@cancer.org.uk

14. CRUK's [Manuscript Submission form](#)

15. CRUK's Press team and publicity

Where CRUK is the main funder of the research, CRUK reserves the right to lead on publicity. Grant holders and the Host Institution are required to contact the press office prior to any publicity releases about CRUK-funded research. CRUK's Press Office should be contacted to organise media coverage.

press.office@cancer.org.uk

16. [Europe PubMed Central](#)

Authors can self-archive the peer reviewed, revised, accepted but unformatted by the journal version of their manuscript (AMM - Author Accepted Manuscript/post-print version/author-created version/author's final version of the manuscript) using the Europe PMC submission system at [Europe PMC Plus](#) -

The Version of Record, publisher version (typeset, formatted and with publisher logo) cannot be used for self-archiving.

17. CRUK Scotland Institute's [Policy on Open Access Publishing](#)

Group Leaders should publish their papers in open access journals, as open access articles in hybrid journals or in subscription (non-open access) journals and self-archive the Author Accepted Manuscript in Europe PubMed Central at the time of final publication^{16,18}.

18. Rights Retention Statement

Rights retention is an alternative route to making an article open access and enables authors to retain the copyright to their work. In most cases it will not be necessary for CRUK SI researchers to use a rights retention statement as articles will be published as open access under a CC-BY-4.0 licence¹⁷.

Rights retention statements can be used

- to share peer reviewed unformatted Author Accepted Manuscripts on the University of Glasgow's publication repository [Enlighten](#). Refer to the University of Glasgow's [Open Access Process](#).
- when not publishing as open access and journal copyright transfer agreements have been signed.

To use rights retention, all authors must agree to apply the CC-BY-4.0 licence to the submitted manuscript and it is the corresponding author's responsibility to ensure that all authors consent. When submitting the

article to a journal a rights retention statement should be included in the acknowledgements or in the covering letter:

“This research was funded by [Funder] [Grant number]. For the purpose of Open Access, the author has applied a CC-BY-4.0 licence to the Author Accepted Manuscript (AAM) version arising from this submission.”

After the article is accepted for publication, the corresponding author should deposit the Author Accepted Manuscript version into Europe PubMed Central.

19. Internal communications

Contact the Institute’s Communications and Research Management Officer: Rebecca Sharland
r.sharland@crukscotlandinstitute.ac.uk

20. University of Glasgow [REF Open Access requirements](#)

Authors are responsible for depositing their Author Accepted Manuscript/post-print version/author-created version/author manuscript (peer reviewed, revised, accepted but not formatted by the publisher) in Enlighten by emailing research-openaccess@glasgow.ac.uk on acceptance of publication.

Articles published from 01/01/2026 to 31/12/2028 must have an open access licence and can only be embargoed for up to 6 months.

21. Reporting potential problems with published papers

All Potential problems with papers published by researchers at the CRUK Scotland Institute should be reported to by completing the [Research Conduct Assessment Form](#) and emailing it to the [Head of Research Integrity](#) or to the [Research Integrity Service](#). This includes self-reporting of potential problems identified by the authors, other researchers at the CRUK Scotland Institute, external readers or anonymous commenting (for example on online platforms such as PubPeer or emails from Claire Francis).

Allegations of research misconduct in published papers should be made by completing the [Research Misconduct Allegation Form](#) and emailing it to the [Named Person](#) or to the [Research Integrity Service](#).

22. Assessment of potential problems in published papers

Every concern raised about mistakes, errors or questionable research practices in published papers is reviewed and assessed by the Head of Research Integrity, in accordance with the CRUK Scotland Institute’s [Policy on Assessing Research Conduct](#). The validity of the query as well as when, where and by whom the questioned data were generated is determined. When available the original primary data are reviewed to assess whether there is a problem with the primary data or the published paper and whether the problem can be resolved. The Head of Research Integrity may also meet with the researcher to discuss the issue and scrutinise the available original data.

23. Investigation of allegations of research misconduct in published papers

Every allegation of a breach of research integrity or research misconduct in a published paper is investigated according to the CRUK Scotland Institute’s [Research Misconduct Policy](#).

GLOSSARY of TERMS

Author Accepted Manuscript (AAM)

This is the version of a paper that has been peer reviewed, revised by the authors and accepted for publication by the journal. It is not the publisher's version formatted for publication. It is also called a post-print version, author-created version or author's final version of the manuscript

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DOI (Digital Object Identifier)

This is a unique long-lasting digital reference number for an object (e.g. a paper) that can be used to track and identify the object.

Europe PubMed Central (Europe PMC)

This is a free, open access online repository and search platform for life sciences literature and data, accessible to anyone anywhere.

REF (Research Excellence Framework)

This is the UK's system for assessing the quality of research at Higher Education Institutions (HEIs) through peer review of research outputs, their impact and the research environment.

Version of Record (VoR)

This is the final published version of a paper (copyedited, typeset, formatted, allocated a persistent identifier such as a DOI and labelled with the publisher's logo).

Document Control Box	
Policy title:	CRUK Scotland Institute Publishing Policy
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Supersedes:	May 2017, revision November 2018, December 2019, October 2020, April 2022
Date of next review	August 2028
Policy Owner:	Research Integrity Service
Lead Contact:	Head of the Research Integrity Service