



# Scholarly Communication Guidelines

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## 1 PURPOSE

These guidelines advise Unitec staff and students on the nature, policies and processes of Scholarly Communication and dissemination at Unitec, including recommendations on how and when to make research and teaching materials available on the web. They provide the framework for several Unitec’s policies and guidelines, particularly the Conduct of Research, Conduct of Student Research, Documenting Research Outputs, Intellectual Property and Research Outputs policies. These policies should be consulted along with these guidelines and links to them are provided throughout.

## 2 APPLICATION AND SCOPE

These guidelines apply to all Unitec staff and students. They focus on formal, public examples of Scholarly Communication and not informal and private examples, such as blogs. Examples are wide ranging and include books, chapters in books, conference presentations, musical compositions, creative works (e.g. dance performances), exhibitions, films and videos. Unitec’s Research Output Types-- Evidence Guide provides a good list of ‘output categories’ considered to be Scholarly Communications. Journal articles are the most common Scholarly Communication output, whether in print or electronic format. Research shows that publishing in peer-reviewed journals is still important, particularly those that have a readership that authors/creators wish to reach, those that have higher prestige and those that their peers regularly read (Niles et al., 2020). However, there is a growing call to “de-centre” the journal article as the sole output type that counts (Brembs et al., 2023).

## 3 DEFINITIONS

<b>Article Processing Charge (APC)</b>	A charge paid by an author to a publisher enabling research (usually a journal article) to be made available to all without access barriers (e.g. access for subscribers only). Also called “author pays”.
<b>Creative Commons</b>	A nonprofit organisation that empowers individuals and communities by providing legal and public domain tools enabling free access to, and sharing of, data (Creative Commons Aotearoa New Zealand, n.d.)
<b>Open Access</b>	Free availability of research literature on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal or technical barriers other than those inseparable from

	gaining access to the internet itself (Budapest Open Access Initiative, 2002)
<b>Open Educational Resources (OER)</b>	Learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright and that have been released under an open license, which permits no- cost access, reuse, repurposing, adaptation and redistribution by others (UNESCO, n.d.)
<b>Post-Print</b>	The version of your paper after you have made peer-review changes, but before it has the publisher’s formatting (page numbers, journal title in the header or footer, etc.) (Brigham Young University Library, 2011)
<b>Research Output(s)</b>	Research outputs included in and defined by Unitec’s Guidelines for Documenting Research Outputs.
<b>Scholarly Communication</b>	The system through which research and other scholarly writings are created, evaluated for quality, disseminated to the scholarly community, and preserved for future use. The system includes both formal means of communication, such as publication in peer-reviewed journals, and informal channels, such as electronic mailing lists. It is created as a public good to facilitate inquiry and knowledge, and many scholars develop and disseminate their research with no expectation of direct financial reward (ACRL, 2003)

## 4 GUIDELINES

### 4.1 Overview

The creation and dissemination of scholarly research is a major mechanism to produce knowledge that increases knowledge in academic fields and adds to our understanding of our world. It tests laws and theories and leads to creative projects that grow our understanding of humanity and its stories and how we interact (Beck et al., 2019). There are strong community calls that publicly funded research be made accessible for the public good.

These guidelines recognise that researchers are authors (or creators) as well as readers (or users) of knowledge; and that attitudes towards communication may vary depending on whether one is an author or reader.

## 4.2 Māori Knowledge Systems and Scholarly Communication

Unitec recognises that Māori knowledge systems (taonga mātauranga) are living, relational, and grounded in whakapapa and tikanga. They carry intergenerational responsibilities, relationships, and protections, and must not be treated as material to be extracted or reproduced without context or accountability.

Engagement with taonga mātauranga (such as whakapapa, waiata, mōteatea, haka, whakairo, raranga) requires early and respectful consultation with iwi, hapū, whānau, or recognised kaitiaki, especially where research outputs may be made public or digitally accessible.

*Ko Aotearoa Tēnei*, the Waitangi Tribunal's report on the WAI 262 claim, affirms the status of taonga mātauranga and the rights of kaitiaki in decisions about the care, use, and dissemination of taonga and taonga-derived knowledge (Wai 262, 2011). This aligns with Unitec's responsibility under *Te Tiriti o Waitangi*, expressed through the Te Noho Kotahitanga partnership (Unitec, n.d.), to recognise Māori authority, act as a critical guardian of taonga mātauranga, and engage in respectful and collaborative relationships.

All scholarly communication at Unitec should:

- 1) Recognise the authority of Māori over their own knowledge and creative expressions
- 2) Reflect *Te Tiriti o Waitangi* responsibilities in research and dissemination practices
- 3) Follow the *Guidelines for Researchers Regarding Māori Social and Cultural Responsiveness*.

