

For further information or to find out more about the work we do, visit our website or get in touch.

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PROMOTING YOUR RESEARCH PRE-PUBLICATION GUIDE

An outline of our internal processes and procedures

As a funder of medical research, it is essential that we can disseminate, communicate and promote all the work that we fund. We believe it is an important responsibility to tell the story of arthritis and make it visible on behalf of those affected by arthritis. Consequently, it is vital that all researchers receiving our funding keep us notified of publications well ahead of print and provide us with pre-publication manuscripts and any other appropriate materials.

We therefore ask researchers to send their publications to their research programme manager on acceptance

for publication. This allows us time to review the information and decide on the best possible route for each individual publication for example, news story on the website, press release, social media, or used to inform other relevant teams across the charity.

This type of communications work is handled collaboratively by two directorates within the charity: research and communications. Both teams routinely handle pre-publication data and manuscripts, produced by our research community, to write press releases, prepare press comments, website copy and internal briefings.

For further information email the research team on research@arthritisresearchuk.org



OUR STEP BY STEP PROCESS

1

Once you have provided us with your publication (via the research programme manager) this is held by the research liaison team. Publications will not be passed onwards, or any information disclosed. These teams work with confidential and/or sensitive information daily and understand the importance of maintaining embargoes.



5

Any press releases that we prepare will be provided to you for oversight and approval. For work done in collaboration with other funders and partners, relevant partners will be involved in the process and given a copy of the press release before the embargo has lifted to ensure all parties are satisfied with the accuracy and tone of the piece before it is used.



2

The research liaison team will put the research in context for the communications team, for example, how this will impact people with arthritis and how it fits with other research in the field. They may also provide a non-technical summary.



6

We may prepare FAQs to help respond to queries from people with arthritis or journalists on the implications of your research. To ensure the most appropriate and accurate responses, we will read the publication, may seek the advice of our medical advisors, and possibly approach you to help answer some of these questions. These FAQs are often prepared before embargoes have lifted so they are ready once the manuscript is published.



3

A discussion will take place between the research liaison team, your research programme manager and the communications team, to decide on the best possible route for each publication. If a decision is made to communicate about your research externally, we will contact you for further information.



OUR INTERNAL PROCESS

THE RESEARCHER

sends the accepted publication to the research team before it has been published with any details about publication dates.



THE RESEARCH LIASON TEAM

will put the research in context for the communications team, and may provide a non-technical summary.



THE COMMUNICATIONS TEAM

works on a press release/news story around your research. All embargoes will be respected.



4

For some types of external communication, such as news stories featured on our website, research liaison will work with our communications team and you may be approached for a quote. For articles you wish to press release, a member of our communications team will liaise with your institution's communications team and discuss how to proceed. If there are multiple partners involved in the project, you should make your communications team aware so that the relevant people can be contacted. They may then work together to prepare a press release or news story that we can use for onward communication once the embargo has lifted.

