

Publications Approval Procedure

SAAFE CRC Reports, Scientific Publications, Theses, Presentations and other publications

- **Purpose**

This procedure outlines the steps required for the preparation, review, approval, and dissemination of Publishable Material as defined under the SAAFE under the SAAFE Publication Policy [1]. It ensures compliance with SAAFE CRC's governance, branding, and ethical standards while facilitating the approval of effectively communicated research outputs.

This publication contains guidelines for obtaining approval for the publication for the publication of reports, scientific publications, theses presentations and other publications from SAAFE CRC funded research.

To obtain required publication approvals visit the [SAAFE CRC Publication Approval Form](#).
An example completed form [2] can be viewed below for your assistance.

Authors must allow 30 days for approval of all publication types, unless otherwise approved in writing.

- **Types of publications**

- a. **Final Project Reports & Interim Technical reports**

Interim Technical reports (Milestone reports) are prepared as required in relation to Project Milestones, or on an *ad hoc* basis.

These reports may be confidential to the CRC and Project Partners, so may contain information that would not be released in public publications. Identification of who will have access to these reports will be listed in the Project Agreement, and Project Development Form under "Knowledge Transfer and Communication" (where applicable).

Note that in some cases confidential data provided by companies to CRC projects cannot be circulated even internally within CRC technical reports and only derived results may be circulated.

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An example completed form [2] can be viewed below for your assistance.

Authors must allow 30 days for approval. Until such time as approval is granted, publication of information and/or materials (including sharing of unpublished information via social media) is not permitted.

- b. **Scientific Publications (including Conference Abstracts)**

Scientific Publications refer to the reporting of SAAFE CRC projects in scientific journals and conference proceedings (including conference abstracts). The format of such must follow that required by the journal. This category of publication will have circulation outside of the CRC and there are requirements that must be met in terms of seeking approval to publish, notably regarding IP, confidentiality, the use of logos and acknowledgement. These requirements are summarised in the Publication Policy [1].

In the case of conference abstracts, approval also covers the conference presentation on the basis that any IP or data intended for presented is clearly identified so that approvers can ensure that no potentially commercially valuable IP or confidential data are inappropriately divulged in a public forum.

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Authors must allow 30 days for approval. Until such time as approval is granted, publication of information and/or materials (including sharing of unpublished information via social media) is not permitted.

c. PhD Theses

PhD Theses – see also SAAFE CRC Scholars Handbook [3] regarding SAAFE's expectations for the format of the PhD (with the inclusion of submitted and/or published research articles, which are also subject to approval under the SAAFE Publication Policy), SAAFE's expectations for the format of the PhD (with the inclusion of submitted and/or published research articles, which are also subject to approval under the SAAFE Publication Policy), submission of PhD theses and making such publicly available.

A PhD thesis may be submitted for examination in accordance with the normal procedures of the University at which the student is enrolled, provided that the:

- **Attachments:**
-
- **Related documents include:**

- [1] MWF-4-6-Publication Policy
- [2] Appendix A – Example of completed Publication Approval Form
- [3] SAAFE Scholars Handbook

- **_has been completed and approved, and**
- SAAFE CRC is provided with a copy of the final thesis.

To obtain required publication approvals visit the [SAAFE CRC Publication Approval Form](#).
An example completed form [5] can be viewed below for your assistance.

Authors must allow 30 days for approval. Until such time as approval is granted, publication of information and/or materials (including sharing of unpublished information via social media) is not permitted.

d. Presentations

This category includes presentations to external audiences. External presentations are often produced close to the deadline for presentation and present perhaps the greatest risk of inappropriate public exposure of commercially sensitive IP or data provided confidentially. SAAFE CRC particularly requests all its researchers consider this risk when preparing external presentations.

Note that in some cases confidential data provided by companies to CRC projects cannot be circulated even internally within CRC presentations and results being shared have been approved by partner / data owner. If companies have provided confidential data, please check the provisions of such. Understanding that presentations are often finalised close to the presentation deadline, SAAFE CRC can confirm that it is not critical that presentations be in their final format, but it is vital that any IP or data being presented be clear so that approvers can ensure that no potentially commercially valuable IP or confidential data are inappropriately divulged in a public forum.

