

Example

Authorship Principles and Policy

Authorship principles and policy:

1. Authorship and acknowledgements on publications will be made based on the guidelines for authorship by the International Committee of Medical Journal Editors (ICMJE) Uniform Requirements for Manuscripts to be Submitted to Biomedical Journals 2004 (refer Appendix 1 – ICMJE Uniform Requirements). Authors should fully meet the ICMJE criteria for authorship/contributorship. Project investigators or study team members who do not meet the authorship criteria will be identified in the Acknowledgements section of the paper (refer Appendix 2 – Exemplar acknowledgement citation).
2. A list of publications will be developed and discussed as a standing agenda item at Investigator Group meetings. New papers will be discussed at Investigator Group meetings and a Lead Author will be identified. The Lead Author will be nominated first author. The Lead Author will write the first draft of the paper and identify a suitable journal for publication submission. The Lead Author, in consultation with the CIA (X), will complete a contribution matrix template for the paper (refer Appendix 3 – Contribution matrix). To be listed as an author, persons must meet conditions 1, 2 and 3 in the matrix. All others will be acknowledged as contributors. The contribution matrix will also be used to determine the order of authors based on contributions to the paper.
3. PhD students working on the study will be entitled to first authorship on publications that arise from their PhD studies.
4. Special consideration to positioning of authors will be given to early career researchers (PhD Students and Postdoctoral Fellows). Where justified, first author positions should be offered to those researchers to support their career development.
5. All publications must acknowledge the funding source of this study and ethical approval (refer Appendix 4 – Funding source acknowledgement).

6. All authors must approve the final version of the paper before submission for publication. A copy of the final published version of all publications will be circulated to the Investigators.

Appendix 1 – ICMJE Uniform Requirements

International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals 2004 - http://www.icmje.org/ethical_1author.html

Uniform Requirements for Manuscripts Submitted to Biomedical Journals:

Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship

An “author” is generally considered to be someone who has made substantive intellectual contributions to a published study, and biomedical authorship continues to have important academic, social, and financial implications (1). In the past, readers were rarely provided with information about contributions to studies from persons listed as authors and in Acknowledgments (2). Some journals now request and publish information about the contributions of each person named as having participated in a submitted study, at least for original research. Editors are strongly encouraged to develop and implement a contributorship policy, as well as a policy on identifying who is responsible for the integrity of the work as a whole.

While contributorship and guarantorship policies obviously remove much of the ambiguity surrounding contributions, they leave unresolved the question of the quantity and quality of contribution that qualify for authorship. The ICMJE has recommended the following criteria for authorship; these criteria are still appropriate for journals that distinguish authors from other contributors.

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript (3). These individuals should fully meet the criteria for authorship/contributorship defined above and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. The NLM indexes the group name and the names of individuals the group has

identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Appendix 2 - Exemplar acknowledgement citation

The authors are the chief and associate investigators, clinical champions and study contributors for this research activity. All authors provided input into various aspects of the study, provided ongoing critique and approved the final version of the manuscript.

Chief investigators: X (organisation), Y (organisation) etc.

Associate investigators: X (organisation), Y (organisation) etc

Clinical Leaders: X (organisation), Y (organisation) etc

Study contributors: X (organisation), Y (organisation) etc

Appendix 3 - Contribution Matrix

(Contribution Matrix developed by the CIPHER team at the Sax Institute)

Add comments in the box to further clarify the contribution of each person

PAPER TITLE:

CORRESPONDING AUTHOR:

JOURNAL:

Contribution	Person 1	Person 2	Person 3	Person 4
(1) Conception & design; OR (1) Acquisition of data (arranging for or obtaining) OR (1) Analysis & interpretation of data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Drafting of the manuscript OR (2) Critical revision for important intellectual content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Final approval of the version to be published AND (3) Take public responsibility for publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtaining funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data collection, including interviewing (under supervision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming & data management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic analysis (under direction or supervision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data entry (under direction or supervision)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing for presentation or style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative, technical or material support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision of research staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Author or Acknowledgement (select one)	<input type="checkbox"/> Author <input type="checkbox"/> Acknowledgement	<input type="checkbox"/> Author <input type="checkbox"/> Acknowledgement	<input type="checkbox"/> Author <input type="checkbox"/> Acknowledgement	<input type="checkbox"/> Author <input type="checkbox"/> Acknowledgement
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Appendix 4 - Funding source acknowledgement

This research is funded by the National Health and Medical Research Council of Australia (NHMRC) through its partnership project grant scheme (Grant ID: XXXXX). X also provided funds to support this research as part of the NHMRC partnership project grant scheme. The contents of this paper are solely the responsibility of the individual authors and do not reflect the views of NHMRC or X. The study protocol was approved by the University of X Human Research Ethics Committee (ID: XXXX).

Appendix 5 - Ethics Approval and Complaints

This study has been approved by the Ethics Review Committee (X) of the X Local Health Network. Any person with concerns or complaints about the conduct of this study should contact the Executive Officer on XX XXXX XXXX and quote protocol number [XX].

[If appropriate:] The conduct of this study at the [name of hospital] has been authorised by the [name of Local Health District]. Any person with concerns or complaints about the conduct of this study may also contact the Research Governance Officer [or other officer] on [telephone number] and quote protocol number [insert local protocol number].