

## Instructions to Authors

Concept proposals for articles are to be sent directly to the Editors-in-Chief at [RDRjournal@nordp.org](mailto:RDRjournal@nordp.org). All submissions to *Research Development Review: The NORDP Journal* must follow the guidelines below appropriate for the article type and must be submitted through the InfoReady portal.

### I. General Information

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*Research Development Review: The NORDP Journal* (hereafter, *Research Development Review* or *Journal*) is the scholarly journal for the National Organization of Research Development Professionals. The *Journal* publishes on a wide range of topics intended to advance the global capacity for and impact of research development. We are also open to considering analyses of research development by scholars in other fields (history, sociology/anthropology, science of science, team science, science policy, etc.) about the field and its place within the research enterprise.

Authors need not be members of NORDP to submit works to the *Journal*. *Research Development Review* welcomes original contributions – including empirical, theoretical, conceptual, descriptive, definitional, or evaluative studies. *Research Development Review* does not accept submissions that:

- Endorse, or appear to endorse, commercial or political products, programs, or organizations;
- Were previously published elsewhere; or
- Are already under consideration by, or in preparation for publication in or by, any other journal, website, publisher, or organization.

Analyses of political programs, legislative decisions or actions, or similar topics that are relevant to the field of research development (such as funding of research programs, prioritizing research areas, etc.) are allowable, however.

Types of submission to *Research Development Review* are outlined more fully below in Section II. Briefly, we are interested in position papers, research reports and findings, concept papers, case reports, commentaries, letters to the editor, news and views articles, and other formats. If you are not certain whether or not your topic is appropriate, you may contact the Editors-in-Chief at [RDRjournal@nordp.org](mailto:RDRjournal@nordp.org) for a discussion.

Topics of interest include, but are not limited to:

- **Collaboration and Team Building:** Research Development professionals are often tasked with fostering collaboration, and building and supporting teams in different contexts – e.g., ideation, proposal development, cross-sector networking, etc. Submissions discussing the nature and effectiveness of the skills and processes brought to bear on these collaboration building activities are welcome.
- **Distinction from Research Administration:** How do Research Development activities differ from Research Administration activities, what is the value add of Research Development activities, and how are they measured? What does it mean to engage in ‘strategic activities’ in the context of Research Development?
- **Diversity, Equity, and Inclusion:** We are interested in understanding how diversity, equity, and inclusion are reflected in the Research Development community as that community forms a part of the wider research enterprise, and also as a distinct micro-environment

within it. Some examples could include administrative structures and operations that impact inclusion, salary differentials, power issues, and opportunities for advancement.

- **Effectiveness of Training, Facilitating, Mentoring, Coaching, and Consulting:** Research Development professionals provide training, mentoring, coaching locally within institutions and nationally in conference and webinar settings. We also facilitate team-building, meetings, and connections between investigators and resources or collaborators, and provide consulting services: but we have no uniform measures (studies, metrics, or standards) for assessing effectiveness of these measures. We are interested in submissions that help us to develop our understanding of the effectiveness of these measures and how effectiveness should be measured.
- **Intramural Funding Management:** We are interested in submissions about the nature and effectiveness of practices related to effective competitions. What makes an intramural grant mechanism impactful? How is return-on-investment measured?
- **Limited Submission Processes:** Some Research Development professionals manage competitions to identify candidates for limited submission funding opportunities. We are interested in submissions on the nature and effectiveness of practices related to limited submission processes.
- **Pipeline:** We want to understand where Research Development professionals come from. We are particularly interested in submissions that explore this pipeline, including recruitment strategies, the level and types of training, required, prior experience needed, experience outside of the academy, etc. We are also interested in submissions about characteristics of effective training programs for new Research Development professionals.
- **Quality Assessment:** How is Research Development quality measured and assessed? Submissions in this area could include either (a) specific assessment of Research Development activities designed to develop appropriate categories, methods, and metrics, or surveys or (b) reviews intended to understand the range and types of existing quality assessment efforts in Research Development.
- **Resubmission Assistance:** Many Research Development professionals provide assistance with resubmission of declined proposals. We are interested in submissions related to the nature and effectiveness of resubmission assistance.

