PUBLICATIONS PROCEDURES

11 SEPTEMBER 2023

PUBLICATIONS POLICY & PROCESS

Contents

PUBLICATIONS POLICY & PROCESS

Purpose

Building 4.0 CRC (B4.0CRC) is a trusted provider of research knowledge across a wide range of disciplines relevant to creating an internationally competitive, dynamic and thriving Australian advanced manufacturing sector, delivering better buildings at lower cost and the human capacity to lead the future industry. The Commonwealth of Australia and participants also acknowledge that disseminating knowledge to facilitate adoption is an important function of the B4.0CRC.

This Publications Procedure sets out the processes used to review and approve publication of all content created under the auspices of the B40 CRC and made available to participants and other stakeholders.

This procedure must be adhered to by the personnel of all Partners, SME Associate Partners and staff employed by the B4.0CRC when engaged in B40 activities.

Scope

This procedure relates to:

- project final reports and technical reports
- industry reports and publications aimed at end users
- scholarly articles published in refereed journals and reference documents
- student theses based on B4.0CRC projects and research
- papers, reports and publications co-authored with others outside the B4.0CRC
- material presented in oral presentations and other audio-visual formats (e.g. videos, podcasts)
- corporate content such as annual reports, strategic plans, newsletters, fact sheets, etc.
- promotional or marketing material
- publications created in the course of providing commercial consulting services that are intended for general or public release.

This procedure supports the Board-approved Communications Policy which includes high level communications objectives, and defines roles, responsibilities and expectations relating to Content quality, Sensitive or confidential information, Media and making public comment, as well as Content distribution and commercially valuable intellectual property.

This procedure must be read in conjunction with Related Documents. Refer to p 11.

This procedure does not cover:

- media statements (please refer to the Communications Policy)
- website content
- social media content
- content generated purely for internal use
- content created in the course of providing commercial consulting services which are not intended for public release.

Policy statement

Any persons who are in engaged in any activities associated with B4.0CRC and who are seeking approval for any material used externally such as publications, books, posters, mid-project and final project reports, articles, websites, media releases and presentations, must follow the Publications review and approval process to seek B4.0CRC permission to publish.

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Principles

To maintain content quality and promote a strong and consistent B4.0CRC brand all content must include appropriate use of the following:

B4.0CRC logo and templates

The B4.0CRC and the Commonwealth Government logo should be included on all outgoing communications including letters, emails, reports, project materials, posters, presentations, videos, podcasts, and policy and advocacy submissions. The organisation name and logo are copyright and must not be used for communications that are not directly related to the organisation.

Different formats of the B4.0CRC logo are available from the Templates folder on the External One Drive. For guidance on using the B4.0CRC logo, please see the B4.0CRC Brand Style Guide.pdf. Unless otherwise agreed, a B4.0CRC approved template must be used for all external communications and publications. For copies of approved templates please go to the Templates folder on the External One Drive.

Acknowledgments

All content must acknowledge the contribution of all authors, B4.0CRC Participants (where appropriate), the B4.0CRC and the Commonwealth of Australia, unless otherwise agreed with participants and / or the B4.0CRC.

B4.0CRC should always be included in the author affiliation if the work (or part thereof) was undertaken as part of a B4.0CRC project.

A suitable form of acknowledgement is:

Author name one[1,2] and Author name two[1,3]

[1] Building 4.0 CRC, Caulfield East, Victoria, Australia

[2] Primary affiliation of author one, address

[3] Primary affiliation of author two, address.

Note: Generally, authors must include B4.0CRC as their first affiliation. However, PhD students receiving a top-up scholarship can acknowledge their primary funding affiliation first.

All publications MUST acknowledge the support of B4.0CRC with the following text:

> *This research is supported by Building 4.0 CRC.*

The support of the Commonwealth of Australia should be recognised in the Acknowledgements or similar section of the publication, with the following text:

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

Other partners/participants should be acknowledged (if relevant) with the following text:

> *The authors would also like to acknowledge [name of the other project parties involved]*

Referencing

All sources must be referenced. Building 4.0 CRC recommends the Harvard style of referencing. Refer to http://guides.lib.monash.edu/citing-referencing/harvard as a guide.

Copyright

Copyright is owned by the B4.0CRC for all content that it publishes. Content should be marked © **[year]** Building 4.0 Cooperative Research Centre.

Note: This does not include academic publications or scholarly articles that the publisher owns.

