

Incorporating a Postgraduate Researcher's Published Work in Theses: Guidance for Postgraduate Researchers and Staff at the University of Huddersfield

Contents

1. Introduction.....	1
2. Issues with reproducing your own published material.....	2
3. Key principles relating to incorporating your own published material	2
4. Resources.....	3

1. Introduction

- 1.1 Postgraduate researchers (PGRs) are often encouraged to publish from their research during their candidature. It is recognised this is increasingly important for PGRs, adds value to the student experience and enhances career prospects.
- 1.2 This guidance has been prepared to support PGRs and supervisors on how to declare published material within the thesis.
- 1.3 This guidance should not be used for those registered on a PhD by Publication.
- 1.4 Incorporating published material includes sole or co-authored work, which is published, in press or submitted for publication, this has been referred to as published material throughout.
- 1.5 Published material can include publications in another form (e.g. journal article, book chapter, monograph, website, creative output such as a composition) and can include creative work (e.g. music composition), technical work (e.g. software), or other practice-based research relevant to an alternative-format thesis.
- 1.6 There are differences between what is co-authored and what is co-written work. Co-authored work is when any other person has made a significant contribution to the published material, for example the research or the results. Co-written work is when the written content is not entirely that of the PGRs and content has been written by others.
- 1.7 It is important that PGRs learn how to properly attribute and acknowledge work, including their own published material. If written work is not correctly cited or if there is a violation of copyright, this can constitute research misconduct and may be subject to penalties as outlined in the regulations - [PGR research conduct](#).

- 1.8 The preparation and incorporation of publications, should not prevent the submission of thesis within the maximum time allowed for the degree.

2. Issues with reproducing your own published material

- 2.1 There are many contradicting definitions and thoughts on whether someone's own work can actually be plagiarised. Because of this, it is not surprising that the area is often misunderstood and difficult to navigate. In addition, there can be different expectations depending on the discipline and this can lead to further misinterpretation.
- 2.2 The University takes the view that PGRs can incorporate materials from publications that have arisen from their postgraduate study within the final thesis, as long as their published material, which is reproduced, has been fully acknowledged.
- 2.3 Inclusion of material from a co-authored and co-written paper, could constitute plagiarism if presented in the thesis as the PGR's own work (please see point 3.2 for further clarification).
- 2.4 If there are passages of text that are substantively the same as in the final thesis, this must be written by the PGR and not by the co-authors.
- 2.5 The PGR should clearly show which parts of any co-authored publications are their own written work, and which are the work of others or are a collaborative effort.
- 2.6 In some disciplines (for example, the sciences and engineering), it may be acceptable to reproduce short phrases that PGRs have used in their published material. For example, standard technical terminology, mathematical definitions or precise explanations of methodology where rewording would change the meaning. Although a citation may not be required next to every phrase, it is still good practice to reference the published material in the relevant section(s).
- 2.7 The doctoral thesis may extend earlier master's research. This is normally allowed, as long as the PhD research is a significant body of original research that greatly extends the master's study and appropriately cites any previous findings from that earlier work.

3. Key principles relating to incorporating your own published material

- 3.1 At the start of the thesis, there must be a list of any publications arising from the work and a statement of the contribution to each paper listed. Where the work has already been published and is citable, the published material must be clearly referenced, throughout the thesis. It may not be appropriate to use

standard means of citing previous work (e.g., it would seem odd to place quotation marks around two pages of writing, or to repeatedly cite the same prior publication throughout a lengthy section). In this case, a footnote could be added to indicate that a section has previously been published, with the author and date, so that this can be tracked to the list of publications at the beginning. Alternatively, this information could be provided at the beginning of a chapter or section, or at the front of the thesis if this is clearer.

- 3.2 Work which is co-authored should be treated very carefully and should not be included if it is not clearly the PGR's own written work at least in part. In some disciplines it is common practice for supervisors to be co-authors, even if they contributed only to the development of ideas about research design, and feedback on the writing. If the PGR took the lead in writing a section, it may be acceptable for this to be included in the thesis. The principle to follow is that material from co-authored publications can be considered the PGR's own work if input from others has been limited to the kind of guidance and feedback that would normally be expected from supervisors. For a useful guide please refer to our [Proof reading policy](#). The sections of co-authored publications which can be considered the PGR's own work should be clearly indicated alongside the list of publications at the beginning of the thesis.
- 3.3 It would be expected that the inclusion of publications in the thesis formed part of a coherent and integrated body of work rather than a separate component, be considerably expanded and provide additional contextualisation compared to a concise publication. The relevant chapter should start with an appropriate introduction to attribute the published work and may need extensions to the methods, discussion and results sections.
- 3.4 PGRs will usually be required to sign a copyright statement when they publish a paper in a journal. They should ensure they do not to infringe copyright when the same work is used in the submitted thesis.

4. Resources

- 4.1 For further clarification, PGRs should initially contact their supervisor. Additional advice is available from the School Director of Graduate Education or the Researcher Environment team.
- 4.2 You can also contact your subject librarian by emailing library@hud.ac.uk and request a 1-1 appointment.
- 3.1 PGRs can upload a copy of their thesis to the draft TurnItIn area which can support them to identify where the work should be referenced or has been poorly paraphrased. The draft TurnItIn area can be found on their School BrightSpace area and their supervisor can advise how to find this.

- 3.2 Explore our BrightSpace, [Researcher Environment module](#), in particular the [Research Ethics, Integrity, and Plagiarism content](#). This has quite a few links to different sources for guidance, some internal some external about research integrity and plagiarism in general and includes guidance for using [TurnItIn](#).
- 3.3 Explore [SkillsForge](#) to find available courses, in particular our Referencing and Citing APA 7th Style and Thesis Submission Briefing sessions.
- 3.4 Please see our guidance - [Authorship and postgraduate researchers](#), for support on decisions about authorship.
- 3.5 More information on our research conduct regulations and procedures is available on our webpage – [PGR Research Conduct](#).