Authors may present differing or alternative views on current issues and debates, and pose relevant conclusions based on their views. However, the Journal does not accept submissions that overtly advocate for political or commercial entities. The Editors-in-Chief will make final decisions in consultation with the Editorial Board members.

Authors are responsible for understanding and following these Instructions. Submissions that do not comply with these Instructions will be returned to their corresponding author for revision in accordance with these Instructions. Authors should pay particular attention to the following guidelines and requirements:

- Duplicate submissions and submission of materials already accepted by another publisher (Section I, above, and Section III, below);
- Authorship criteria and guidelines (Section III, below);

- Conflicts of interest (Section IV, below); and
- Inclusion of copyrighted, confidential, and/or proprietary information in submissions (Section III.A, below).

## II. Manuscript Categories

*Research Development Review* encourages authors to submit works of likely interest or relevance to research development professionals and/or the profession of research development – including studies of research development and/or research development professionals by scholars and researchers from outside the profession. The following manuscript types are intended merely as examples of the kinds of contributions the Journal is interested in publishing. Authors may explore various categories and possibilities with the Editor responsible for final decisions in this area.

Abstracts are required for all submissions except Commentaries, Letters to the Editor, and news items. Abstracts should be no longer than 250 words. Commentaries, Letters to the Editor, news items, and statistical reports should normally be no longer than three pages in length. Other submissions should normally be no longer than 10 pages. Exceptions to these rules will be made on a case-by-case basis by the Editors.

Article Type	Abstract	Main Text
Original Research Article	250 Max	7-10 Pages
Case Report	250 Max	7-10 Pages
Technical Report	250 Max	7-10 Pages
Review Article	250 Max	7-10 Pages
Narrative Literature Review	250 Max	7-10 Pages
Theoretical/Conceptual Article	250 Max	7-10 Pages
Commentaries	None	1-3 Pages
Letters to the Editor	None	1-3 Pages
Research Development Review News	None	1-3 Pages
At-A-Glance Statistical Report Views	250 Max	1-3 Pages

### A. *Original Research Article*

**Original Research Articles** are substantial studies involving novel research grounded in appropriate literatures and using techniques or approaches relevant to the article topic.

### B. *Case and Technical Reports*

**Case Reports** contextualize or report on real-life encounters, encompassing challenges or shifts within an organization. They make substantial contributions to the current knowledge in the field of research development or highlight less-conventional outcomes. The aim of Case Reports is to alert research development professionals to potential specific occurrences. These reports must encompass a defined issue or research query, observed behaviors, and the author(s)' insights during the event.

**Technical Reports** present complex technical insights in a straightforward and easily comprehensible structure. A Technical Report outlines the intricacies, advancements, or outcomes of technical or scientific research, along with addressing the current state of pertinent research issues. It may also incorporate recommendations and insights drawn from a research endeavor.

### C. *Literature Reviews and Theoretical/Conceptual Articles*

**Review Articles** are in-depth, well-rounded, and scholarly assessments of recent advancements within a particular research area. They offer authoritative insights and balanced overviews. While authors may present their own perspectives, they must treat all perspectives fairly. References should be chosen thoughtfully. The range of a Review should cover a wide spectrum to avoid focusing solely on one institution's work, especially the authors' own contributions.

**Narrative Literature Reviews** meticulously analyze the literature published on a given subject (usually spanning the past decade), contextualizing it within the broader literature spanning two decades or more, when relevant. Narrative literature reviews accentuate intriguing and significant recent revelations and strive to update the reader on the topic. Authors may make first-hand observations and present their perspective(s) on contentious breakthroughs or hypotheses that currently hold significance.

**Theoretical/Conceptual Articles** examine the conceptual framework, philosophical foundations, and epistemic underpinnings of theories. Theoretical/conceptual articles are thought-provoking conceptual works that pioneer novel research directions and theories or establish a cohesive structure for current theories and research endeavors. The aim is to introduce holistic theoretical frameworks that unify diverse aspects of research development endeavors across various domains.