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Disclaimers

All B4.0CRC content published by the B4.0CRC must include the following disclaimer on the first page or inside cover of the publication:

> The Building 4.0 CRC has endeavored to ensure that all information in this publication is correct. It makes no warranty with regard to the accuracy of the information provided and will not be liable if the information is inaccurate, incomplete or out of date nor be liable for any direct or indirect damages arising from its use. The contents of this publication should not be used as a substitute for seeking independent professional advice.

This disclaimer must not be amended without permission of the CEO.

Declaration of interests

Where an author has an interest relevant (such as being involved in the development of one of a number of models reviewed as part of a publication), this will be transparently declared.

International Standard Book Numbers (ISBN)

The International Standard Book Number (ISBN) is a 13-digit number that uniquely identifies books and book-like products published internationally. While an ISBN is not mandatory, and does not provide copyright on a work, it is the principal worldwide ordering device for the international book trade and library market.

The B4.0CRC recommends ISBNs are assigned to industry and end user publications and selected B4.0CRC corporate publications that will have an international target audience, and a) will be made available for sale through a commercial retailer, or b) it is considered important to maximise search function around the world.

The Engagement and Education Lead or delegate will determine the appropriateness of issuing an ISBN and will assign numbers as necessary.

Publication approval requirement

All publications by B4.0CRC personnel reporting outcomes supported by B4.0CRC activities, including those prepared by all researchers and all end users, require approval before publication. Approval will not be unreasonably withheld.

Types of publications and approval processes

B4.0CRC content and publications have been grouped into a number of publication types. Different publication types require different approvals. There are 3 broad categories of content or publications:

A. Academic research papers and scholarly articles (including peer reviewed and refereed journal articles, conference proceedings/papers, student theses, non-peer reviewed papers, editorials and articles, oral and written presentations, and abstracts **not requiring publication by the B4.0CRC**). See approval process A.

B. B4.0CRC reports (e.g. technical reports, project interim/final reports) and end user reports and publications (e.g. adoption guidelines, design manuals, user guides, etc.). See approval process B.

C. B4.0CRC corporate publications and electronic content. See approval process C.

The approval processes outlined below are designed to ensure the B4.0CRC produces high quality research content for publications and communications. The approval process is not intended to prevent or constrain the dissemination of important research results, but rather to enable the B4.0CRC to safeguard and appropriately manage content that:

- has commercial potential, and so cannot be disclosed through publication

- may contain areas of potential scientific controversy or high-risk material (in which case the B4.0CRC may seek advice from relevant subject matter experts)

- contains material that may be inconsistent across different pieces of work or potentially contradictory research findings, or

- contains material that may have major policy implications.

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The B4.0CRC must also ensure it meets its reporting requirements and legal obligations made under various agreements. The B4.0CRC Publications Register is critical to fulfilling B4.0CRC reporting requirements, which includes reporting on *specific* publication categories (by financial year 1 July to 30 June) to the Commonwealth as part of our Commonwealth Agreement. This is done via our Commonwealth Report and Management Data Questionnaire, submitted annually on 31 October.

- The Commonwealth Annual Report is the primary mechanism for a CRC to report progress and performance against its obligations under the Commonwealth funding Agreement to the Department of Industry, Science and Resources.

- The Management Data Questionnaire is a range of financial, education and training, and utilisation of CRC outputs that are reported online at the completion of each financial year.

Approval Process A—Academic research papers, journal articles and student theses

Approval Process A is to be used for content in the following categories:

- Academic research papers and articles (including peer reviewed and refereed journal articles, conference proceedings/papers, student theses, non-peer reviewed papers, editorials and articles, oral and written presentations, and abstracts not requiring publication by the B4.0CRC)

- B4.0CRC conference proceedings/papers, non-peer reviewed papers, editorials and articles, oral and written presentations, and abstracts published/presented by/on behalf of the B4.0CRC.

These papers or publications generally have an objective to disseminate and share research findings and results; and/or to contribute to and influence international scholarly literature. The target audiences are generally highly educated in a specific discipline or disciplines and/or highly experienced in a specific field.

This material must be approved via the process outlined below, following which the author may continue to coordinate publication as appropriate. All publication details, along with a final electronic copy of the content, must be forwarded to the Communications Manager.

Note: This process does not apply to internal presentations by PhD students to their university. However, PhD students must forward any presentation materials (e.g. slides) to the E&E Lead 2 business days before their presentation.

