

Addendum A: Authorship Best Practices Guidance

This document provides best practices for research teams to consider at all stages of the project from conceptualization to post-publication.

Publications often represent the culmination of a scholarly endeavor and contribute original findings to a body of knowledge. It is important to discuss the dissemination and distribution of scholarly products with all members of the research team, to revisit these agreements throughout the process of performing the work and finally, prior to publication.

Many authorship disputes can be averted with frank and open conversations about the responsibilities of authorship and revisiting these conversations throughout the performance of the research.

- a. Discuss plans and criteria for authorship during the planning of any collaboration.
 - i. Utilize discipline specific guidance from journals and academic societies to inform these conversations.
 - ii. The ICMJE or similar discipline specific guidance can help inform each team members understanding of the *criteria for authorship*.
 - iii. The CRediT Taxonomy can inform the *roles and contributions of each author*.
- b. The outcome of these conversations should include an agreement upon initial plans for publication, including;
 - i. The provisional list of authors for each planned publication
 - ii. The provisional order of authorship for each planned publication
 - iii. The understanding that as the scholarly work evolves, these plans will need to be revisited and potentially modified to conform with authorship guidance
- c. It is good practice to briefly summarize this discussion and circulate to all research team members via an email.
- d. The senior author, first author, or corresponding author should ensure these authorship responsibilities are described with each member of the team. Though one author takes the lead on initiating these conversations, authorship is a shared responsibility and all members of the team are encouraged to discuss responsibilities openly and collegially.
- e. As the research project progresses, changes in roles of responsibilities may take place. Revisiting the original authorship agreement about relative credit and responsibilities is often required. Disputes can be averted if everyone is included in all the discussions.

Each laboratory, center or research group should consider developing authorship guidelines and can be shared as part of on boarding new members of the research group. Consistent application of these best practices can reduce the potential for authorship disputes.

Additional Resources

- What constitutes authorship? Authorship and Contributorship; The Committee on Publication Ethics (COPE): <http://publicationethics.org/>
- Defining the Role of Authors and Contributors; International Committee of Medical Journal Editors (ICMJE) <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- Contributor Roles (CRediT) Taxonomy <https://www.casrai.org/credit.html>

- Responsibilities of Authorship in the Life Sciences (2003); National Academies Press;
<https://www.ncbi.nlm.nih.gov/books/NBK97153/>
- Chapter 4. Authorship and Peer Review; Scientific Integrity, 4th Ed. (2014); F. L. Macrina.. American Society for Microbiology (ASM) Press.
<http://www.scientificintegrity.net/>
- Supplementary Guidelines on Responsibilities of Coauthors and Collaborators; The American Physical Society (APS)
https://www.aps.org/policy/statements/02_2.cfm#supplementary_guidelines1
- Authorship and Authorship Responsibilities; The Council of Science Editors (CSE)
<https://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-2-authorship-and-authorship-responsibilities/>
- Publication Practices & Responsible Authorship; American Psychological Association (APA)
<http://www.apa.org/research/responsible/publication/>
- Guidelines for Responsible Conduct Regarding Scientific Communication; society for Neuroscience
<https://www.sfn.org/member-center/professional-conduct/guidelines-for-responsible-conduct-regarding-scientific-communication>
- Authorship; PLOS ONE
<http://journals.plos.org/plosone/s/authorship>
- Topic: Authorship Credit; American Sociological Association (ASA)
<http://www.asanet.org/teaching-learning/faculty/teaching-ethics-throughout-curriculum/topic-authorship-credit>
- Author Guidelines; The American Society of Mechanical Engineers (ASME)
<https://www.asme.org/shop/proceedings/conference-publications/author-guidelines>
- General Guidelines for Authorship Contributions, NIH
https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-authorship_contributions.pdf