### D. *Commentary & Correspondence*

**Commentaries** offer adaptable formats for authors who want to justify a new concept or point of view. The most impactful ones substantiate fresh concepts or perspectives. They might cover policy, research, scholarly matters, the research landscape, research development, or administrative concerns. Written in a clear, approachable style, commentaries should directly engage the research development community and address matters of immediate significance. Commentaries may be peer-reviewed and published at the editor's discretion.

**Letters to the Editor (LTE)** are a platform for discussing published articles, especially when methods, interpretations, or arguments warrant further exploration. It's a valuable communication tool for individuals or groups to contribute insights into journal articles. LTEs could correct errors, propose alternative theories, offer more data, present contrasting viewpoints, or extend original arguments with new information. Reasons to submit an LTE include offering alternative arguments, extending original arguments with new info, sharing application experiences, or discussing the wider applicability of article findings. LTEs to authors should be respectful, start with a clear goal, provide specific differing points backed by scientific evidence, and conclude with a statement guiding readers on using the new insights. Additionally, LTEs may take issue with, raise concerns about, or commend editorial decisions regarding published content or absences of, omissions to, or overlooked aspects of published content.

**News & Views.** *Research Development Review* is dedicated to offering readers an inclusive and straightforward overview of the most noteworthy and captivating progressions within the domain. News & Views articles brief readers on the freshest strides in research development, as unveiled in published papers, conferences, and professional meetings. News & Views articles are typically commissioned by the editors. Suggestions for possible News & Views articles are welcome and should be addressed to the editors-in-chief. News & Views submissions should align with the field of research development, as assessed by the Editorial Board. While personal opinions, perspectives,

critiques, and forecasts are welcomed, they must be respectfully presented. Incorporating figures and visuals is strongly advised to clarify specific points in the content and the broader context. News articles do not undergo peer review.

**At-A-Glance Statistical Views** offer a concise snapshot of industry-related statistics pertinent to Research Development professionals. They provide a quick, informative overview of key metrics, trends, and insights that are relevant to the field. Choose statistics that are directly related to research development. Focus on metrics that offer valuable insights, trends, or noteworthy data points. Prioritize information that is of interest to professionals in this field. Clearly cite the sources of the statistics used in the report. Ensure that the data is reputable, up-to-date, and relevant to the industry. Accompany each statistic with a brief interpretation or context to help readers understand its significance within the industry. Avoid complex technical jargon to ensure accessibility. Highlight trends, patterns, or comparisons where applicable. Show how the presented statistics have evolved over time, differ among segments, or relate to industry benchmarks. Provide references to give readers the opportunity to explore the sources of the statistics in more detail if desired.

### III. Authorship

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#### A. Authorship Criteria

Authors in *Research Development Review* must meet the criteria described below, which are informed by the International Committee of Medical Journal Editors (ICMJE) [definitions](#). Specifically:

- Each author must have made substantial contributions to the conception or design of the work, OR
  - The acquisition, analysis, or interpretation of data; OR
  - Creation of new tools (software, etc.) used in the work; OR
  - Have drafted or substantially revised the work; AND
- Has approved the submitted version (and any substantially modified version that involves that particular author's contribution to the work);
- Each author warrants that the work is original; that all facts are true and accurate to the best of their knowledge; that the work has not been published elsewhere, is not now and will not be submitted in future for consideration to any other journal until *Research Development Review* finally declines to publish it; does not infringe on any copyright, proprietary, or personal right of any third party. If the work contains materials owned or controlled by a third party, the author must certify that they have obtained permission for its use by attaching documentation to the License to Publish form and by clearly attributing the source within the text of the manuscript; AND
- Agrees to be personally accountable for that author's own contributions, and for ensuring that questions related to the accuracy or integrity of any part of the work – even ones in which that author was not personally involved – are appropriately investigated, resolved, and documented in the literature.

