

Augusta University

Policy Library

Authorship of Scholarly Activities

Policy Owner: Sponsored Program Administration

POLICY STATEMENT

The creation of new knowledge and its dissemination by publication and presentation are essential to the mission of Augusta University. In such scholarly activities, having fair and accurate attribution is essential to the integrity of the University's academic enterprise. All faculty, staff, and students at Augusta University should follow the guidelines within this policy when determining authorship of scholarly activities (e.g., manuscripts, grants, presentations, and electronic communications).

Faculty should be free to publish the results of their research and scholarly work. Graduate students, fellows, and other trainees should be co-authors on scholarly publications resulting from their work, providing they meet the criteria listed in this policy. Individuals who have made contributions to the scholarly work but do not meet these criteria should be acknowledged in the publication but not be granted authorship.

All faculty, staff, students, and any others involved in the communication of scholarly activities at Augusta University should read and be aware of this policy.

Standards for authorship vary between disciplines and journals. However, it is important that certain standards for authorship be maintained within an institution. Differences of opinion about authorship are not to be treated as research misconduct when the parties who differ are acting honestly, honorably, and in good faith. Should individuals at Augusta University believe an authorship dispute is rooted in potential misconduct, they should use existing policies and procedures to address such concerns related to potential misconduct. For those who have an honest difference of opinion but who do not believe misconduct is involved, this policy is intended to be a working resource. This policy provides guidelines that should be followed when determining authorship of scholarly activities emanating from Augusta University.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- **Scholarly activities** – products of research and other intellectual pursuits such as manuscripts, grants, presentations, and electronic communications.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 570

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 11/02/2016

Last Review: 01/27/2017

PROCESS & PROCEDURES

The issue of authorship should be discussed early in every collaborative relationship and should be reviewed periodically during the writing process so that ongoing development can be taken into consideration.

Standards for authorship vary between disciplines and between journals. Faculty, staff, and students are expected to conform to the policies stated in each journal's instructions to authors. In the absence of more specific standards, faculty should follow the "Uniform Requirements for Manuscripts," established by the International Committee of Medical Journal Editors (<http://www.icmje.org>). Of particular importance from those guidelines are the following considerations, excerpted and annotated below:

An **author** is generally considered to be someone who has made substantive intellectual contributions to a published study.

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.

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

The group should jointly make decisions about authors before submitting the manuscript for publication. The corresponding author should be prepared to explain the presence and order of these individuals. It is not the role of editors to make authorship decisions or to arbitrate conflicts related to authorship.

Each author should be given the opportunity to see the creative work in an essentially completed form and should give consent to co-authors on scholarly publications resulting from their work, providing they meet the criteria listed above.

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

The responsibilities each party has in connection with this policy are:

Responsible author(s)	One or more authors should take responsibility for the integrity of the work as a whole. This is usually the Principal Investigator, but might be another individual so designated by the Principal Investigator.
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All authors	Should jointly determine order of authorship based on contribution of the individual authors and the practices of the particular field. An explanation of order of authors should be available. Should see the work in completed form. Should give consent to authorship.
Academic leadership	Should authors not agree on authorship in a specific situation, they are encouraged to engage their most immediate academic leadership and escalate within the academic leadership as required.

Senior Vice President for Research	If, after working with academic leadership, authors have not reached a mutually acceptable solution, the Senior Vice President for Research should be contacted as a resource. The SVPR, in turn, may consult with academic leadership (e.g., deans, chairs, and center or institute directors), convene an ad hoc committee to review, or take other appropriate action.
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REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

Intentionally left blank. The policy already makes reference to other policies and procedures in paragraph 4. Given this fact, leaving this section intentionally blank does not seem reasonable.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 01/27/2017