



AAPP Publications

This document provides an overview of publication processes relating to AAPP activities.

All publication outputs (journal articles, books, book chapters, conference abstracts, media releases, position papers, technical reports, etc) are important for the researcher's career, the longevity of the AAPP funding, and Australia's contribution to Antarctic and Southern Ocean research.

INTERNAL REVIEW PRIOR TO SUBMISSION

The publication outputs should comply with UTAS research policies and be broadly relevant to the AAPP research and research objectives. Publications must be sent to relevant Project leaders for their interest and acknowledgement prior to final submission approved by the AAPP Program Leader.

Note that acceptance of a conference abstract does not automatically entitle an AAPP staff member to attend the conference (see AAPP travel/conference attendance approval process).

AUTHOR AFFILIATION

Correct author affiliation on publications is important for the researcher, the AAPP, the University of Tasmania and our research partners. In particular it makes tracking of citations of AAPP publications and the assessment of the impact of our research easier.

AAPP affiliation should be used for all publications produced as a result of AAPP funding which includes collaborative works in which AAPP-funded researchers, equipment or infrastructure were utilised.

Correct author affiliation is essential if publication output is to be accurately recorded and reported, with examples of correct affiliation shown below.

If you would like to include dual names for Hobart, please indicate this with the journal, ie. nipaluna / Hobart. Below examples include this.

If you are an IMAS staff member funded through the AAPP, your affiliation and address should be shown as:

Smith, J.^a

^a Australian Antarctic Program Partnership, Institute for Marine and Antarctic Studies, University of Tasmania, nipaluna / Hobart, Tasmania

Approved by	Program Leader, AAPP
Date effective	April 2020
Revised	Oct 2025

If you are employed through an AAPP partner organisation (such as the AAD) you should list your affiliations separately, as follows:

Smith, J. ^{a,b}

^a Australian Antarctic Division, Channel Highway, Kingston, Tasmania 7050

^b Australian Antarctic Program Partnership, Institute for Marine and Antarctic Studies, University of Tasmania, nipaluna / Hobart, Tasmania

ACKNOWLEDGEMENT

All publications, promotional, and advertising materials resulting from AAPP work must state the following acknowledgement:

This project received grant funding from the Australian Government as part of the Antarctic Science Collaboration Initiative program. This work contributes to delivering the Australian Antarctic Science Decadal Strategy.

This recommendation is in addition to acknowledgement requirements for funding, infrastructure and logistics support from national and international organisations. More specifically, please do make sure you acknowledge IMOS in your presentations and publications if you are using their resources (e.g., floats, moorings and data).

OPEN ACCESS

As per the University of Tasmania's Research Policy, research outputs should be developed in accordance with national and international standards and, wherever possible, share research outputs as openly for free dissemination to support knowledge creation and increase the value, influence, and impact of the research to end-users of research in local, national, and global communities.

In accordance with the UTAS Research Policy, AAPP research outputs should be shared openly for free dissemination. It does not necessitate publishing in Open Access journals.

GRANT NUMBER

If you are required to enter a grant number, please use: ASCI000002.

PUBLICATION COSTS

Publication costs are sometimes charged to authors in order to publish an article in an academic journal. This fee is generally paid by the first author's organisation. There is a central budget to contribute to these costs, however, organisations of all authors should each reasonably contribute to the cost which should be sought prior to approaching AAPP.

Payment of publication fees must be authorised by the Program Leader. Payment can be arranged through the AAPP Office on receipt of an invoice.

Tips for publishing AAPP research without being charged high page charges:

1. Check UTAS' [Coalition of Australian University Librarians' Read and Publish Agreements](#). These are journals that do not have page charges and other agreements for journal publication. UTAS: <https://utas.libguides.com/ReadandPublish>

2. Some journals have fee waivers for early career researchers – check out the journal website.
3. Co-contribution from the authors' organisations.

PUBLICATION MEDIA

Promoting research outputs via the media is strongly encouraged. Any media release must be prepared in conjunction with the AAPP Communications and Impacts Officer. Media releases must be provided to the AAPP Program Leader for endorsement.