#### B. Corresponding Author Responsibilities

The corresponding author (the author to whom correspondence will be directed about the submission and whom readers of the article are to contact regarding the work) must fulfill all of the following responsibilities:

- Ensure that all listed authors have received and approved the manuscript prior to

- submission, and that each listed author fulfills the authorship criteria listed above;
- Receive all substantive correspondence from the editors, as well as full reviews;
  - Verify that all data, materials, and code – even those developed and/or provided by other authors – comply with the transparency and reproducibility standards of both the field and the journal;
  - Ensure that original data, materials, and/or code upon which the submission is based are preserved and retrievable for reanalysis;
  - Confirm that the presentation in the submission of the data, materials, and/or code upon which the submission is based accurately reflects the original;
  - Foresee and minimize obstacles to the sharing of the data, materials, and/or code upon which the submission is based;
  - Ensure that the entire author group is fully aware of, and in compliance with, best practices in the relevant discipline(s); and
  - Operational responsibilities, including sign-off on galley proofs, vouching for other authors where necessary, and ensuring all authors complete the COI declaration and license forms.

The Editorial Board reserves the right to edit contributor information. The Editorial Board also reserves the right to dialogue with authors concerning author designations. Failure to comply with these authorship criteria and/or responsibilities may result in the rejection of a manuscript or, if discovered after publication, a Note of Editorial Concern or a retraction, as appropriate in the circumstances.

#### IV. Conflicts of Interest

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All authors must disclose all of the following, and any other information that might be perceived as a source of bias:

- Their current academic, corporate, and/or organizational affiliation(s);
- Funding sources (including in-kind contributions) that supported the research, scholarship, or commentary contained in the work;
- Significant financial interests (equity holdings or stock options) in any corporate entity dealing with the material or the subject matter of this contribution, except when such holdings are part of a blind trust or a retirement portfolio managed on behalf of the author by a third party (e.g., TIAA-CREF);
- Leadership and consulting affiliations: Authors must disclose if, within the last three years, an author has served as an officer, a member of the board, or a member of an advisory committee for any entity engaged in activity related to the subject matter of the contribution, and/or has received consulting fees, honoraria, speaking fees, or expert testimony fees from any entity engaged in activity related to the subject matter of the contribution;
- Patents: Authors must disclose if they are an inventor on any planned, pending, or awarded patents related to the subject matter of the contribution

These disclosures permit readers to evaluate the data and opinions presented in the Journal, and provide transparency. To ensure that transparency, all published research and commentary articles in the Journal will be accompanied by a statement that clearly discloses all interests that may be perceived to be at odds with unbiased presentation of data or analysis.



## V. Responsible Conduct of Research Standard

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Authors must clearly adhere to all standards regarding research integrity and the responsible conduct of research. The *Research Development Review* strictly adheres to requirements regarding research misconduct, namely falsification, fabrication, and plagiarism. If an allegation of research misconduct is made, the matter is immediately referred to the Editorial Board for investigation and determination. The Journal will cooperate with any and all requirements and processes for review of such allegations by sponsors who funded all or part of the work(s) in question and/or appropriate compliance personnel at the impacted author(s)' institutions.

Articles including results from work with human subjects must provide appropriate documentation that the research was reviewed by an appropriate Institutional Review Board (IRB) that either:

- a. Determined the project did not meet the definition of human subjects research;
- b. Was granted an exemption from IRB review under one or more of the approved federal exempt categories; or
- c. Underwent expedited or full IRB review, including the date on which the research protocol was approved and the protocol number.

Similarly, authors must disclose relevant conflict of interest information where applicable. All questions regarding these areas and other matters related to academic, research, publications, or professional ethics are to be referred directly to the Editor.

## VI. Manuscript Preparation

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Full instructions are given in Instructions for preparing an initial manuscript. That document covers formatting, style, file formats, and other relevant information. Because the Journal uses a blinded peer review method, this initial manuscript must not contain information that directly identifies any of the authors. Manuscripts accepted for publication will follow mostly the same style guidelines, but there are some differences – including inclusion of identifying information about the authors. See Guidelines for preparing a revised manuscript for further information.

