

Effective as from 1 January 2018

## **PUBLICATIONS POLICY**

### **1. GENERAL**

- 1.1 The name of the Legal Assistance Centre shall appear on the cover of all documents published by the Centre and the Centre shall have copyright of all its publications.
- 1.2 Draft publications shall be submitted to the management of the Centre for approval before such publications are submitted to the printers. The management is obliged to respond within a reasonable time to avoid delays in publication.

### **2. AUTHORSHIP OF RESEARCH REPORTS**

- 2.1 The name of the principal researcher / writer shall appear as the lead author on the cover of a research report. This person will ordinarily be the person who took the lead in:
- conceptualising the research
  - recruiting and training the field researchers
  - organising and supervising the data collection
  - analysing the data
  - writing and editing the report
- This person is expected to take full responsibility for the integrity and quality of the data and for the conclusions which are put forward in the report.
- 2.2 Other persons who played a significant role in data analysis or writing and editing the report shall also be credited as authors of the report, with their names appearing below the name of the principal researcher in order of the magnitude of their involvement, or if involvement in the project was on an equal basis, in alphabetical order.
- 2.3 Other persons who played a significant role in at least two of the components of the research listed in 2.1 may also be credited as authors of the report, with



their names appearing in alphabetical order below the names of the persons referred to in 2.1 and 2.2. The decision as to whether or not such persons will be credited as authors shall be in the discretion of the principal researcher, who should be guided by the principle that research is a collective effort and that junior researchers should be encouraged through acknowledgement as authors whenever this is justified.

### **3. AUTHORSHIP OF OTHER PUBLICATIONS**

- 3.1 Documents which have been drafted on behalf of the Centre to reflect the view of the organisation, such as policy documents and annual reports, shall credit the Centre as author. Individuals who have made a particularly significant contribution to such documents may be acknowledged within the document.
- 3.2 Educational materials which essentially present a law or any other complex document in accessible language shall credit the Centre as author and the individuals who worked on the document shall be acknowledged within the document.
- 3.3 More complex educational materials which involve more original work may credit the individuals who have taken primary responsibility for them as authors.

### **4. ACKNOWLEDGEMENTS**

- 4.1 People who have contributed to a publication in any important way but are not listed as authors, shall be acknowledged in the appropriate section of the publication. Acknowledgement should include persons and institutions such as funders, typists, lay-out designers, editors, librarians, and government officials or NGOs who assisted with the publication. Care should be taken not to omit anyone who has played a significant role in making the publication possible.
- 4.2 The principal researcher / writer of the publication shall be responsible for determining whom to acknowledge in the publication. The principal researcher/writer shall determine who to acknowledge where a publication has been prepared on behalf of the Centre.

### **5. COMMISSIONED WORK**



- 5.1 Ordinarily, the names of both the commissioning agency and the executing agency should appear as co-publishers of a commissioned work. Different arrangements may be negotiated on a case-by-case basis.
- 5.2 The question of who shall be credited as authors of a commissioned report shall be negotiated between the commissioning agency and the executing agency.

## **6. COPYRIGHT**

- 6.1 Copyright in publications authored for the Centre by persons employed by the Centre shall vest with the Centre.
- 6.2 Copyright in publications commissioned by the Centre shall rest with the Centre unless otherwise negotiated. It shall be permissible for the Centre to negotiate joint copyright in such circumstances.

## **7. INTERNATIONAL STANDARD BOOK NUMBER (ISBN) AND DATE**

- 7.1 These numbers are compulsory and may be requested in the library, alternatively at the National Library, Bibliographic Control.
- 7.2 Compulsory for bibliographic data is the date of the publication which is normally assigned together with the copyright.