PUBLICATION COLLECTION AND REPORTING

All publications produced as a result of AAPP funding are to be entered into the [online tool Cle\(v\)er](#). This includes collaborative works in which AAPP-funded researchers, equipment, or infrastructure were utilised.

Aside from AAPP reporting requirements, the University of Tasmania requires all research outputs to be uploaded to the University's Web Access Research Portal (WARP). For more information, visit [here](#) and/or see below.

IMAS staff and University Associates

The Web Access Research Portal

(https://rmdb.research.utas.edu.au/public/rmdb/q/warp_home) is the portal through which publications are recorded in the University of Tasmania system. Once submitted, the Research Outputs Officer will be notified and the record will be completed by them through the Publications Entry System (PES). Once completed, the publication will be available on WARP and eCite. Instructions on how to upload publications to WARP are located in Appendix 1.

Academics are encouraged to upload their publications from previous roles.

AAPP in-kind staff (non-University Associates)

In-kind staff only need to take the simple step of emailing their publication (final published PDF is suitable) to the IMAS Research Outputs Officer together with the WARP Publications Update template (Appendix 2). It is important to provide the research and funding codes (all hyperlinked) on this template.

Appendix 1 – WARP Upload Instructions

It is important to keep your publications updated throughout the year, as these are used for career conversations with your line manager(s), assessment of grant applications, career promotion applications, etc. The publications are also used by the University in the Australia Research Council's Excellence in Research for Australia (ERA) reporting, and reporting within the University (IMAS, College, etc) and also for reporting to the AAPP funding agency – the Department of Industry, Innovation and Science. As you are best suited to provide the required research codes for your work, uploading publications to WARP is your responsibility. The process is streamlined, so authors are not required to enter bibliographic information such as title, authors and journal. As such, it should only take a couple of minutes per publication:

1. Go to the [WARP home page](#) and click on the red 'UTAS Staff Access' button.
2. Click 'Individual Access'. You may be asked to log in – use your usual UTAS logon (email, password).
3. Click on 'Publications'.
4. Check to see if a co-author has already uploaded your publication first by clicking on 'All publications' under Publication Reports.
5. If not already listed, click 'Upload Publication (RODA)' under Publication Management.
6. Fill in the blanks from the drop-down menus, upload the publication (RODA), and click submit.
7. You will then be taken to a verification page. If you are submitting a journal article, you are not required to submit any verification. For books, book chapters and peer-reviewed conferences, etc., please see the requirements on the upload page, and attach any useful evidence.

This record will be sent automatically to your Research Outputs Officer, who will complete the metadata. When finished, you will receive an automated reply and the publication will be shown on your WARP page.

Click [here](#) for more detailed instructions.

Appendix 2 – WARP Publications Update template for in-kind staff

Records for: [NAME]

Publication Citation	<u>Theme Area</u>	<u>FOR Code</u> (6 digits)	<u>SEO Code</u> (6 digits)	<u>Type of Activity</u>	<u>Funding Code</u> (one only)

Funding Code	Meaning
A	Not Funded Externally
Q	ARC Competitive Granting Schemes
R	NHMRC Competitive Granting Schemes
S	Other Commonwealth National Competitive Granting Schemes
S1	Other National Competitive Granting Schemes
T	Commonwealth Non-Competitive Funding (Contracts, Consultancies)
U	Tasmanian State Government Funding
V	Other State Government Funding
V1	Local Government Funding
W	Australian Business and Industry
X	Australian Foundations and Trusts
Y	Overseas Based-Agencies, Governments and Industry
Z	Other – Private Bequests and Donations

Themes Area

Community, Place and Change
Environment
Frontier Technologies
Population and Health

Sustainable Primary Production
Antarctic and Marine Studies

Type of Activity (TOA)

Pure Basic Research (PB)
Strategic Basic Research (SB)
Applied Research (AR)

Experimental Development (ED)