Procedure—Approval Process A

1. The author obtains approval from the relevant Project Lead or Program Lead before submitting the paper for B4.0CRC approval. If the author is a PhD student, they must also get approval from their supervisor.

   Note: **Before approving the paper, the Project Lead or Program Lead must have obtained approval from any project partners for public release of conceptual framework for the material (if relevant).**

2. The author launches the [Request to Publish Form (RTP)](). The author attaches the proposed publication in a .doc(x) format and submits the RTP, which triggers a notification to the Communications Manager.

3. The Communications Manager saves the content on the Internal One Drive and reviews the content within **7 days,** to check it includes appropriate affiliations and acknowledgements.

4. Once the content is approved, the Communications Manager notifies the author.

5. The author advises the Communications Manager (via [info@B4.0CRC.org]()) when the content has been published, including publication date, publication link and a final copy (if possible).

6. The Communications Manager updates the status of the publication in the Publications Register, setting the status to 'Finalised – Published on website' and files the content in the relevant project folder. The Communications Manager performs communication services to facilitate access and promote the publication as appropriate, e.g. website and newsletter.

See Appendix 1, Figure 1 for approval process A

See Appendix 1, Figure 2 for approval process for student theses.

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Approval Process B—B4.0CRC technical and project reports and publications, Industry and end user reports and publications

B4.0CRC technical publications are generally associated with approved B4.0CRC research projects or activities, and are commonly recognised deliverables or outputs of the project. Often, their objective is to disseminate and share research findings and results of a research project to participants and other interested academic, government and industry stakeholders. The target audiences are generally diverse and highly educated in specific discipline(s) and / or highly experienced in specific fields.

Industry and end user reports and publications generally aim to disseminate knowledge to facilitate research use and adoption by industry stakeholders and end users. Examples include adoption guidelines and manuals, research project fact sheets and industry notes, and industry reports. Target audiences may have highly varied education levels, come from a range of disciplines and sectors, and perform a range of roles and functions relating to the building and construction industry.

- All B4.0CRC technical/industry/end user reports must be formatted into a B4.0CRC approved template. Templates are available from the Templates folder on the External One Drive. Authors should download the most current template for each new publication, to ensure currency and quality assurance.

- **The project team is responsible for copy-editing and arranging internal peer review of the report before submitting it to B4.0CRC. A senior academic (Level D or higher) must review the final report before it is submitted to the B4.0CRC for approval (as required in the Project Agreement).**

- All B4.0CRC technical/industry/end user reports must be approved by the Project Milestone and Reporting Manager for content **and** by the Communications Manager for quality, design and branding.

- All B4.0CRC technical/industry/end user reports must have approval from the relevant partner to release the information.

- If the relevant partner does not agree to release confidential information, the project team must provide a version of the project report with confidential information redacted. This version will be made available on the B4.0CRC website.

Procedure—Approval Process B

1. The author downloads the latest Project Report Template from the Templates folder on the External One Drive.

2. The project team prepares the report and is responsible for copy-editing. A senior academic must review the report. The Program Lead must also approve the report before it is submitted to B4.0CRC.

   The project team DOES NOT seek approval from partners at this stage. The report must be approved by the Project Milestone and Reporting Manager and Communications Manager before it is sent to partners for their approval.

3. The author launches the Request to Publish Form (RTP). The author must complete all fields relating to the publication. The author submits the content in a .doc(x) format, as well as all native files and high resolution schematics, imagery and graphics (e.g. PowerPoint, Visio). This action triggers a notification to the Communications Manager.

4. The Communications Manager reviews the RTP within **2 days**, to check it is correct and complete. The Communications Manager saves the content on the Internal One Drive and notifies the Project Milestone and Reporting Manager that it is ready for review. The Communications Manager registers the proposed content in the Zoho Publications Register.

5. The Project Milestone and Reporting Manager will review the content within **7–14 days**, to identify sensitive or high-risk content.

6. If the Project Milestone and Reporting Manager does not approve the content, the Communications Manager liaises with the author until the content is approved or formally rejected. This process may extend the process, depending on the changes required.

7. Once the content is approved, the Communications Manager checks design and branding. If they require clarification or changes, they liaise with the author.

8. The Communications Manager sends the content to the Project Lead who forwards it to industry partners for written approval.