For presentations given outside of SAAFE CRC (i.e. to audiences that include non-CRC Partners and Affiliates), there are requirements that must be met in terms of seeking approval to present, notably regarding IP, confidentiality, the use of logos, and acknowledgement. These requirements will be listed in the Project Agreement, and Project Development Form under “Knowledge Transfer and Communication” (where applicable).

Recognising that final presentation slides may be not be completed until very close to the intended presentation date, authors are still required to submit a request for publication as early as possible. This can include the submitted abstract in addition to other information about the intended audience, IP and data considerations etc, as requested in the publication approval form, to assist with timely approvals.

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An example completed form [5] can be viewed below for your assistance.

Authors must allow 30 days for approval. Until such time as approval is granted, publication of information and/or materials (including sharing of unpublished information via social media) is not permitted.

a. Other Publications

Other publications include articles for trade press, fact sheets, podcasts and verbally published material, items on web pages, advertising material, brochures / flyers, social media posts, and any material other than journal publications that are in the public domain.

The format of such will generally be prescribed by the publication outlet or developed in collaboration with SAAFE CRC’s Communications Team (e.g. in the case of fact sheets).

This category of publication will have circulation outside of the CRC and the requirements must be met in terms of seeking approval to publish, notably regarding IP, confidentiality, the use of logos and acknowledgement.

In the case of social media posts, SAAFE approval is not required where the post is intended to share information previously approved via this or another SAAFE procedure (i.e. publication of a SAAFE-approved journal article, conference presentation following SAAFE approval of the abstract, promotion of a PhD project with a SAAFE-funded top up scholarship).

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An example completed form [5] can be viewed below for your assistance.

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• Guidance on Author Contribution Thresholds.

To qualify as a listed author, contribution should include two or more of the following:

- Conception and design of the project or output
- Acquisition of research data requiring significant intellectual input
- Contribution of knowledge, including Indigenous knowledge
- Analysis or interpretation of research data
- Drafting or revising the research output

SAAFE Ltd staff, partners, and researchers who contribute significantly to the conception, management, analysis, writing, or dissemination of research-related publications should be appropriately acknowledged as authors or contributors in accordance with the above.

Contributions that do not meet authorship thresholds must be acknowledged, where appropriate, with the contributor's consent. This includes technical assistance, data provision, administrative support, or editorial input.

• Use of AI-Assisted Tools in the Preparation of Publishable Material

Where Artificial Intelligence (AI) tools have been used in the preparation of publishable material arising from CRC SAAFE research activities, the following requirements¹ apply:

- the use of AI must be disclosed in SAAFE CRC Publication Approval form.
- The disclosure should specify which tool(s) and how, when and to what extent it was used.
- AI tools cannot be named as an author.

Authors remain responsible for the accuracy of information contained within the proposed publication, including the verification of anything provided by a AI tool to assist with it's preparation.

• Form of Acknowledgement of SAAFE CRC in Reports, Publications & Theses

Publications should include SAAFE CRC and institutional affiliations in the address block of authors and acknowledge SAAFE CRC and the CRC Program in the acknowledgement as follows. If such are unacceptable to the Journal, please contact the Research Director to approve variation.

Address Block

Preferably: "Solving Antimicrobial Resistance in Agribusiness, Food and Environments
Cooperative Research Centre, PO Box 66, Pooraka, SA, 5095"

¹ Requirements based on APA Policy on the use of generative AI in scholarly materials
<https://www.apa.org/pubs/journals/resources/publishing-policies>

Or: “SAAFE CRC, PO Box 66, Pooraka, SA, 5095”

Acknowledgements

“This work has been supported by the Solving Antimicrobial Resistance in Agribusiness, Food, and Environments Cooperative Research Centre whose activities are funded by the Australian Government’s Cooperative Research Centre Programme. This is SAAFE CRC Publication P***_PB***”