## 4.3 Scholarly Communication

The nature of scholarly communication is changing. Researchers have noted that scholarly communication is now a more global enterprise and interest in tools such as bibliometrics and citation analysis have grown significantly (Donthu et al., 2021). The commonality of English as the language of choice for Scholarly Communication has led to unintentional equity and diversity biases (Bowker, 2024). In the past, formal communication usually meant publication in peer-reviewed journals or books, conference papers and proceedings, reports and creative works of art. Today, scholarly communication practices have been transformed by the internet, enabling unprecedented possibilities for dissemination that affect scholarly publishing by enabling new publishing models, such as open access. Sierra (2022) notes that knowledge building itself has evolved and continues to adapt to contemporary challenges through the recognition of different forms of knowledge as well as changing modes of knowledge communication. Through this process we can strengthen what research can be. Different forms of output do not replace traditional scholarly publications but supplement them.

## 4.4 Responsibilities

Unitec will seek to facilitate these guidelines by:

- 1) Contributing to government strategy and policy frameworks to improve access to scholarly information.

- 2) Incorporating scholarly dissemination and community access to scholarly work into Unitec strategic plans.
- 3) Advocating for and implementing policies to ensure fair use of copyrighted information for educational and research purposes.
- 4) Staffing the repository to identify and abide by publishers' policies relating to copyright.
- 5) Promoting dissemination of scholarly findings to staff and postgraduate students through the Research and Enterprise Office and Research Leaders in respective Schools.
- 6) Ensuring that mentoring and training of research students incorporates discussions about scholarly dissemination.
- 7) Recognising the increasing availability of parallel dissemination options when publishing scholarly work, to reach the widest audience.
- 8) Collaborating with other researchers, research institutions and publishers to raise awareness of scholarly communication principles and practice, including the benefits of open access publishing.
- 9) Working with researchers to enable appropriate open access to both their published works and their primary research data.
- 10) Applying a Creative Commons license to open access materials, when appropriate, to determine how materials may be used, reused or repurposed.
- 11) Retaining and filing researchers' final post-peer reviewed and corrected versions of articles sent for publication.
- 12) Considering the outcomes of the Treaty of Waitangi claim WAI 262 of 2011, affecting Māori culture and identity (Wai 262, 2011).

Unitec Research and Enterprise Office staff will seek to facilitate these guidelines by:

- 13) Ensuring Unitec's research community is familiar with relevant policies.
- 14) Ensuring research students and academic staff are aware of current issues in scholarly publication and dissemination.
- 15) Developing infrastructure within Unitec, including ePress, that will facilitate access to scholarly information.
- 16) Providing a consistent form of institutional affiliation and address for author/s when submitting work for publication, so that Unitec's output will be able to be easily identified and retrieved.

Unitec Library staff will seek to facilitate these guidelines by:

- 17) Developing infrastructure within Unitec, entitled Research Bank, that will facilitate access to scholarly information.
- 18) Providing a sustainable repository for the deposit and dissemination of scholarly work.
- 19) Maintaining and retaining content submitted to the repository.

#### 4.5 Authorship and Publication Practice

Unitec's Conduct of Research Policy, Conduct of Student Research Policy, Intellectual Property Policy, and Guidelines for Research Outputs discuss authorship and publication practice, including dissemination.

#### ***4.5.1 Advice about authorship and publication***

While Unitec supports the freedom of academics to choose the best publication venue for their research outputs, one aspect of professional development for researchers entails mentoring and advice in respect of publishing and disseminating scholarly research.

The Research and Enterprise Office and Research Leaders in respective Schools will lead in providing this mentoring and advice. Members of Unitec's ePress Advisory Committee, Research Advisors and Research Partners can also advise on researchers' publishing options.

Mentoring and advice includes:

- 1) Recommending the choice of publication outlet (journal, conference, website etc).
- 2) Assisting with the development, structure and writing of an article, paper or presentation.
- 3) Advising on approaches to dealing with the editors and assessors of scholarly work.
- 4) Providing support in the face of rejection and critical attacks in the discipline.

In addition, supervisors of undergraduate and postgraduate research students have a responsibility to inform them about the meanings and processes of Scholarly Communication and dissemination. These are outlined in Unitec's Conduct of Student Research Policy, particularly Guideline 12/10 'Guidelines for publication from a thesis or dissertation or research project.'

#### ***4.5.2 Solicitations to publish / Paying to publish***

Staff may receive emails from journals or book publishing houses soliciting their publications. They need to assess the validity of these offers as the quality and legitimacy of these publications can be questionable. For example, predatory publishers - those who lack transparency, deceive or otherwise fail to follow industry standards- publish substandard and often disputable research to exploit the open- access, author-pays model. Other publishers scam researching staff by soliciting their work and invoicing them only after publication. The credibility of a journal soliciting publication should be assessed by reviewing previous publications, discerning the credibility of editorial committee members and discussing the request with colleagues. When deciding on a publisher, consider [thinkchecksubmit.org](http://thinkchecksubmit.org). This site is backed by many reputable bodies including the Directory of Open Access Journals (DOAJ). There are also reputable resources for identifying predatory publishers such as Beall's List <https://beallist.net/> and Cabells's Predatory Reports <https://www2.cabells.com/predatory>.