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9. The Project Lead notifies the Communications Manager that industry partners have agreed. The Communications Manager completes the Publications Register, setting the status to 'Finalised – Published on website' or 'Finalised – Confidential', saves final copies of the report, and then notifies the author and Senior Research Administrator of the final approved content. The Communications Manager performs communication services to facilitate access and promote the publication as appropriate (e.g. website and newsletter if the publication is public).

Note: B4.0CRC will hold back publishing a project report for 3 months to allow the project team time to secure agreement to publish research and findings in an external publication (e.g. journal or book).

- If the project team secures agreement with an external publication within 3 months, B4.0CRC will not publish the project report until after the external publication is released.

- If the project team does not secure agreement with an external publication within 3 months, B4.0CRC will publish the project report.

See Appendix 1, Figure 3 for approval process B.

Approval Process C—B4.0CRC corporate publications and content and commercial publications

Generally, B4.0CRC corporate publications disseminate information on the B4.0CRC's activities and operations. The target audiences may have highly varied education levels, come from a range of disciplines and sectors, and perform a range of roles and functions relating to creating water sensitive cities.

Examples of these publications may include but are not limited to:

- corporate reports (e.g. annual reports, and strategic plans)

- newsletters and newsflashes

- web or digital content

- videos and podcasts

- content created in the course of providing commercial consulting services which are intended for public release.

Procedure—Approval Process C (excluding audio-visual)

1. The author launches the Request to Publish Form (RTP). The author submits content in a .doc(x) format, as well as all native files and high resolution schematics, imagery and graphics (e.g. PowerPoint, Visio) via a correctly completed RTP form. The Communications Manager registers the proposed content in the Zoho Publications Register.

2. The Communications Manager saves the content on the Internal One Drive and notifies the Engagement and Education Lead that it is ready for review. All B4.0CRC corporate and commercial materials must be approved by the Engagement and Education Lead.

3. The Engagement and Education Lead reviews the content within **7–14 days**.

4. If the publication contains sensitive or high-risk content, the Engagement and Education Lead forwards the content and designed document to the CEO for review and approval.

5. Once approved, the Engagement and Education Lead notifies the Communications Manager.

6. The Communications Manager reviews and fine edits content, and coordinates any required graphic design.

7. Once designed, the Communications Manager notifies the author of the publication status (if relevant) and coordinates a print if required. The Communications Manager completes the Publications Register, setting the status to 'Finalised – Published on website', and saves final copies of the report.

8. The Communications Manager updates various communications with the publication, such as the newsletter and website.

See Appendix 1, Figure 4 for approval process C (excluding audio-visual).

Procedure—Approval Process C (audio-visual)

For the purposes of this Publications Procedure, audio-visuals include presentations at workshops or conferences etc., flythroughs, vox pops, expert interviews, and product information:

1. The person requesting the audio-visual (e.g. content creator, commissioner or other B4.0CRC personnel) must seek permission from the person/s in the video (including crowd/participants if visible or even if their identity can be reasonably worked out from the footage), including use of any slides where applicable, and save the email trail. Permission also needs to be sought from the content creator or owner (if not B4.0CRC).

2. **Note**: the permission request should include as much detail as possible about the use of the audio-visual footage including details such as from where any content is being taken, how the content will be used and the types of people and organisations that are likely to view or listen to the content.

3. The person requesting the content must correctly complete a [Request to Publish Form (RTP)](#)* (with specific fields related to audio-visual content addressed), and provide a link to/or copy of the content, and the email trail with all relevant permissions to the Communications Manager. The Communications Manager registers the proposed content in the Zoho Publications Register.

4. The Communications Manager conducts an initial review of the content (quality assurance and control, consistent with B4.0CRC messaging, etc.). If the Communications Manager requires clarification or changes to the content, they liaise with the person requesting the content directly. Once satisfied, the Engagement and Education Lead then approves the content for publication.

5. If required, the content is reviewed by CEO.

6. Once approved, the Communications Manager updates the Publications Register, notifies the person who requested the content of the publication status, and updates various communications with the content, such as the newsletter and website.

Depending on the nature of the content, this may involve completing steps 2 and 3 of Procedure—Approval Process C (excluding audio-visual).

See Appendix 1, Figure 5 for Approval Process C (audio-visual).

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Roles and responsibilities

Board of Directors

The B4.0CRC Board of Directors is responsible for endorsing the Communications Policy, and ensuring compliance with the Communications Policy.

