

# **AUTHORSHIP/CONTRIBUTION GUIDELINES**

## **SOHAIL UNIVERSITY JINNAH MEDICAL & DENTAL COLLEGE**

**(for internal circulation only)**

Authorship guidelines are policy statement to explicitly determine authorship for scientific and humanities and is applicable to all categories of publications across all the disciplines.

### **INTRODUCTION:**

1. Authorship guidelines are necessary for creating 'fairness' in gaining due-rewards for intellectual contributions. These intellectual contributions are associated with academic-recognition, promotions and other financial benefits to faculty members working in a University.
  - 1.1. These requirements are at time 'slippery slope' for falling in conflicts and confusions regarding authorship credit.
  - 1.2. The International Committee of Medical Journal Editors (ICMJE) recommends that authorship be based on the following 4 criteria:
    - 1.2.1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
    - 1.2.2. Drafting the work or revising it critically for important intellectual content; AND
    - 1.2.3. Final approval of the version to be published; AND
    - 1.2.4. 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.
    - 1.2.5. Authors should meet conditions 1, 2, 3 and 4 mentioned in bullet 1.2.1-1.2.4 respectively.
    - 1.2.6. An author should be able to identify which co-authors are responsible for other specific parts of the publications work.
    - 1.2.7. Authors should have confidence in the integrity of the contributions of their co-authors.
    - 1.2.8. All those designated as authors should meet the four criteria as mentioned in the bullets mentioned in bullet 1.2.1-1.2.4 respectively.
    - 1.2.9. Those who do not meet all four criteria should be acknowledged

- 1.2.10. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work.
- 1.2.11. These guidelines also reserve authorship for those who have made a substantial contribution, and thus “receive primary credit and hold primary responsibility for the published work”.
- 1.2.12. In general, internationally accepted guidelines for authorship in Medicine and the Social Sciences recommend that authorship is based on substantial contribution to the research study.

## **2. OBJECTIVES OF AUTHORSHIP GUIDELINES**

- 2.1. This Policy document explicitly seeks to establish authorship requirements.
- 2.2. The policy is for the individuals associated with SU and other research collaborators from other outside institutes.

## **3. MODIFICATION**

- 3.1. These guidelines will be reviewed periodically and modified as and when necessary.

## **4. AUTHORSHIP**

- 4.1. An author is an individual who has made substantial intellectual contributions to a scientific investigation.
- 4.2. A substantial intellectual contribution would require an individual to have significantly participated in one or more of the following activities, i.e.:
  - 4.2.1. Formulating the research problem,
  - 4.2.2. Designing the study,
  - 4.2.3. Implementing the study,
  - 4.2.4. Interpreting and/or analyzing the results,
  - 4.2.5. Writing and/or reviewing the research paper,
  - 4.2.6. Responding to critique.
- 4.3. Authorship issue/order should be discussed **early in the phase of research work.**
- 4.4. Authors should have read the manuscript before print and must be prepared to take responsibility for the data, its interpretations, and conclusions made in it.
- 4.5. For multiple authors, the order of names normally should reflect the contributions made by each one of them (authors), with the most significant contributor listed as the first author, and so on.
- 4.6. **All authors must be ready to submit written documentation of their specific contributions.**
- 4.7. The first author may not necessarily be the Principal Investigator (PI), but an individual who is responsible for the conception and design of the study.
- 4.8. The Corresponding Author should have a permanent position within the University.

- 4.8.1. The Corresponding Author should be decided through consensus between authors and will be responsible for communication with editors, journals, and other authors.
- 4.8.2. The Corresponding Author will keep all other authors informed in case of revisions made in the manuscript before it is finally published.
- 4.9. In collaborative research projects resulting in publications, authors should have read, consulted and complied with the University's research policies and guidelines.
- 4.10. Individuals who are not members of the research group, but make substantial contributions to the writing of a paper may be credited for authorship according to the criteria for authorship as set out in section 5.1.1- 5.1.6.
- 4.11. Gift, Ghost, or honorary authorship is "**not at all acceptable**".
- 4.12. Definition: Ghost/Gift/Guest author is someone who is listed as an author without qualifying for authorship and also someone whose name is included without permission but meant to acknowledge.
- 4.13. Similarly, no one can coerce to put his/her name in the authorship list, if so this should be directly reported to: respective Head of the Departments, Dean, Dean-Research, and, Vice Chancellor (written application to all the office bearers).

