



Publications Policy

Version	3.1
Owner	Jon Smart
Classification	OPEN
Date	30/09/2023
Status	APPROVED
Reference	SAIL-POL-034
Note	UNCONTROLLED WHEN PRINTED

CONTENTS

1.	SAIL PROGRAMME PUBLICATIONS – OVERVIEW.....	3
1.1	Background	3
1.2	Purpose and Scope.....	3
2.	SAIL PROGRAMME PUBLICATIONS – POLICY.....	3
2.1	Researchers’ Obligations.....	3
2.2	Submission	4
3.	SAIL PROGRAMME PUBLICATIONS – ROLES AND RESPONSIBILITIES.....	4
4.	SAIL PROGRAMME PUBLICATIONS – COMPLIANCE.....	4
A.	DOCUMENT MANAGEMENT.....	4
A.1	AUTHORISATION.....	4
A.2	REFERENCES.....	4
A.3	DOCUMENT HISTORY.....	5

1. SAIL PROGRAMME PUBLICATIONS – OVERVIEW.

1.1 Background

Funded by Health and Care Research Wales, SAIL is based within the Medical School, Swansea University. SAIL's work is supported by active partnerships with NHS and Welsh Government information agencies. SAIL applies its expertise to a wide variety of research, designed to improve health and healthcare, working with research groups from across Wales and the UK.

SAIL anticipates that data generated by its work will be used by others, and that this will be through collaboration with researchers and service staff. To help us track the outputs and impact of research carried out using SAIL Databank data, SAIL's contribution must be acknowledged in all publications.

1.2 Purpose and Scope

This policy applies to all published research outputs created by researchers using data held in the SAIL Databank. It addresses all research outputs which have already been generated and are intended for publication or other form of dissemination.

2. SAIL PROGRAMME PUBLICATIONS – POLICY.

2.1 Researchers' Obligations

2.1.1 As part of their permissions of use authors who use data from the SAIL Databank in any presentations, reports or other publications must acknowledge SAIL using the following wording "*This study makes use of anonymised data held in the Secure Anonymised Information Linkage (SAIL) Databank. We would like to acknowledge all the data providers who make anonymised data available for research.*" and should cite the relevant primary SAIL publications:

- Jones KH, Ford DV, Jones C, Dsilva R, Thompson S, Brooks CJ, Heaven MI, Thayer DS, McNerney CL, Lyons RA. A case study of the Secure Anonymous Information Linkage (SAIL) Gateway: a privacy protecting remote access system for health related research and evaluation. *Journal of Biomedical Informatics: special issue on medical data privacy* 2014.
- Ford DV, Jones KH, Verplancke JP, Lyons RA, John G, Brown G, Brooks CJ, Thompson S, Bodger O, Couch T, Leake K. The SAIL Databank: building a national architecture for e-health research and evaluation. *BMC Health Services Research* 2009;9:157 <http://www.biomedcentral.com/1472-6963/9/157>
- Lyons RA, Jones KH, John G, Brooks CJ, Verplancke JP, Ford DV, Brown G, Leake K. The SAIL databank: linking multiple health and social care datasets. *BMC Medical Informatics and Decision Making* 2009; 9:3. <http://www.biomedcentral.com/1472-6947/9/3>
- Rodgers, S.E., Demmler J., Dsilva R., Lyons R. Health and Place. 28 Sept 2011, Protecting health data privacy while using residence-based environment and demographic data. *Health and Place* doi: 10.1016/j.healthplace.2011.09.006 <https://www.ncbi.nlm.nih.gov/pubmed/21996431>
- Rodgers SE, Lyons RA, Dsilva R, Jones KH, Brooks CJ, Ford DV, John G, Verplancke JP. Residential Anonymous Linking Fields (RALFs): a novel information infrastructure to study the interaction between the environment and individuals' health. *Journal of Public Health (Oxf)*. Dec 31 (4): 582-588, 2009.