Chief Executive Officer

Unless otherwise authorised, the B4.0CRC CEO leads all official communication with political representatives and participants. All media enquiries or requests from political representatives must be referred to the CEO directly.

The CEO will be consulted on B4.0CRC publications when requested by the Project Milestone and Reporting Manager, Engagement and Education Lead or the Communications Manager.

Project Milestone and Reporting Manager

The Project Milestone and Reporting Manager is responsible for reviewing B4.0CRC project reports for sensitive or high-risk content.

The Project Milestone and Reporting Manager will consult with the Executive if content is considered to comprise sensitive, confidential information or commercially valuable intellectual property.

The Project Milestone and Reporting Manager will liaise with the Communications Manager and Engagement and Education Lead to implement consistent and streamlined approval processes.

Engagement and Education Lead

The Engagement and Education Lead is responsible for ensuring the B4.0CRC develops and disseminates consistent and high quality publications. The Engagement and Education Lead is also responsible for ensuring the B4.0CRC meets its legal obligations under the Commonwealth Agreement, including use of logos and acknowledgements,

The Engagement and Education Lead will liaise with the Research Director and Communications Manager to implement consistent and streamlined approval processes and will liaise with other communication team members and providers as required to perform associated tasks.

Program Lead or Project Lead

The Program Lead or Project Lead is responsible in the first instance for approving any publication arising from a B4.0CRC activity.

Communications Manager

The Communications Manager coordinates content quality control and use of branding guidelines, style guide, maintaining web content and related media communications such as launches and news releases, as well as maintaining the B4.0CRC Publications Register.

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Related documents

The following Group Participant Agreement (GPA) clauses:

- Acknowledgement of Support
- 15.11 – Student Involvement
- 21 – Publications
- 28.1d – Retirement or removal of Participants

The following Project Agreement (PA) clauses:

- 11.2b – Removal from Project
- 16.2 - Adoption of GPA Terms

B4.0CRC Logo Guidelines

The Commonwealth Funding Agreement, in particular Clauses 21 (Confidentiality and Privacy) and 22 (Protection of personal information)

Communications Policy

Privacy and Confidentiality Policy

Intellectual Property Policy

IP Management Framework

Commonwealth Government CRC Programme Branding Guidelines

Document control

Version	Date	Authors	Approved By	Review Date
1	20/10/2021	Susan Waterer	CRC Executive	28/10/2021
2	14/11/2022	Jenny Flynn		
3	28/08/2023	Jenny Flynn		

Figure 1

Publications Process (A. External Publications)

1. → 2. → 3. → 4. → 5. → 6.

If Yes (between 1 and 2)

If Yes (between 3 and 4)

If Yes (between 5 and 6)

1. Author/s submits Concept Proposal or Full Proposal (full draft) to Project or Program Lead for academic and public release review.

2. Author/s submit content via completed Request to Publish (RTP) form.

3. Communications Manager checks affiliations and acknowledgements. Within 7 days

4. Communications Manager notifies author of approval.

5. Author advises Communications Manager when content has been published, including all details, weblink and final copy.

6. Communications Manager updates status of publication and puts publication or link on the website. Within 7 days

Figure 2

Publications Process (Theses)

1. → 2. → 3. → 4. → 5. → 6. → 7. → 8.

Year 0
Start Candidacy

Years 1-3
Regular discussions between PhD Candidate, supervisors, CRC and Project Partners about scope of research and intended outcomes. Research Eduction Leader to log agreement (time, place, person).
Research Education Leader to log

End of Year 3
Candidate provides Project Partners with synopsis of thesis, flagging significant or sensitive issues, including: confidential matters, Project IP, embargo of publication, etc.

End of Year 3
Project Partners flag areas of potential concern with candidate and supervisory team.
4 weeks
Research Education Leader to log

Year 3-3.5
First draft of thesis sent to Project Partners for review, highlighting relevant areas or areas for potential concern. Thesis also circulated to Lead Researchers for comment.

Year 3.5
Project Partners to confirm agreement with thesis submission.
4 weeks
Research Education Leader to log

Year 3.5
Candidate sends thesis to Comms Manager for compliance check.
Comms Manager to log in Zoho.

Year 4
Candidate advises Comms Manager when thesis is accepted.
Comms Manager to log (Status: accepted)

Figure 3

Publications Process (B. Reports etc)

1. Author downloads appropriate template.

2. Author/s submits completed template to program lead & full project team (not including partners yet) for review/comment on content.

