Guiding principles for institutions to aid the responsible media reporting of research posted as preprints
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1. In general, institutions should avoid the active promotion of research in the media that has not undergone peer review such as that posted as preprints, except in rare and exceptional circumstances where the rapid dissemination of information is found to be critical to public health or safety*.

2. Where it is deemed that such circumstances exist:
   a. Public health and safety are paramount, and institutions should consider an internal process to evaluate the quality of the research.
   b. Institutions should consider the worst harms from the inaccurate and accurate interpretation of the research.
   c. Institutions should highlight the absence of peer review, provisional nature of the findings and the potential for further revisions as part of the promotion.
   d. Institutions should highlight any known limitations of the research as part of the promotion.

Footnote:
*For some fields and institutions, it is the norm to promote in the media, research posted as preprints. Whether institutions should avoid actively promoting in the media research posted on preprints remains open for debate.
Institutions should consider providing guidance and support for researchers on communicating about their research (both on preprint servers and published in peer reviewed journals) on social media, with their peers, on blogs and with journalists. Guiding principles for researchers to aid the responsible media reporting of research can be found at www.asapbio.org/public.

Institutions should be aware that many journals have policies on discussion of research findings in the media prior to publication. The TRANSPose database provides information on journal policies on peer review, co-reviewing, preprinting.
**Preprint**: A form of scholarly communication that has been made publicly available by its authors. Most preprints are deposited on preprint servers and are generally permanently available. They are accompanied by metadata such as a list of authors and date of posting. Many preprint servers allow preprints to be versioned and some offer more advanced functions, like commenting, community endorsement, and direct submission of preprints to scholarly journals.

**Preprint server**: A digital archive for preprints. Most preprint servers screen preprints for adherence to straightforward criteria before they are posted. While meeting these criteria is not an indication of scientific validity, posting a preprint on a preprint server can facilitate its scrutiny by the scientific community. The level of such scrutiny for a given preprint can vary from none at all to extensive impartial evaluation by a number of experts in the field; it can vary between preprints on the same server.

**Peer review**: The formal invited assessment of the scientific validity of a piece of research by independent experts in the field.

**Community review**: Public feedback on a preprint.

**Published**: In this document, ‘published’ refers to a version of work that is made publicly available in a journal after it has undergone peer review.

The full document is available to download at [asapbio.org/public](http://asapbio.org/public)