All research dissemination funding applications go through the Research Advisor and Research Partners. The dissemination platform is thoroughly investigated before funding is approved by the Research Director.

There are some reputable journal or book publishing houses that require payment for publication. The most common requirement is an Article Processing Charge (APC), utilised when the publisher requires payment by the author to publish. This is an integral element of 'Gold Open Access' publishing. See section 4.8 on Open Access publishing for more information. Staff should discuss any possible APC with their school's Research Leaders and the

Research Advisor before committing to paying the charges as reimbursement by Unitec is not guaranteed.

#### 4.6 Ownership and Copyright

Copyright is a way to recognise authorship or creatorship over a work/mahi. In New Zealand, copyright is created automatically with original work, including artwork, books, websites, computer programs, drawings, plays, films, music, and sound recordings. Researchers may use the symbol © to help them demonstrate that they claim copyright over a particular work, but they are not required to. Copyright lasts for the lifetime of the creator plus 50 years (New Zealand Intellectual Property Office, 2025)

The ownership and copyright of Scholarly Communications, Research Outputs and research data is held by the author or creator unless it has been signed over to a third party (for example, a journal publisher).

Ownership of work created by a Unitec staff member, in the course of their employment with Unitec, is retained by the individual, except in situations where it is agreed that commercialisation of that material should be pursued as detailed in Unitec's Intellectual Property Policy.

#### 4.7 Assigning Copyright

While theses, conference papers, posters and working papers are normally acceptable in their final format, copyright is often an issue when it comes to making journal articles openly accessible via the web. In most cases, copyright over an article is transferred to the journal publisher. Despite this, journal publishers do allow authors to make their work open access, albeit with some restrictions on the format of the paper researchers use. Usually, publishers do not allow authors to post the final, published version of a paper on the internet. However, large publishers can allow authors to use the final draft version of the paper (also known as a [post-print](#)).

This should be identical in content to the published version, although the formatting may be different. In almost all cases where the use of the final draft is permitted, the publisher requires a link to its authorised version.

When the published version of a journal article is not clear about copyright policy, there is a useful tool one can consult called Search Sherpa Services. This platform lists exactly what the policy is together with conditions (such as embargo times). Formerly called Sherpa-Romeo, JISC's Open Policy Finder can be found here: [Search | Open policy finder](#)

Unitec recommends authors retain copyright of their work where possible by not assigning copyright to a publisher. While many publishers' agreements request transfer of copyright, authors can attach an addendum which modifies the publisher's agreement and allows authors to keep key rights to their works, including placement into Unitec's Research Bank. When it comes to the Research Bank, staff research outputs are not self-submitted, therefore copyright compliance on that platform is handled by the library. See also paragraph 4.11 below.

## 4.8 Open Access

An overview of Open Access is available in a [Library Guide](#). Additionally, [Open Access Australasia](#) provides a toolkit designed to guide researchers through the process of making their journal articles Open Access.

These guidelines endorse the principle of Open Access and Unitec recommends researchers make their work available in Open Access format. To this end Unitec has established the [Research Bank](#). Researchers do not submit their work directly to Research Bank; their entries in Unitec's Research Output Management System ([ROMS](#)) provide details which the Library uses to make their research output available to the public.

This does not mean that researchers must make their work available in an open access format. Unitec recognises that researchers are best placed to identify the publication and dissemination option of their choice and that there will be circumstances when it would be inappropriate to make research or other content openly accessible.

Researchers recording items in ROMS can indicate when they do not want to make their work available on an open access platform. When considering open access publishing researchers also need to be aware of predatory publishers. See section 4.5.2 for more information.

Most discussion on Open Access recognises the two main mechanisms for achieving open access. The "gold route", often referred to as the "author pays" route, involves payment of an article processing charge to publishers enabling the article to be made available to all without subscription or charge barriers. The alternative "green route", often referred to as the "self-archiving" route, entails authors submitting manuscripts to traditional journals but maintaining the right to mount a version of their work on an open access repository. Unitec currently follows the "green route" of open access publishing.

## 4.9 Open Educational Resources

[Creative Commons Aotearoa New Zealand](#) works with the Open Educational Resources (OER) movement. By having Creative Commons licenses, teachers can reuse, remix and share their own lesson plans, courses, textbooks and a growing range of digital and print resources (Creative Commons Aotearoa New Zealand, n.d.).

