

Draft Authorship Guidelines for Research Team
Center for Research on Migration & Refugee Integration, University of Utah
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Authorship is defined as “the state or fact of being the writer of a book, article or document, or the creator of a work” (online dictionary 2017). As noted by the ICMJE, “Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work” (ICMJE, 2019). There are criteria that must be considered and met in order for an individual to be considered an author on a document such as an article, document, book, white paper, etc. that links to the work of the Center for Research on Migration & Refugee Integration. As noted by the ICMJE, an author “should be able to identify which co-authors are responsible for specific other parts of the work” and “have confidence in the integrity of the contributions of their co-authors” (2019; Elsevier, 2015). To be an author, individuals must:

- "Contribute in a substantial way to the conceptualization of the work; or in the acquisition, analysis, or interpretation of data for the work" (ICMJE, 2019); AND
- Write drafts and/or revisions of the document providing critical important “intellectual content” (ICMJE, 2019); AND
- Provide “final approval of the version to be published” (ICMJE, 2019); AND
- 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” (ICMJE, 2019).
- ICMJE also indicates that, in addition to accountability for the parts of the work s/he has done, “an author should be able to identify which co-authors are responsible for specific other parts of the work” and “have confidence in the integrity of the contributions of their co-authors.” (Fontanarosa et al, 2017)

The American Psychological Association (APA) recommends developing a contract for authorship. For authorship agreements, the CRMRI will use a contract adapted from the APA (available at: <http://www.apa.org/science/leadership/students/authorship-agreement.pdf>).

For the CRMRI, use this template (see Table 1) to determine if you are an author on a document. If you are to be considered an author, you will need to have completed one activity in each category. To be the first or last author, you will typically have completed at least nine of the 11 activities on the check list (see Table 1). For other author positions on a document, it will need to be negotiated with the first and/or last author as the research and document develop process begins. An individual who contributed substantially to the work, but does not meet qualifications to be an author, may be designated as a contributor or collaborator in an Acknowledgment or Article Information section of the manuscript.

Pertinent Citations

Elsevier Publishing (2015). Authorship, available at https://www.publishingcampus.elsevier.com/websites/elsevier_publishingcampus/files/Guides/Quick_guide_AUTH02_2015.pdf

International Committee of Medical Journal Editors (ICMJE), available at <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Fontanarosa P, Bauchner H, Flanagin, A. (2017). Authorship and team science. *JAMA*. 318(24):2433-7.

Table 1. Template for Determining Your Authorship Level on a Document

Criteria	Your Contribution	Your Effort for Each Component
Contributed to <i>(at least one required)</i>	<ul style="list-style-type: none"> - Conceptualizing the project - Designing the project - Obtaining data - Analyzing data - Interpreting data 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Wrote & provided intellectual content for <i>(at least one required)</i>	<ul style="list-style-type: none"> - Drafts of the document - Revisions of the document 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/>
Provided <i>(required)</i>	<ul style="list-style-type: none"> - Final approval of the manuscript 	<ul style="list-style-type: none"> <input type="checkbox"/>
Accountable for <i>(all required)</i>	<ul style="list-style-type: none"> - Integrity of your own work - Integrity of the work of all co-authors, e.g. “all aspects of the work” - Integrity of investigation of any remaining questions that arise during drafting and revisions that result in publication of a final manuscript 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Contract Regarding Publication Intent

We hereby enter into an agreement, as outlined below, regarding the publication of the project tentatively titled: _____

Authors will define their contributions according to the tasks outlined in the ICMJE guidelines for authorship, as follows:

- Contribute in a substantial way to the **conceptualization/design** of the work; or in the **acquisition, analysis, or interpretation** of data for the work; AND
- **Write** drafts and/or revisions of the document providing critical important “intellectual content”.

Additionally, all authors will

- Provide “final approval of the version to be published”; AND
- 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”.

FIRST AUTHOR

Name (print): _____ Signature: _____
Brief description of basic responsibilities/role on project: _____

SECOND AUTHOR

Name (print): _____ Signature: _____
Brief description of basic responsibilities/role on project: _____

THIRD AUTHOR

Name (print): _____ Signature: _____
Brief description of basic responsibilities/role on project: _____

FOURTH AUTHOR

Name (print): _____ Signature: _____
Brief description of basic responsibilities/role on project: _____

It is agreed that authorship order may be renegotiated should an individual’s responsibilities substantially change, or should an individual fail to perform their role as stated above.

Furthermore, it is agreed that if the project involves a student milestone, the manuscript (MS) or poster must be submitted for possible publication no later than 12 months from the date of the successful defense of the project. Should the manuscript not be submitted within 12 months’ time, it is agreed that the faculty supervisor will take primary responsibility for submission of the manuscript and will become first author.

Date contract signed: _____

Expected date of completion: _____

Date project actually completed: _____

Expected date of MS/poster submission: _____

Date MS/poster submitted: _____