If Yes

3. Author/s submit content via completed RTP (Request to Publish) form.

4. Communications Manager notifies Project Milestone and Reporting Manager.
Within 2 days

5. Project Milestone and Reporting Manager reviews report for sensitive and high-risk content.
Within 7-14 days

6. Communications Manager liaises with author to address any issues.
Within 7 days

If Yes

7. Communications Manager checks design and branding.
Within 7 days

8. Communications Manager liaises with the Project Lead to obtain Industry Partner approval.
Within 7 days

9. Once Industry Partners have approved Communications Manager updates status of publication & puts publication on the website.

Figure 4

Publications Process (C. CRC Publications)

1.
Author/s submit content via completed Request to Publish (RTP) form.

2.
Communications Manager forwards content to Engagement and Education Lead for approval.
Within 2 days

3.
Engagement and Education Lead reviews the content.
Within 7 days

If Yes

4.
If publication has sensitive of high risk, forward to CEO for sign off. Within 7 days

If Yes

5.
Once approved submitted to Communications Manager for release.

If Yes

6.
Communications Manager fine edits the content and coordinates any design content.

If Yes

7.
Communications Manager notifies author of the publication status, and files final copies in CRC system.

8.
Communications Manager puts publication on the website & newsletter.
Within 7 days

Figure 5

Publications Process (C. Audiovisual)

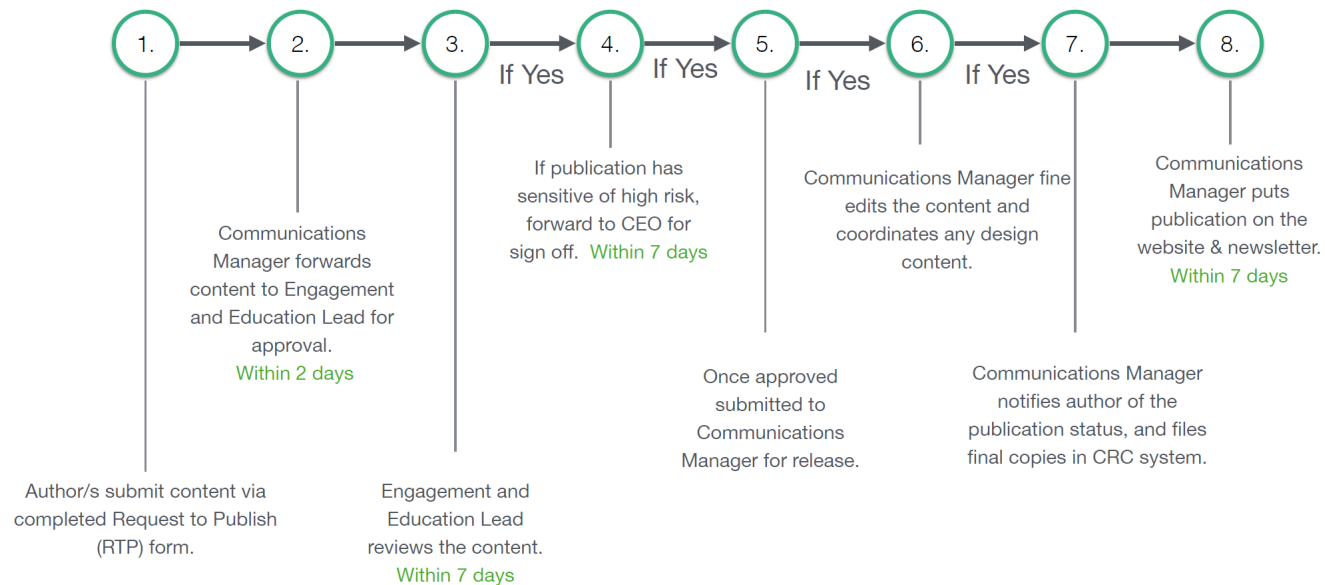1. → 2. → 3. — If Yes → 4. — If Yes → 5. — If Yes → 6.

2. Author/s submit content via a completed Request to Publish (RTP) form.

4. If required CEO to review content. Within 7 days

6. Communications Manager puts publication on the website & newsletter. Within 7 days

3. Communications Manager & Engagement Leader reviews content Within 2 days

5. Communications Manager notifies author of the publication status, and files final copies in CRC system.

1. Author/s seek permission from any person represented in the audio-visual material.