The [Open Education Resources Foundation](#), based at Otago Polytechnic, is an independent, not-for-profit organisation that provides leadership, international networking and support for educators and educational institutions to achieve their objectives through Open Education.

Unitec is a partner of Ako Aotearoa who are [partners of OERu](#) (an initiative of the OER Foundation), and will continue to support staff who want to make their teaching materials OER. (OERU, n.d.).

## 4.10 Creative Commons

The [Creative Commons](#) provides free licenses and tools that copyright owners can use to allow others to share, reuse and remix their material, legally. The licenses give everyone from

individual creators to large companies and institutions a simple, standardised way to grant copyright permission to their creative work resulting in a vast and growing digital commons (Creative Commons Aotearoa New Zealand, n.d.).

There are six types of licenses. See the Creative Commons [website](#) for more details. Unitec staff should be aware of the different types of Creative Commons licenses and apply them to their work then making that material freely available on the internet. The Unitec Library and Research and Enterprise Office staff will assist if required.

#### **4.11 Documenting Research Outputs**

Unitec takes responsibility for ensuring accuracy in reporting research activity and the resulting outputs undertaken at Unitec. To this end, Unitec provides a comprehensive list of research and academic output types to categorise and report on this activity. This is managed through a centralised database (ROMS), in which staff are required to record all research-related outputs. This database is regularly checked to ensure information provided to the public domain is complete and accurate. For more information see Guidelines on Research Outputs Management System (ROMS) and Research Output Types – Evidence Guide.

#### **4.12 Storing and Preserving Research Outputs**

Unitec's [Research Bank](#) is the digital repository in which research carried out at Unitec is stored and made available to the world. The purpose of the Research Bank is to make Unitec research as widely available as possible, by providing free access to it over the internet, and making it easily found by internet search engines.

The repository was developed using DSpace, an open-source software platform, as part of a Library Consortium of New Zealand project. The contents of the repository are listed on the National Library's [DigitalNZ platform](#).

The Research Bank is administered by Unitec library staff. The Research and Enterprise Office and Library staff work together to make information recorded in ROMS available in open access format within the Research Bank where possible. Copyright restrictions may limit the availability of material held in ROMS and the Research Bank.

Digital preservation is a significant problem facing institutional repositories such as the Research Bank and at Unitec we have yet to determine the intent and methodology of a digital preservation programme for research outputs. The uncertain timeframes around the deterioration of digital storage media and technological obsolescence are examples of issues common to all preservation agencies that deal with digital formats. How we define adequate access and preserve commonly supported text, image and audio file formats (such as .pdf, .xml, .jpg, .wav, .tiff or .avi) are questions a preservation programme will need to address. Conversations around digital preservation and the role Unitec's digital repository will take regarding this are ongoing.

### 4.13 Academic Integrity

In the context of scholarly communication, Unitec's [Academic Integrity](#) Procedure (2023) mandates that all students and staff engage in their academic endeavors with integrity. This is defined as *intellectual honesty in the use of information and in the pursuit of knowledge and understanding*. The responsible use of information encompasses not only its acquisition but also its publication and dissemination.

Academic integrity, as outlined in the procedure, involves adherence to ethical and professional standards, and a commitment to core values such as honesty, trust, fairness, respect, and responsibility. These principles underpin the academic community and guide all aspects of learning, teaching, research, and scholarly output.

### 4.14 Theses

A common part of postgraduate study is the completion of a research thesis or research project. At Unitec, students who complete a thesis or research project are required to provide a digital copy of the work to the Research and Enterprise Office. The library will then deposit the thesis into the Research Bank for public access, unless restricted by an embargo.

Theses completed by Unitec staff at other academic institutions and awarded by those institutions are considered their institutions' research outputs. Therefore, unless it is a joint award, this work goes into the research repository of those other institutions. At the Library's discretion, access to that work, when awarded by other another institution, can be provided by a catalogue link in the Library Catalogue.

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## 6 REFERENCE DOCUMENTS

1. [Academic Integrity](#)
2. Conduct of Research Policy
3. [Copyright Procedures for Staff](#)
4. [Copying of Copyright Works for Educational Purposes](#)

5. Intellectual Property Guidelines
6. Guidelines for Researchers Regarding Māori Social and Cultural Responsiveness
7. Guidelines on Research Output Type- Evidence
8. Guidelines on Research Outputs Management System (ROMS)
9. [Conduct of Student Research Policy](#)

*Note: Reference documents are retrievable from Te Aka*

<https://thenest.unitec.ac.nz/TheNestWP/policies-and-forms/guidelines/>

## 7 DOCUMENT DETAILS

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## 8 AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
2	March 2016	Small amendment Māori Culture & Identity section	Dean Research and Enterprise
3	July 2025	Remove outdated information; cite recent sources of information; and link to recent reference documents	Unitec Research Committee (URC)