UKMED Output Checklist for a Peer-Reviewed Journal

Once your project has received the support of the UKMED Research Subgroup for publication, you are expected to submit your research to a peer-reviewed journal within one year. If you choose not to pursue journal publication, or if one year has passed without submission, your full final report will be published as a PDF on the UKMED website.

Below is a checklist of the steps that must be completed before submitting your research to a peer-reviewed journal:

- A confidential copy of the paper must be sent to UKMED (info@ukmed.ac.uk) at least 30 days prior to submission.

- All tables, charts, variables, and code are clearly labelled to ensure ease of understanding. Figure legends must accurately describe the data presented.

- UKMED follows HESA's statistical disclosure controls for tabular data and visualisations. These must be applied to all outputs and are specified below.

- UKMED must be referenced in the title or abstract for the paper.

- For the purposes of publications and presentations, please use the data source acknowledgement:

  o Source - UK Medical Education Database ("UKMED") [project number] extract generated on [date as per zip in the zip haven]. Approved for publication on [*DD/MM/YYYY*]. I am grateful to UKMED for the use of these data. However, UKMED bears no responsibility for their analysis or interpretation. The data includes information derived from that collected by the Higher Education Statistics Agency Limited ("HESA") and provided to the GMC ("HESA Data"). Source: HESA Student Record *YYYY/YYYY* and *YYYY/YYYY* Copyright Higher Education Statistics Agency Limited. The Higher Education Statistics Agency Limited makes no warranty as to the accuracy of the HESA Data, cannot accept responsibility for any inferences or conclusions derived by third parties from data or other information supplied by it.

UKMED Statistical Disclosure Controls

Tabular data

All outputs will be reviewed and must follow the specified statistical disclosure controls:

- 0, 1, 2 are rounded to 0;

- All other numbers are rounded to the nearest multiple of 5;

- Percentages based on fewer than 22.5 individuals are suppressed;

- Averages based on 7 or fewer individuals are suppressed.

The above requirements relate to headcounts, Full-Person Equivalent (FPE) and Full-Time Equivalent (FTE) data. Financial data are not rounded.

Charts and visualisations

Charts and visualisations should also apply statistical disclosure controls to reduce the risk of reidentification. Consider:

- Histograms

  - Aggregating categories to distributions with long tails and small numbers;

  - Masking the scale of the X and Y axis by omitting all values and using the maximum or minimum values;

- Box plots and scatter plots

  - Grouping together or averaging the minimum and maximum values as outliers may be attributable to a single observation.

  - Grouping together or averaging the original data to generate scatter plots.