

Guidelines on Authorship

Education Policy: #ED-1

Supersedes: All previous guidelines on OPDES Authorship

Lead Writer: Nancy Dalgarno

I. Purpose

These guidelines clarify authorship on manuscripts, abstracts, posters, and presentations, and provide suggestions about authorship order on publications and other knowledge translations. These guidelines ensure that faculty, staff, students, and education partners involved in scholarly and shared work are fairly and appropriately credited, and that authorship on Office of Professional Development and Educational Scholarship (OPDES) publications and presentations is transparent process and aligned with academic standards.

Authorship confers credit and important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work...Contributors who have made substantive intellectual contributions to a paper are given credit as authors, but also that contributors credited as authors understand their roles in taking responsibility and being accountable for what is published. (ICMJE, 2017).

II. Background

Who is an Author?

The OPDES has adopted the authorship guidelines proposed by the International Committee of Medical Journal Editors (ICMJE) Uniform Guidelines for Biomedical Journal Requirements:

The ICMJE recommends that authorship be based on the following four criteria:

- 1. substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND*
- 2. drafting the work or revising it critically for important intellectual content; AND*
- 3. final approval of the version to be published; AND*

4. *agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved...*

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged. [The] authorship criteria are intended to reserve the status of authorship for those who deserve credit and take responsibility for the work... Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript. (ICMJE, 2017)

Please see *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals* attachment for the complete ICMJE guidelines for determining authorship.

We also acknowledge that the work of planning committee members, internal and external reviewers, as well as critical colleagues can rise to the standard of co-authorship on scholarly activities and knowledge translations.

III. Guidelines

Recommendations for Determining Authorship

- i. At the beginning of each project, the Principal Investigator, Educational Consultant, or Health Education Researcher and Consultant should lead a team meeting to set expectations for authorship using the above guidelines. At this meeting, plans for publication and presentations should be discussed to the satisfaction of the group.
- ii. The *Project Team Contribution Matrix*, which identifies team members' involvement (see Appendix 1), may be used to help the project team track contributions to the scholarly work.
- iii. Staff, research assistants, and students who leave before a project is completed should be given the opportunity to review and approve the final version of the manuscript, as appropriate and if they meet the above ICMJE criteria.

- a. Supervisors should discuss authorship with staff, research assistants, or students prior to their leaving. Additional project team meetings should be held to update allocation of project responsibilities, and to update project authorship. This opportunity only applies to individuals that have made a substantial contribution to the conception, design, data acquisition and interpretation for a project, up until the point that they leave.
- b. Staff, research assistants, and students who have made a substantial contribution, but choose not to review the final version of the manuscript, may be listed as a contributor in the acknowledgements.
- iv. Co-investigators on successful grant applications will need to meet all four authorship criteria to be considered an author. Co-investigators on grant applications that do not meet the four authorship criteria may be listed in the acknowledgements. Authors do not need to be co-investigators on grant applications or reports.
- v. In the case of disputes over authorship, concerns should be brought to the principal investigator or lead author. The principal investigator or lead author should make recommendations for resolution. One of the Directors or the Associate Dean of the OPDES may be consulted if authorship issues remain unresolved.

Recommendations for Determining Order of Authors

- i. At the beginning of each project, the Principal Investigator and the Project Lead will meet to discuss the tentative order of authorship on potential publications and presentations. A suggested order should be decided and documented. The suggested order of authorship will be presented to the project team for discussion. The Principal Investigator and the Project Lead will make final decisions regarding the order of authors.
- ii. The project team should meet, prior to submissions, to discuss specific journal/conference guidelines for order of authors.

IV. References

International Committee of Medical Journal Editors. (2016). Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals. Retrieved from: <http://www.icmje.org/icmje-recommendations.pdf>



International Committee of Medical Journal Editors. (2017). Recommendations: Defining the Role of Authors and Contributors. Retrieved from:
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

School of Rehabilitation Therapy, Queen's University. (2016). Authorship of Scientific and Scholarly Publication Policy. Retrieved from:
https://rehab.queensu.ca/programs/policies/authorship_policy

Approved by Faculty Board Executive: March 7, 2022

Draft Date: December 13th, 2021