## VII. Manuscript Submission

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Authors and reviewers must be registered with the InfoReady online portal. If you do not already have an account there, you will need to create one by following the prompts on the home page.

Once you have logged into the portal, you can start a new submission. For your convenience, these instructions to authors and the guidelines for preparing both initial and revised manuscripts are also available on the submission portal. In addition to uploading your manuscript, you must also upload a License to Publish form signed by all authors. If the contribution is owned by the employer of one or more authors, then an authorized representative of each such employing institution must also sign the License to Publish form.

Submissions will be run through a plagiarism scanner; after this scan is complete, the manuscript submission, any supplementary materials, the plagiarism report and the License to Publish form are routed to the Editors-in-Chief. The Editors-in-Chief will review the manuscript for relevance to the field of research development and suitability for publication in the Journal. Decisions by the Editors-in-Chief regarding relevance are final. If a submission is not selected for review, the corresponding author will be notified promptly, usually within about two weeks.

## VIII. Review Process

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All submissions selected for review are assigned by the Peer Review Editors for evaluation by at least two non-conflicted outside reviewers who are blinded to the identity of the author(s). The assigned reviewers provide independent assessments of the submission, and provide feedback through InfoReady Review. After reviews are complete, the Peer Review Editors will anonymize and combine the reviewers' feedback and share it with the Editors-in-Chief for review and approval.

The Editors-in-Chief may decide to accept a submission without revision, accept with minor revisions, accept with major revisions, or decline to accept a submission. The corresponding author will be notified of the decision as soon as it is finalized, and will then have access to reviewers' comments in the InfoReady portal. Editors do not release reviewers' identities, but reviewers may reveal their own identities by signing their reviews.

If revisions are requested, the deadline for completing revisions will be communicated to the corresponding author and also visible in the InfoReady portal, which will remind the corresponding author a certain number of days before the deadline day. The Editors-in-Chief will review the revised submission and determine whether or not to accept the revisions or to return the submission to the Editorial Board and/or the original peer reviewers for further review. If further review is needed, the same process will occur and a new deadline for revisions will be set.

## IX. Publication

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Upon acceptance, the corresponding author will be notified, and the Editors-in-Chief will indicate the volume of the Journal where the publication will appear. The official publication date will be the date on which the submission appears on the Journal's website.

After acceptance of the submission, the Editors-in-Chief will pass the final (revised) version of the submission to the Copy Editors for formatting in accordance with the Journal's standards and preparation of proofs. When the copy-editing process is complete, the Copy Editors will notify the corresponding author that the proofs are available in the InfoReady Review portal for final editing ahead of publication. Allowable edits at this time include changes to institutional affiliation or contact information, graphics, grammar, and general formatting.

If the Copy Editors request additional edits, they will notify the corresponding author and communicate a deadline, not less than five (5) business days after notification, for completing the edits and returning the revised manuscript through the portal. No other changes to the approved manuscript content can be made at this time without prior approval from the Editors-in-Chief.

At the completion of copy editing, the manuscript passes to the Publication and Design Editors, who will then:

- Format the final approved version for publication;
- Assign relevant keywords and provide appropriate metadata for the article to enhance searchability;
- Upload the formatted version to the Journal instance; and
- Notify the corresponding author of the date and volume of the Journal in which the article will appear.



## X. Further Dissemination and Intellectual Property Rights

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The National Organization of Research Development Professionals (NORDP), the non-profit publisher of *Research Development Review: The NORDP Journal*, values the importance of openness in research as well as the global nature of the research development profession and the research enterprise more broadly. The broadest appropriate public communication of peer-reviewed research and information-sharing within the profession and within the scholarly community as a whole, are essential to advancing research and scholarship in the service of society.

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### A. Further Dissemination

Authors are encouraged to disseminate the accepted version of their manuscript broadly, either on acceptance of the final version (for contributions that are not peer-reviewed research) or upon publication by the Journal (for contributions that are peer-reviewed research).