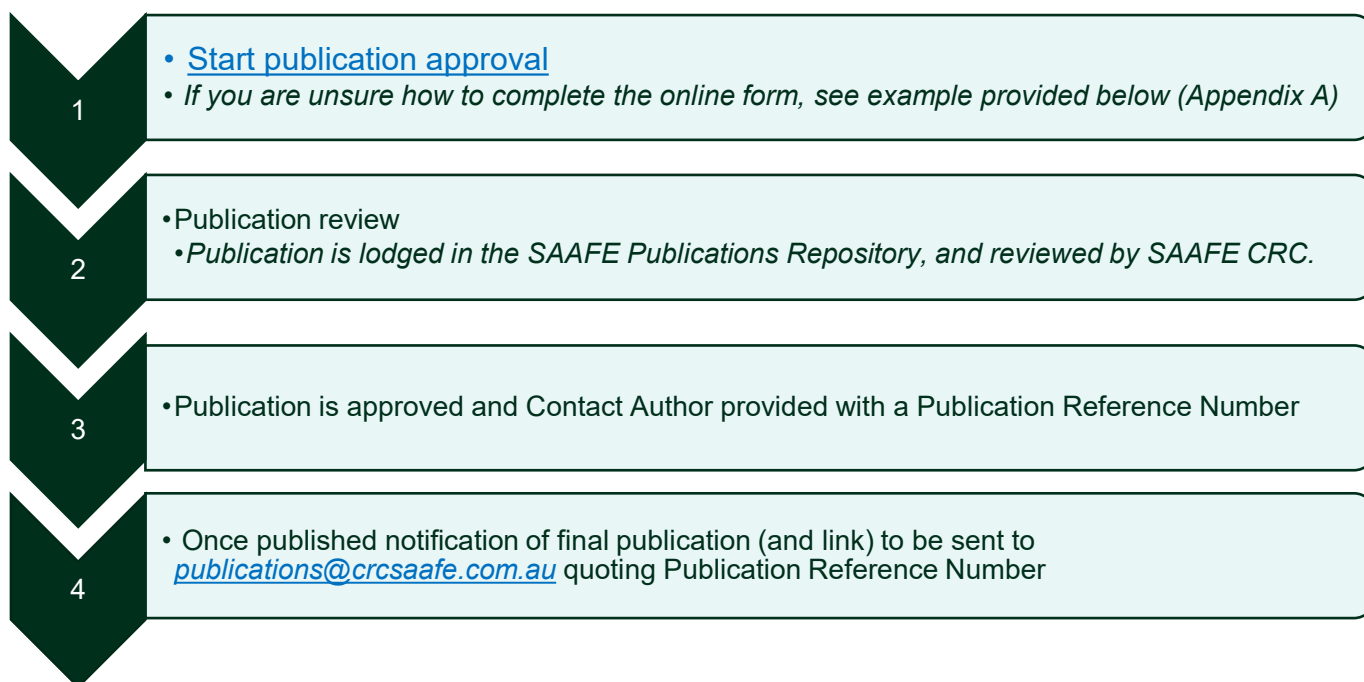
SAAFE CRC Publication / Presentation Reference Number

A Publication / Presentation reference number will be assigned upon approval.

• SAAFE brand guidelines

In addition to requirements for written forms of acknowledgement, SAAFE has guidelines designed to support the consistent and correct use of the SAAFE logo, preferred colour palettes and recommendations for image selection for use in publications. PowerPoint, report and other templates are also available to assist in preparation of publications and presentations. Please contact comms@crsaafe.com.au for more information

• Step by step



• Attachments:

Related documents include:

- [4] [MWF-4-6-Publication Policy](#)
- [5] Appendix A – Example of completed Publication Approval Form
- [6] SAAFE Scholars Handbook

