

Leeds Arts University Publishing Guidelines

In accordance with the University's Research Excellence Framework strategy researchers should endeavour to publish their work using external publishers who have an excellent reputation within their particular field and can demonstrate a process of peer-review.

Where it is necessary to publish symposium or conference proceedings for events within the University a review and editorial working party should be used to manage the process and assure the quality of the work.

Funding for printing, copy editor and design services should be considered within the costs of the proposed symposium or conference.

The working party should include at least one member of the academic staff with a graphic design background, a member of the research team and the University Library.

The processes of peer review should be carried out ethically and communicated clearly to all contributors.

All contributors should be included as authors along with their affiliation. Published works should comply with the University's Ethics Policy.

The University and any other sponsors should be acknowledged in the proceedings.

Publications should comply with the University's branding guidelines and use a consistent referencing style, preferably Harvard.

The final manuscript should be signed off by a member of the Senior Management Team before it is printed or published online and distributed to the public.

University publications should be up-loaded to the CREST repository under the University's name to comply with HEFCE policy on Open Access publishing.

Publication Style Guide

Please use the Library Referencing Guide available on the library pages of eStudio.