



**Bushfire and Natural Hazards CRC**  
**Process for External Publications or Presentations**  
**As at June 2015**

This document describes the process for approval of external publication or presentations describing research outcomes of Bushfire and Natural Hazards CRC research activities. The document should be read and followed by all Bushfire and Natural Hazards CRC Project Leaders, Researchers, Students receiving Bushfire and Natural Hazards CRC Scholarships and End Users.

The formalities of the process are drawn from the Bushfire and Natural Hazards CRC Participants Agreement.

**Approval Process**

In general all external publications or presentations including journal articles, conference papers and posters and external promotional material based on work undertaken as part of your role in the Bushfire and Natural Hazards CRC must be approved by the Research Manager prior to submission to the external body.

It is important to provide appropriate time for this process. A minimum of 14 days is essential (in fact, Participants Agreement stipulates 30 days).

While we are interested in publications, presentations and similar which arise from your other research activities it is not necessary for these to be submitted to the Bushfire and Natural Hazards CRC or for these to be approved by the Bushfire and Natural Hazards CRC.

In submitting the publication for review you are asked to attach a WORD or PDF compatible copy of the material along with the following information:

- Title
- Author/s
- Where the material will be published or presented
- If the material is to be presented at a conference
  - the name and date of the conference and where it is to be held; and
  - will the outcomes be published and peer reviewed
- Who has previously reviewed the material (e.g. project leader/supervisor/formal internal review processes).

All such documents should be submitted via the Bushfire and Natural Hazards CRC Project Management System, through the Publications section of the relevant Project. In parallel, please send an email to Desiree Beekharry notifying us of the submission. If you have any problems submitting the publication request, please contact Desiree.

The Research Manager of the Bushfire and Natural Hazards CRC will review the submitted publication and advise whether the publication has been

- Approved for submission
- Requires discussion and possible amendment
- Will be sent for independent scientific review.

Our intention in the review process is not to prevent sound research outcomes from being published or presented, but rather to ensure that we are aware of those areas where research outcomes might be scientifically controversial (in which case we may seek advice from relevant subject matter experts), inconsistent across different pieces of work (in which case we need to understand the context of the differences) or have major policy implications and provide the stakeholders the opportunity to be aware of this.

The Bushfire and Natural Hazards CRC Research Manager has undertaken to approve or provide feedback on the material within 14 days of submission. If no feedback is received within 14 days the material is automatically deemed to be approved. Notwithstanding automatic approval, Confidential Information may not be published unless explicit written permission is received from the Bushfire and Natural Hazards CRC and the owners of the Confidential Information.

If material is flagged for discussion or review we will contact you via email and discuss the best way forward, which may be in consultation with the Bushfire and Natural Hazards CRC.

### **Acknowledgment of Contributions**

All publications must acknowledge the contributions (if any) made by other Participants and the support of the Commonwealth and the Bushfire and Natural Hazards CRC unless directed otherwise by a Participant to be acknowledged or by the Commonwealth or the Bushfire and Natural Hazards CRC (as the case requires).

The preferred manner of recognition within publications is through the authorship affiliation, equivalent to the following example:

*AuthorNameA<sup>1</sup> and AuthorNameB<sup>2,3</sup>*

*<sup>1</sup> Primary Affiliation of AuthorNameA, AddressA*

*<sup>2</sup> Primary Affiliation of AuthorNameB, AddressB*

*<sup>3</sup> Bushfire and Natural Hazards Cooperative Research Centre, Melbourne, Australia*

The support of the Commonwealth of Australia should be recognised in the Acknowledgment section of the publication, with words equivalent to the following:

*The support of the Commonwealth of Australia through the Cooperative Research Centre program is acknowledged.*

Note a participant may not use the logo of any other Party without the prior written consent of that Party.

### **For Further Information:**

- For any other information please contact the Bushfire and Natural Hazards CRC Research Manager.