For contributions that are not peer-reviewed research, once the final changes to the manuscript have been approved, the author(s) are welcome to share the final approved version of the manuscript on their personal website(s), deposit it in their institutional repositories, or publish it in any relevant pre-print archives, and distribute PDFs or photocopies of the final approved version, provided that:

- a. The author(s) inform recipients that copies of the final approved version may not be copied or distributed without express written permission from the Editors-in-Chief; and
- b. The author(s) agree to deposit or publish only the final approved version, and not the final published version (i.e., the version published in the Journal and after the Journal's formatting and styles have been applied); and
- c. The author(s) agree to include a link to the final published version of the manuscript published on the Journal website and the following notice: "This is the author's version of this work. It is posted here by permission of NORDP for personal use and not for reproduction. The definitive version was published in *Research Development Review: The NORDP Journal* {Volume #, (Date)}, doi: {doi number for your manuscript}."

For contributions that *are* peer-reviewed research, once the contribution has been published in the Journal, the author(s) are again welcome to share the final approved version of the manuscript on their personal website(s), deposit it in their institutional repositories, or publish it in any relevant pre-print archives, and distribute PDFs or photocopies of the final approved version, provided that:

- a. The author(s) inform recipients that copies of the final approved version may not be copied or distributed without express written permission from the Editors-in-Chief; and
- b. The author(s) agree to deposit or publish only the final approved version, and not the final published version (i.e., the version published in the Journal and after the Journal's formatting and styles have been applied); and
- c. The author(s) agree to include a link to the final published version of the manuscript published on the Journal website and the following notice: "This is the author's version of this work. It is posted here by permission of NORDP for personal use and not for

- reproduction. The definitive version was published in *Research Development Review: The NORDP Journal* {Volume #, (Date)}, doi: {doi number for your manuscript}.”; and
- d. The author(s) agree to include the appropriate license terms as specified on the final published version on the Journal’s website.

We also encourage authors (and their institutions) to use the final approved version of their work for educational purposes such as presentations, class handouts, dissertations, photocopies for colleagues, etc., as long as such uses are not commercial in nature and do not violate the terms of any applicable license or copyright claims associated with the final published version. Figures from the final, published version of the work can also be used, with attribution, in future works by the author – including journal articles, book chapters, presentation slides, and posters.

Authors also retain the right, and are encouraged, to post the final accepted version (i.e., the version of the contribution that was accepted for publication by the Journal, including changes resulting from peer review, but prior to the Journal’s copyediting) to their personal websites and/or institutional repositories, immediately following publication by the Journal. In such cases, authors must include a hyperlink to the final version published on the Journal website, along with an explanatory note that includes the full citation and any applicable license terms, as described above.

#### *B. Submission to Designated Repositories*

If required by a funder, authors of research articles, reports, reviews, or technical comments can release the accepted version of such works to PubMedCentral or any other designated repository, not sooner than six (6) months after publication by the Journal. The accepted work may be *submitted* to the designated repository immediately upon publication in the Journal, but authors must agree to ensure that the deposited copy is not scheduled for posting or public release for a minimum of six months after the contribution appears in the Journal.

#### *C. University or Institutional Waiver*

If restrictions by a university or other institution might limit an author’s ability to grant to NORDP any of the rights described in the License to Publish form, the author(s) in question must obtain an approved waiver from an authorized organizational representative.

#### *D. Work Created by U.S. Government Employees or under a U.S. Government Contract*

If one or more authors of a submitted work is employed by the U.S. government, and they confirm on the appropriate section of the License to Publish form that the submitted work was written as part of their official duties as such an employee, or that the work was created under a U.S. government contract where the contract grants to the U.S. government non-exclusive rights to use the work for non-commercial, governmental purposes, NORDP recognizes such rights. If the submitted work was created by one or more U.S. government employees as part of their official duties, the work is in the public domain by U.S. law. In such cases, authors may nevertheless apply the CC0 mark to such works, as described above.

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