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

**— 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

**— 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