## **5. ACKNOWLEDGEMENT**

- 5.1. Team members who may not have made substantial contributions to the paper, but have made substantial contributions to the research, should be mentioned in the acknowledgement note.
- 5.2. Data collectors and those who provided laboratory/field/secretarial support, such as providing technical assistance or involvement in data collection, or helped in typing the manuscript should not claim authorship, but should be acknowledged, with their permission for their work.
- 5.3. Field workers or secretarial/administrative staff may be acknowledged with permission.
- 5.4. All sources of funding must be acknowledged appropriately, whether internal or external funding.
- 5.5. "Work undertaken at "Sohail University" should be clearly specified if an author submits a manuscript and publishes after leaving "Sohail University" or a student who has left the program after graduation.

## **6. STUDENTS / RESIDENTS**

- 6.1. Students are encouraged to publish their approved research projects.
- 6.2. In those cases where a student explicitly/implicitly chooses not to engage in the preparation of their research project for publication, their supervisor may choose to prepare the work themselves and will provide appropriate authorship credit to the student in recognition of his/her contribution to the research study.

- 6.3. The order of authors is decided in mutual agreement by the supervisor and/or the principal investigator according to the criteria for authorship as set out in section 5.1.1- 5.1.6.
- 6.4. A student cannot be the Corresponding Author.
- 6.5. Under no circumstance should anyone affiliated with Sohail University and JMDC, whether as employee, student, or volunteer; publish data owned by the university or its faculty without permission from the owner of the data.
7. **ALL RESEARCH PROJECTS AND THEIR DATA:** irrespective of departmental affiliation, will be intellectual property of Sohail University.
8. **ETHICAL APPROVAL**
- 8.1. No manuscript can be submitted for publication if ethical approval or exemption of the study has NOT been obtained. The PI of the study should obtain ethical approval or exemption (where applicable) for the study.
9. **COPYRIGHT TRANSFER**
- 9.1. Copyright of a manuscript is transferred to a journal when the first Author (lead) or Corresponding Author signs a copyright form on behalf of all authors. The manuscript, and all contained content are no longer the property of authors and no part of the manuscript (including figures, tables, etc.) can be submitted or published by any author without prior approval of the publisher.
10. **DISPUTE RESOLUTION**
- 10.1. The PI should resolve any disputes over order of the authorship in collegial consultation with the other investigators.
- 10.2. If a dispute or concern arises with respect to authorship, the following steps may be taken for resolution:
- 10.2.1. Resolve the dispute within the research team.
- 10.2.2. Speak with the research team leader or PI for an amicable resolution.
- 10.2.3. If a discussion with the PI does not resolve the problem, several avenues of dispute resolution within the relevant departments may be approached in the following order: Head of the Departments and faculty members/Dean/ Dean of Research and Graduate Studies or Vice Chancellor (whose decision will be final and binding on all parties)
- 10.2.4. If a paper is in the process of being published, and the above methods do not resolve the dispute, a letter indicating a conflict of interest may be sent to the Publisher.
- 10.3. The most desirable and effective approach in determining authorship is through mutual agreement, preferably at the beginning of the project/study.
- 10.4. Agreements on authorship credit and order may be reviewed during the course of the project if necessary.
11. **PLAGIARISM:**

- 11.1. Plagiarism is defined as the unauthorized use of, or close imitation of, the language and/or thoughts of another author and the representation of their work as one's own.
- 11.2. Plagiarism may occur with or without intent. However, copying is absolutely unacceptable, and will be appropriately dealt with University's policy on "Research Misconduct". Examples of repercussions may include, but are not limited to, removal from the research project, permanent removal from a research team, and/or retraction of published papers. It is the responsibility of the Corresponding Author to check for plagiarism before submitting manuscript to the Publisher.