

Attribution of Publication Affiliation Procedure

Version:	2.0	Effective Date:	10 July 2021
Procedure Code:	PR-050	Related Policy Code:	RES-002
Related Policy Name:	Collaborative Research and Authorship Policy		

Purpose:

The purpose of this procedure is to provide specific guidance to staff, students and affiliates of the College on the attribution of publication affiliation.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this procedure, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

Scope:

- College staff, students, and contract academics irrespective of their work location
- All College affiliates, where a College attribution is appropriate in the publication in question (for example, where College resources and facilities have been used).
- The procedure applies to **all** authors in publications, and not simply to first authors.

Procedure:

The College is committed to the generation of new knowledge and contribution to scholarly outputs. It is committed to ensuring that appropriate academic and financial recognition is received from the publication of its staff and students.

This procedure is designed to ensure that publications of all College staff, students, contract academics and affiliates are correctly attributed to the College and that the College is correctly and consistently attributed as the institutional affiliation of Endeavour authors on a publication.

The College will not, otherwise, be credited in any external analysis of publication date, which may lead to the College not receiving appropriate academic and financial recognition from the work of its staff, student, contract academics and affiliates.

Responsibilities:

All College authors have individual responsibility to ensure that their publications adhere to the requirements and standards stipulated in this procedure.

It is expected that, where appropriate, affiliates will list the College as an affiliation in the bylines of publications, in addition to their primary affiliation.

Inclusion of the College in the byline is required in cases where any College expertise, resources, facilities or services (including Library access) have been used in research.

If clarification is required as to how this procedure may be implemented in particular circumstances, advice should be sought from the Office of the Director of Education prior to submitting research outputs for publication.

Attribution of Publication Affiliation:

All College authors are required, depending on their affiliation, to cite their institutional affiliation as:

- Endeavour College of Natural Health
- FIAFitnation
- Endeavour Wellness Clinics

Do not use abbreviations or shortened forms (i.e. ECNH or Endeavour) as these may be mapped to a different institution or organisation.

The relevant Department /Location may be listed as a secondary and/or tertiary affiliation where there is sufficient place to do so, and never in place of the College.

Listing the College first is the most effective method for ensuring that the College (and therefore the relevant department, faculty or location) receives appropriate recognition.

The following examples are included to provide guidance on applying this procedure:

- Researcher Name, Endeavour College of Natural Health, Department, Brisbane 4006, Australia
- Researcher Name, Endeavour College of Natural Health, Department, Southport 4215, Australia
- Researcher Name, Endeavour College of Natural Health, Department, Adelaide 5000, Australia
- Researcher Name, Endeavour College of Natural Health, Department, Melbourne 3000, Australia
- Researcher Name, Endeavour College of Natural Health, Department, Perth 6004, Australia
- Researcher Name, Endeavour College of Natural Health, Department, Sydney 2000, Australia

Definitions:

Authors – staff, students, contract academics and affiliates of the College who are authors on a publication or presenters at an academic meeting

Affiliates – visiting academics and adjunct title holders

Publication - dissemination of findings, whether in hardcopy, electronic or other tangible form, including: making them available in refereed and non-refereed books or journals; web-pages; eLearning resource packages; conference presentations, papers, proceedings and posters; exhibitions; films; professional and institutional repositories; and patents, registered designs and like intellectual property.

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Further Information:

Related Policies: [Research Policy](#)

Adjunct Appointee and Visiting Fellow Policy

Related Procedures: N/A

Related Documents: N/A

Benchmarking: The University of Queensland

Procedure Author:	Associate Director - Research
Procedure Owner:	Director of Education
Contact:	Director of Education jenny.wilkinson@endeavour.edu.au
Responsibilities for Implementation:	Office of Director of Education
Key Stakeholders:	All College authors