Trans Inclusion Through Name Change Policies in Institutional Repositories

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Pronouns: he/him/his
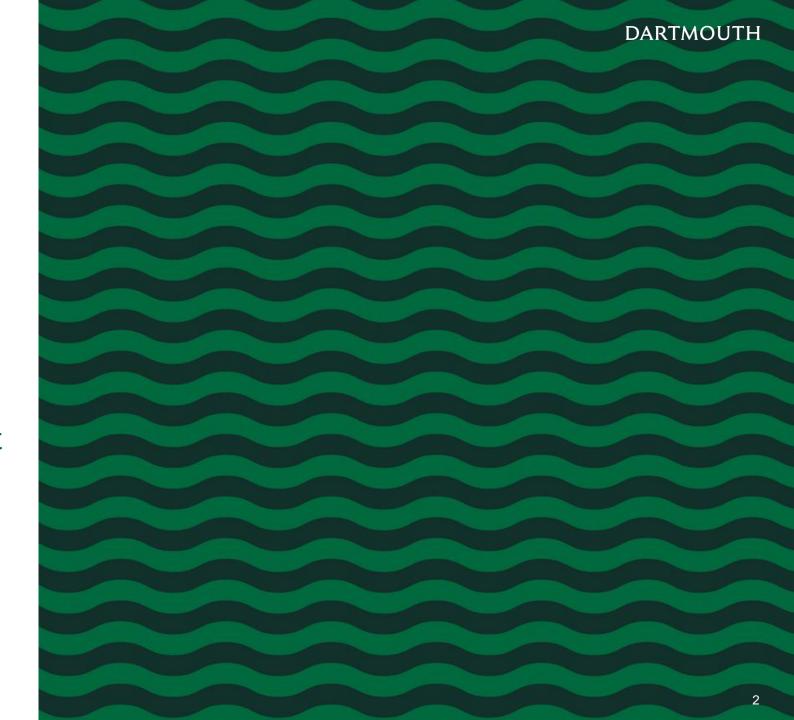
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What is a name change policy?

This is a policy implemented by a publisher, journal, or similar entity that provides a way for authors to change their names on past publications. One might do this because of gender, religion, marriage, divorce, safety, personal choice, or any other reason that someone changes their name.
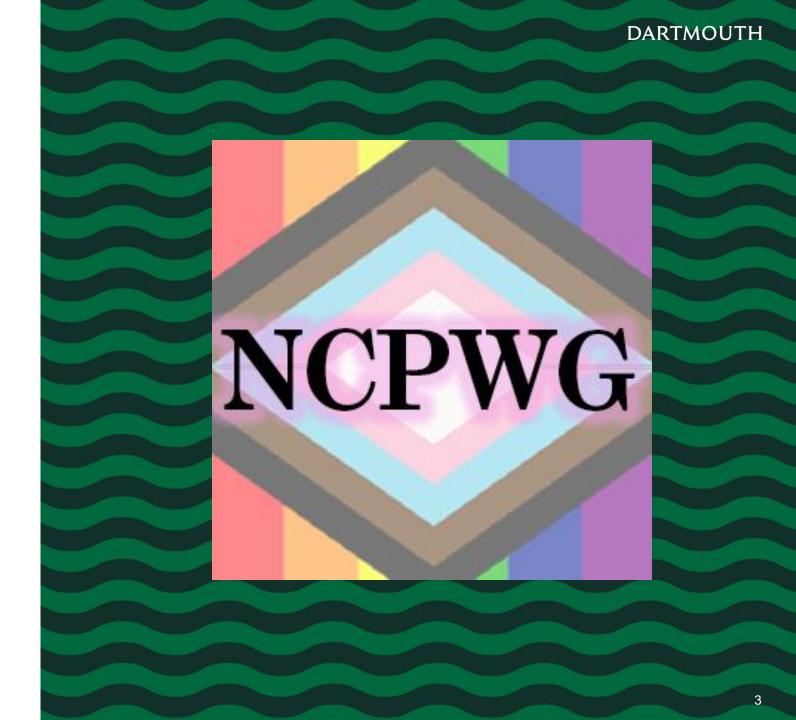
Name change policies in scholarly publishing

Name Change Policy Working Group: a collective of researchers, scholars, and activists who have been at the heart of developing guidance for the publishing world on inclusive name change policies and practices since 2019.

Resources and more information are available at https://ncpwg.org/.

Guiding principles from NCPWG

- Accessibility

- Comprehensiveness

- Invisibility

- Expediency and simplicity

- Recurrence and maintenance

These are explained at https://ncpwg.org/resources/principles/.

Recommended practices for IRs: Do

- Publicize the name change policy

- Include clear instructions

- Ask for only the information you absolutely need

- Take responsibility

- Provide education and training

- Implement the policy as written

- Update based on current best practices

Recommended practices for IRs: Do not

- Require legal name change documentation

- Ask for a reason for the change

- Require approval of coauthors

- Notify coauthors*

- Note the change or previous name in the material*

- Assume employee knowledge

- Let the policy stagnate

*unless asked to by the author

Author Name Change Policy

Anyone with materials in Dartmouth Digital Commons may change the name displaying on the record and/or the materials themselves. While there are any number of reasons that someone may need to do this (including name changes related to gender, marriage, religion, and others), no justification is required for an author name change to be implemented. The change does not need to reflect the author's past or current legal name(s).

To have your name changed, email the Dartmouth Digital Commons administrators (dartmouthdigitalcommons@groups.dartmouth.edu) with the following information:

1. Name(s) currently listed on your materials in Dartmouth Digital Commons
2. Complete list of materials with the old name on them, with a link to each item
3. The new name that you would like to be listed under

We will then change your name as requested on both the item record(s) and the document(s). There will be no mention of the previous name unless you specifically request that; if you want such a note, let us know what language to use. You are responsible for contacting your coauthors if you want them to know about the change.

Resources

- [A vision for a more trans-inclusive publishing world](#)

- [Towards A Trans Inclusive Publishing Landscape](#)

- [Inclusive name change policy for publishers checklist](#)

- [Spreadsheet of publishers and journals with name change policies](#)

- [More resources collected by the NCPWG](#)

Thank you