2.1.2 Unless SAIL has participated in the preparation of the finished publication, it must be stated that the responsibility for the interpretation of the information we supplied is the authors' alone. SAIL staff involvement which meet international guidelines for authorship must be suitably included in outputs.

- 2.1.3** Users should note that SAIL bears no responsibility for the further analysis or interpretation of these data, over and above that published by SAIL.

2.2 Submission

- 2.2.1** Copies of publications (abstracts, papers and posters etc) using data from SAIL must be sent to SAIL on acceptance for publication. Publications should be submitted to SAILDatabank@swansea.ac.uk

3. SAIL PROGRAMME PUBLICATIONS – ROLES AND RESPONSIBILITIES.

ROLE	FUNCTIONAL RESPONSIBILITIES.
Document Owner	Responsible for the content of the policy and approving changes to content
Document Reviewer	Responsible for: i). Keeping document up to date ii). Raising issues within the document with the document owner iii). Approving changes to formatting of the document
Researchers	Responsible for: i). Referencing SAIL in all publications using the standard wording provided in this policy ii). Including the disclaimer in 2.1.2 in all publications iii). Providing copies of publications to SAIL on acceptance

4. SAIL PROGRAMME PUBLICATIONS – COMPLIANCE.

Any staff subject to this policy who fail to comply with the provisions as set out above shall be subject to appropriate management response. This may include disciplinary action in accordance with the Swansea University and Medical School Disciplinary Code and Procedures.

A. DOCUMENT MANAGEMENT.

A.1 AUTHORISATION.

NAME	TITLE
Jon Smart	Chief Operating Officer for SAIL Databank

A.2 REFERENCES.

DOCUMENT
<ul style="list-style-type: none"> Jones KH, Ford DV, Jones C, Dsilva R, Thompson S, Brooks CJ, Heaven MI, Thayer DS, McNerney CL, Lyons RA. A case study of the Secure Anonymous Information Linkage (SAIL) Gateway: a privacy protecting remote access system for health related research and evaluation. <i>Journal of Biomedical Informatics: special issue on medical data privacy</i> 2014. Ford DV, Jones KH, Verplancke JP, Lyons RA, John G, Brown G, Brooks CJ, Thompson S, Bodger O, Couch T, Leake K. The SAIL Databank: building a national architecture for e-health research and evaluation. <i>BMC Health Services Research</i> 2009;9:157 http://www.biomedcentral.com/1472-6963/9/157 Lyons RA, Jones KH, John G, Brooks CJ, Verplancke JP, Ford DV, Brown G, Leake K. The SAIL databank: linking multiple health and social care datasets. <i>BMC Medical Informatics and Decision Making</i> 2009; 9:3. http://www.biomedcentral.com/1472-6947/9/3

- **Rodgers, S.E., Demmler J., Dsilva R., Lyons R. Health and Place. 28 Sept 2011, Protecting health data privacy while using residence-based environment and demographic data. Health and Place doi: 10.1016/j.healthplace.2011.09.006 <https://www.ncbi.nlm.nih.gov/pubmed/21996431>**
- **Rodgers SE, Lyons RA, Dsilva R, Jones KH, Brooks CJ, Ford DV, John G, Verplancke JP. Residential Anonymous Linking Fields (RALFs): a novel information infrastructure to study the interaction between the environment and individuals' health. Journal of Public Health (Oxf). Dec 31 (4): 582-588, 2009.**

A.3 DOCUMENT HISTORY.

VERSION	DATE	AUTHOR	DESCRIPTION	APPROVED BY
2.0	26/01/2018	Cynthia McNerney		SAIL Management Board
3.0	17/05/2021	Reece Labrom	Updated as follows: i). Changed formatting for the document ii). Changed Document Owner	Julie Kennedy
3.1	30/09/2023	Reece Labrom	Annual review, updated version number with no changes or corrections raised	Jon Smart