

This guiding checklist was created to prompt publishers on all of the steps they need to consider when creating and implementing inclusive name change policies. EDIS is working with and supporting the 'Trans Name Change Policy Group' who have developed [new COPE guidance for all publishers](#). We wholeheartedly support their work, their voice and their guidance throughout this guiding checklist and hope this document supports publishers to implement the COPE guidance throughout their workflow.

Remember that the purpose of these policies is not only to support researchers but also to prevent harm, and therefore the goal should always be to create the most inclusive policy. Please read [this article from Theresa Tanenbaum and colleagues addressing common concerns for more information](#).

## Guiding Principles

1. **Accessibility:** Name changes should be available to authors upon request without legal documentation, unnecessary barriers, burdens, or labour placed upon the author making the request.
2. **Comprehensiveness:** Name changes should remove all instances of an author's previous name from the records maintained and disseminated by the publisher.
3. **Invisibility:** Name changes should not draw attention to the gender identity of an author, nor create a clear juxtaposition between the current name and the previous name.
4. **Expediency and simplicity:** Name changes should be implemented in a timely manner, and with a minimum of bureaucratic overhead.
5. **Recurrence and maintenance:** Publishers should regularly audit and correct new instances of changed names in order to prevent ongoing dissemination of incorrect information

## Examples

- ACS Publications: [https://publish.acs.org/publish/publishing\\_policies/name\\_change](https://publish.acs.org/publish/publishing_policies/name_change)

## Inclusive name change policy for publishers (guiding checklist)

1. **How an author requests a change**
  - Is your name change policy available on the website? (it should be freely accessible).
  - Does your policy show the clear steps required in advance of an author contacting the journal? (i.e. are there clearly outlined steps for the author to follow and what will happen once the request is submitted?).
  - Is there a named person to contact regarding the change? (e.g. a named individual who has had diversity/gender-inclusion training or trained in gender inclusive customer service).
  - Is there a privacy statement or notice to protect the identity and personal data of the author requesting the change from the point of first contact? (authors may not request if there is concern that their request, reason for it or implications of it will be shared).

- Is there more than one way for an author to contact you with a name change request? (this is necessary for accessibility reasons. This could be emailing or calling the editor/staff who should be trained in gender inclusive customer service in addition to a name change submission form).

## 2. Initial response from publishers

- Do you have a standard style first response template that can be adjusted if additional support is required that includes when the change will be implemented by?
- Do you have an internal policy and guidance available for all staff to guide them in communications with authors requesting name changes? (this shouldn't be ad-hoc or up to editor discretion as then an empathetic/inclusive experience is entirely dependent on who the author communicating with. This needs to be an organisation's response, not an individual's. Individuals responding to these requests should be trained in gender inclusive customer service).

## 3. Technical aspects of change

- Will the DOI remain the same?
- Will the author change be propagated to all public domain versions?
- Will any files holding the previous name be stored and how securely? (This may be necessary for legal reasons but should have a time limit and additional privacy notice about who can access this).
- Will the name change be applied to all versions of the article and supplementary files? (this may need to be manually applied and checked depending on your system).

## 4. Communicating the change

- The change should be made silently unless requested otherwise e.g. no notice of name change, erratum or correction notice is to be attached to the updated publication.
- Is there clarity as to who the change will be notified to? This allows an author requesting a name change to know what process they are consenting to.
  - Only the corresponding author **might need** to be notified. The author requesting the name change has a right to privacy, please consider this when thinking about who needs to know of the change and the implications of sharing this information.
  - Suggested text for policy: *'Researchers may wish to inform their co-authors of the change, for example so that they use an updated offline copy or change the way they cite the publication. Or researchers can rely on a notification from us to the corresponding author alone and the updated online version. Please inform the editorial office if we should wait until a particular date to enact the name change to give researchers time to communicate with co-authors if desired.'*

## 5. Indexing

- Do you take responsibility to resend updated files/metadata to indexers?
- Are you able to follow up with indexers to implement the change across their database?

## 6. Propagation

- Do you have the ability to propagate this change to citations of published work?