

Guidance for research degree students on the use of the Imperial affiliation when publishing

1. Research degree students form an integral part of Imperial's research community. As part of this, they should have the right to use their Imperial affiliation when publishing their work, when appropriate. This document provides guidance for research degree students as to what constitutes appropriate affiliation use.
2. As a precursor to this guidance, research degree students are reminded of the Imperial policy on [Intellectual property for students](#).
3. For clarity and prior to publishing, you should always consult your supervisor to determine what constitutes research carried out as part of your research degree at Imperial and what is not.

Current research degree students: publishing research carried out as part of your research degree at Imperial

4. It is a requirement for you to inform your supervisor of your intention to publish in relation to the research you are carrying out whilst registered for a research degree at Imperial. This may be in relation to papers you intend to reference within your thesis, or research you have carried out more broadly with respect to your research at Imperial, whether or not you reference it within your thesis. For the latter, it may also be necessary to inform other members of academic staff, such as the research group leader of your intention to publish.
5. When publishing research which has been confirmed by your supervisor (and/or other appropriate member of academic staff, as point 4 above states) as being part of your research degree at Imperial, you should use the Imperial affiliation to ensure proper recognition and provide clarity as to how and where the research was undertaken.
6. It is strongly recommended that you use the following guidance to properly attribute your research:
 - a. Always use the university's full name without abbreviations, i.e., "Imperial College London", not "ICL" and not "Imperial".
 - b. Specify the department, institute, school or centre in which you are based, e.g., "the Department of Physics, Imperial College London"
 - c. Refer to the specific formatting requirements of the journal or publisher, but ensure your institutional affiliation is clear and complete.
 - d. If you have multiple institutional affiliations which have been involved with the research, list them all, but ensure your primary institution is prominently displayed. This also applies if you have multiple department affiliations.
7. You are advised to consult your supervisor if you have any queries about when to use the Imperial College London affiliation (see FAQs at the end of this guidance for examples).

Former research degree students: publishing research carried out as part of your research degree at Imperial

8. Former students must consult their former supervisor and/or department prior to publishing in relation to work carried out as part of their research degree at Imperial. This is to ensure that for research integrity and [research security](#) purposes, there is agreement over disclosure and analysis of data and that authorship and institutional affiliation is clear.
9. Where former students are looking to publish work previously conducted at Imperial, Imperial would be the expected primary affiliation, subject to approval and consideration by their former department. It may be appropriate to provide current institutional contact details on the publication. Please check the journal's editorial policy.

Current research degree students: publishing research NOT carried out as part of your research degree at Imperial i.e. external research

10. As a reminder, prior to publishing, it is a requirement that you consult your supervisor to determine what constitutes research carried out as part of your research degree at Imperial and what constitutes external research.
11. If it is determined by your supervisor, that the research you are seeking to publish is external research which is not attributable to Imperial
 - a. It is **strongly recommended** that you keep your supervisor informed about your intention to publish.
 - b. you **must not** use the Imperial College London affiliation.
 - c. where your work is supported by a third party/organisation, you should cite that organisation as the affiliation
 - d. you **must be** transparent about the nature of the work and its affiliation to avoid any potential conflicts of interest or misrepresentation.
12. You are not permitted to use university funds to pay for such publications.
13. While there is no need for university approval in this instance, you are encouraged to keep Imperial informed of external publications for monitoring purposes.

Visiting research degree students and the use of the Imperial affiliation

14. It is expected that any visiting student, irrespective of their level of study, seeking to publish research undertaken as part of their engagement at Imperial, notifies their Imperial host supervisor to take into account any intellectual property, [research security](#) and other pertinent considerations. This is irrespective of whether the visiting student has returned to their home institution.

15. The affiliation stated on the research publication would be expected to be the institution at which the research was undertaken i.e. “Imperial College London”, following careful consideration with the Imperial host supervisor prior to submission to a journal.
16. Dual affiliations may be appropriate in cases where the research to be published was undertaken through two or more complementary appointments at separate organisations.
17. If the visiting student wishes to acknowledge their home institution, it is encouraged to provide a footnote or reference using a persistent identifier.

Frequently asked questions

Q: When might it be appropriate for me to use the institutional affiliation when seeking to publish?

A: You would use the Imperial affiliation when publishing research carried out as part of your research degree, as outlined in the above guidance. If you are a former student publishing work conducted at Imperial, it would also be expected that the Imperial affiliation would be used, again in accordance with the above guidance.

Q: What if I've done most of the work as part of another institution's research? (for example: if my second supervisor is affiliated with another university, and I am publishing with them, on research unrelated to my thesis)

A: The guidance in ‘publishing about research NOT carried out as part of your research degree at Imperial’ would apply in this scenario and the other institution should be declared as the affiliation.

Q: What if I'm publishing research related to my thesis AFTER I have left Imperial?

A: Former students must consult their former Imperial department prior to publishing in relation to work carried out as part of their research degree at Imperial. This is to ensure that for research integrity and [research security](#) purposes, there is agreement over disclosure and analysis of data and that authorship and institutional affiliation is clear.

Where former students are looking to publish work previously conducted at Imperial, Imperial would be the expected primary affiliation, subject to approval and consideration by their former department. It may be appropriate to provide current institutional contact details on the publication. Please check the journal's editorial policy

Q: When can I use university funds for publications?

A: Library Services has funds to pay for eligible open access fees through [publisher agreements and discounts](#). If your research is funded by RCUK/UKRI, Wellcome Trust, Cancer Research UK or British Heart Foundation you should comply with their open access policies, and Library Services can charge any open access fees to the funds it holds. For other publication charges, you will need to find other funds to pay for those or request a waiver.

Q: Should I use the Imperial affiliation at conferences?

A: The principles for use of affiliation in publications would apply here too. If you are attending as part of your research degree or presenting work undertaken at Imperial, then you use the Imperial affiliation, otherwise not.

Q: Can I list multiple affiliations?

A: You should only list the affiliations of those involved in the research. In most cases this would be one or two institutions.

Q: What happens if I've listed the affiliation incorrectly?

A: You should notify your supervisor and notify the journal's Editorial Office. This would likely then be corrected through publishing a correction. Please ensure you do your best to state the affiliation correctly from the start because completely incorrect affiliations could lead to an investigation by a journal.

Q: Who can I contact if I have any further queries about affiliation use?

A: Please contact your supervisors for support in the first instance.

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Guidance

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