A. Appendix A – Example of completed Publication Approval Form

Authors Names and Research Institutions:	<i>Prof. Joe Bloggs, Northbridge University (Project Lead)</i> <i>Fred Student, Northbridge University (Contact Author)</i> <i>Dr. Sarah McInnes, Halewick Institute of Technology</i>
Email of Contact Author:	<i>Fred.Student@northbridge.edu.au</i>
Statement of Author Contribution: <i>(Please describe each author's contribution to the publication. Contribution should include two or more of the following:</i> <ul style="list-style-type: none"> <i>Conception and design of the project or output</i> <i>Acquisition of research data requiring significant intellectual input</i> <i>Contribution of knowledge, including Indigenous knowledge</i> <i>Analysis or interpretation of research data</i> <i>Drafting or revising the research output)</i> 	<ul style="list-style-type: none"> Prof. Joe Bloggs (Northbridge University): <i>Conceived and supervised the research project; contributed to study design and critical revision of the manuscript.</i> Fred Student (Northbridge University): <i>Conducted the experiments, performed data analysis, and drafted the initial manuscript.</i> Dr. Sarah McInnes (Halewick Institute of Technology): <i>Provided methodological expertise, assisted in data interpretation, and contributed to manuscript editing.</i> <p><i>All authors have reviewed and approved the final manuscript and agree to be accountable for all aspects of the work.</i></p>
Have all authors listed reviewed and approved the publication?	<i>Yes</i>
Have all non-author contributors provided their consent for acknowledgement?	<i>Yes</i>
Have AI tools been used in the preparation of the publication?	<i>Yes: Machine learning used in the tool development. ChatGPT was used to improve grammar and overall readability of the publication.</i>
SAAFE CRC Project (or PhD) to which the Publication / Presentation relates:	<i>S005s Project Title: GENARES: Genomic Epidemiology of Novel Antimicrobial Resistance in Environmental and Clinical Settings</i>
Publication / presentation title:	<i>Comparative Metagenomic Analysis of Soil and Hospital Wastewater Reveals Shared Reservoirs of Novel Resistance Genes</i>
Type of Publication / Presentation (indicate type, referring to explanatory notes if necessary):	<input type="checkbox"/> <i>Final Report</i> <input type="checkbox"/> <i>Interim Technical Report</i> <input checked="" type="checkbox"/> <i>Scientific Publication (incl conference abstract)</i> <input type="checkbox"/> <i>PhD Thesis</i> <input type="checkbox"/> <i>External Presentation</i> <input type="checkbox"/> <i>Other</i> <i>If "Other" please describe</i>
Is the Publication / Presentation in the Correct Format for its Type?	<i>Yes</i>
Intended Destination of Publication / Presentation:	<i>Journal of Integrated Pathogen Genomics and Resistance (JIPGR)</i>
Submission Deadline or Presentation/Publication Date:	<i>20/08/2027</i>
Describe Any Potentially Commercially Valuable IP Included:	<i>None</i>
If Any Potentially Commercially Valuable IP is Included, Has it	<i>N/A</i>

Been Previously Revealed or Protected (e.g. via patent):	
Is any Confidential Information Included (consider confidential data or background IP provided for the research):	<p>Yes - Soil samples used in this study were provided by the National Environmental Protection Authority (NEPA) under the Soil Biorepository Access Scheme (SBAS-21/104). These samples were collected from sites classified as "mixed-use transitional zones" near agricultural runoff regions and urban wastewater treatment peripheries, as part of NEPA's Resistome Surveillance Program (RSP). The dataset includes:</p> <ul style="list-style-type: none"> • Site metadata (GPS coordinates, land use classification, collection date) • Soil physiochemical profiles (pH, moisture content, organic matter levels) • Baseline microbial community sequencing data (16S rRNA and selected AMR gene panels) • Contaminant residue reports (presence of common antibiotics, pesticides, and heavy metals)
Has the end-user (provider of data) approved this submission?	Approval for the use of these data in the current study was granted by Dr. Elira Vance , Senior Microbial Ecologist and Data Custodian at NEPA.
Have all necessary approvals (ethics, safety, legal, regulatory etc) been obtained for the research activities described in this publication?	
Is SAAFE CRC Appropriately Acknowledged in the Address Block and Acknowledgements:	Yes
Indigenous knowledge attribution:	<i>This study did not draw on Indigenous knowledge, cultural practices, or data. However, several soil sample sites were located on or adjacent to lands traditionally owned by the Wirrinyi People. The research team confirms that no traditional ecological knowledge or culturally sensitive data was accessed or used without consultation or consent. While no such knowledge was required for this study, the team recognises its value and remains committed to ethical engagement with Indigenous communities in future environmental and genomic research.</i>
SUBMIT By clicking the submit button, you are confirming the appropriate completion of this form in accordance with the required policy and guidance.	<u>SUBMIT</u>

B. Appendix C – Interim Technical / Final Report Template (in development)

C. Appendix D – Presentation Template (in development)

D. Appendix E – Fact Sheet Template (in development)