



Guidance on Declaring Metanoia Affiliation in Publications

(For Academic and Teaching Staff and Students)

Approved by: Academic Board
Date: 5th May 2026

Guidance on Declaring Metanoia Affiliation in Publications

(For Academic and Teaching Staff and Students)

1. Purpose of this Guidance

This guidance sets out principles for when and how academic staff and students should identify their Metanoia affiliation in publications. For academic staff the guidance addresses areas where the publication is not directly related to their lecturing role, not funded by the Institute or arises from independent professional or scholarly activity.

The aim is to support clarity, academic integrity and Institute reputation, while respecting academic freedom and the diverse professional identities held by academic staff.

2. Core Principles

The following principles apply in all cases:

- **Accuracy:** Affiliations should reflect the context in which the work was undertaken.
- **Transparency:** Readers should be able to understand whether Metanoia materially supported or endorsed the work.
- **Proportionality:** Metanoia affiliation should not be implied where it is not relevant.
- **Academic freedom:** Staff retain the right to publish independent work without Institute branding or endorsement.
- **Reputational clarity:** Where affiliation is used, it should not misrepresent Metanoia's role or position.

3. When Metanoia Affiliation Should Be Used

Staff should normally identify their Metanoia affiliation where one or more of the following apply:

- The work:
 - was undertaken as part of the staff member's contracted academic role; and/or
 - draws substantially on teaching, research or curriculum development undertaken for the Institute; and/or
 - was supported by Metanoia resources (e.g. research time allocation, internal funding, sabbatical, administrative or research support).
- The publication:
 - arises from research or scholarship intended to be REF-eligible; or
 - forms part of the staff member's recognised academic output within their role.

Students should normally identify their Metanoia affiliation where one or more of the following apply:

- the publication is based on the programme of study at Metanoia Institute

- Students are publishing jointly with their supervisors or other academic staff.

4. When Metanoia Affiliation May Be Used (Optional)

Affiliation may be included, at the staff member's or student's discretion, where:

- The work is related to the staff member's broader academic expertise but:
 - was undertaken independently and
 - was not funded or formally supported by the institution.
 - It was conducted during the period of study but was not directly related to it.
- The staff member holds multiple professional roles (e.g. clinician, consultant, practitioner, writer) and wishes to acknowledge Metanoia affiliation for contextual credibility.

Good practice in these cases includes:

- Using a neutral formulation (e.g. "affiliated with" rather than "on behalf of").
- Including a brief disclaimer where appropriate (see Section 7).

5. When Metanoia Affiliation Should Not Be Used

Staff and students should not normally identify Metanoia affiliation where:

- The publication:
 - arises wholly from private professional practice, consultancy or external employment; and
 - does not draw on Metanoia resources, data, or time.
- The work is:
 - commissioned or funded by an external organisation unrelated to the Metanoia; or
 - creative, professional or public-facing in nature with no substantive connection to the academic role.
- Use of affiliation could reasonably imply:
 - Metanoia endorsement of personal views, advocacy or commercial activity; or
 - that Metanoia Institute has validated or quality-assured the work when it has not.

In such cases, staff may identify themselves using professional titles or qualifications without reference to the Institute.

6. Multiple Affiliations and Independent Roles

Where staff and students hold multiple legitimate professional identities, they may:

- List multiple affiliations, provided each is accurate and relevant; or
- Select the affiliation most appropriate to the work in question.

Affiliations are not normally listed where they do not materially relate to the publication, even if factually true.

7. Use of Disclaimers

Where Metanoia affiliation is included for contextual purposes only, staff and students are encouraged to include a disclaimer such as:

“The views expressed are those of the author and do not necessarily reflect those of Metanoia Institute.”

Disclaimers are particularly recommended for:

- opinion pieces,
- public-facing commentary,
- policy or advocacy-related publications,
- work intersecting with contested or sensitive areas of practice.

8. REF and Research Integrity Considerations

- Affiliation alone does not determine REF eligibility.
- Staff should not assume that use of Metanoia Institute affiliation commits the publication to REF submission.
- Research ethics, data governance and integrity requirements apply only where Metanoia systems or approvals were used.

9. Reputational and Legal Considerations

Staff and students should be mindful that:

- Use of Metanoia affiliation may be interpreted by external audiences as conferring authority or endorsement.
- Misrepresentation of Institute involvement may raise reputational or contractual concerns.
- Queries or uncertainties should be discussed informally with line managers or research leads in advance of publication where feasible.

10. Guidance for joint publication by staff and students

Joint publications between students and their research supervisors are common practice and encouraged within the Institute. In those cases, a student will be listed as the first author, and the research supervisor or a team of supervisors will be listed in order according to the level of their engagement.

10. Summary Decision Guide (Quick Reference)

Situation	Use Affiliation?
Metanoia funded or supported the work	Yes
Work part of academic contract or REF profile	Yes
Publication results for a programme of study or research within the intstitute	Yes
Publication between students and their supervisors or member of staff involved in the study	Yes
Independent scholarship, no Institute support	Optional
Private practice / consultancy output	Not usually
Opinion or advocacy piece	Optional + disclaimer It may be best not to
Creative/professional work unrelated to role	No

11. Final Overview

Metanoia Institute recognises that academic staff contribute to public knowledge in a wide variety of roles and contexts. This guidance is intended to support good judgement rather than impose prescriptive rules and staff are trusted to apply these principles responsibly.

The guidance recognizes that student engage in publications within their study at Metanoia Institute and supports their publication activity.

Draft July 2026

Dr Peter Pearce DoCT
Dr Biljana van Rijn AD