

Ensuring Proper Acknowledgement of Shared Resource Facilities and Instrumentation:

Suggested Strategies and Best Practices

— Researchers —

- Record key information about the facility, instrument, and any corresponding grant numbers in laboratory notebooks
- Check with all co-authors to determine if any facilities or shared use instruments should be acknowledged before submitting a manuscript, grant application, or any other type of publication
- Share draft manuscripts with the facility director or staff to ensure accurate reporting of methodologies, materials, and analyses
- Consider whether co-authorship is appropriate in addition to acknowledgement. The Association of Biomolecular Resource Facilities (ABRF) [Authorship Guidelines](#) provides a helpful decision framework

— Journals —

- Include a specific prompt for authors to provide information on facility usage. This could be incorporated into the:
 - Instructions to authors
 - Disclosure of author contributions
 - Final acceptance process
- Exclude the acknowledgement section from any word count limits

— Institutions —

- Assist shared resource facilities in tracking new publications by users. This information can help identify instances where acknowledgement was overlooked, providing a more complete measurement of facility impact and personnel contributions

— Facilities —

- Ensure that acknowledgement information (official core name, relevant grant numbers, etc.) is highly visible and easy to locate. Potential places to display it include:
 - Facility website
 - Data/results reports
 - Bills, invoices, and usage summaries
 - Signage in the facility
 - Adhesive labels that can be placed in laboratory notebooks
 - Staff email signatures
 - Thank you messages to users
 - ABRF's [Core MarketPlace](#)
- Provide standard language that investigators can insert into a manuscript. For example:
 - *[Technique/technology] was performed by the [facility name] at [institution name], which receives financial support from [sponsor name (grant number)].*
 - *We thank the [institution name] [facility name], especially [staff name], for their assistance with [technique/technology].*
- Remind investigators to acknowledge the facility when providing them with methodology, materials, and analysis information for a manuscript
- Verify that training sessions and materials describe when and how to acknowledge the facility and why this practice is important
- Track new publications by facility users (i.e., with specialized software, PubMed search alerts, etc.)
 - Thank research teams that acknowledge use
 - Remind those that failed to do so that this information should be included in the future



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