

PoCoG Authorship Guidelines

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Overview

Good research conduct requires that the research methods and results are open to, and able to withstand, scrutiny and debate.

Purpose

This document outlines PoCoG's processes for authorship. This document will guide the appropriate recognition of all contributors to the intellectual property developed within PoCoG administered and supported studies as outlined in the study protocol.

Scope

This document applies to the authorship requirements for all phases of development, pilot, and trial research undertaken within PoCoG administered and supported studies.

For the purposes of this document, authorship applies to:

- Original research manuscripts submitted for journal publication.
- Presentations submitted to local, national and international conferences.
- Letters, commentaries and brief reports submitted for publication in peer-reviewed journal and media formats.

These guidelines apply to members of the research team involved in study design, resource development, data collection, data management, data analysis and interpretation. This includes:

- Steering Committee
- Working Group Members
- Advisors (Advs)
- Research and support staff

Authorship

Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work. PoCoG recommends agreement with the guidelines developed by the International Committee of Medical Journal Editors (ICMJE) to ensure that contributors who have made substantive intellectual contributions to a paper are given credit as authors, but also that contributors credited as authors understand their role in taking responsibility and being accountable for what is published.¹

The ICMJE recommends that authorship be based on the following 4 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.

1.1. General Principles of Authorship

1. Principles of authorship should apply to all scholarly work.
2. Authorship assigns responsibility and accountability for the content of scholarly work and intellectual products.
3. Authorship gives credit for intellectual work.
4. Authorship assumes independence from any agreements that could limit, or be perceived to limit, the analysis, interpretation and/or publication of data

5. Information and data should be reported truthfully and completely. Plagiarism, fabrication, and falsification are unacceptable practices.

1.2. Criteria for Authorship

Note: Criteria for authorship should be based on the accepted practice in the particular discipline and the guidelines of the specific publisher / journal. The following information is provided for guidance.

1. An author should have made substantial contributions to the scholarly work and intellectual process. Examples of activities considered to be a substantial contribution may include one or more of the following: creating the original idea, project planning, experimental work, data collection, analysis, and interpretation.
2. An author should be able to articulate and defend their contribution to the scholarly work. They should know and be able to explain how their contribution relates to the overall project.
3. As single contributions, the acquisition of funding, the provision of technical services and/or materials, the collection of data, or the general supervision of a research group are generally not adequate to justify authorship.
4. Honorary (named author who has not met authorship criteria), planted (author named without his/her knowledge or consent), guest (individual not named as author but who has contributed substantially to the work), and relinquished (person meeting the criteria for authorship but ceding authorship to co-workers who may or may not have met the criteria) authorships are not acceptable.

1.3. Implementation of Authorship

1.3.1. Group Authorship

1. The project/program group name (e.g. "PCP Program Group") may be used to reflect the contribution of the large team.²
2. Members of a project/program group may include:
 - a. All Working Group Members
 - b. Research and support staff
 - c. Program advisors or consultants where they have had direct input
3. Whenever a group name is used, all members of the group should be named in the appendix and acknowledgements of that publication.

1.3.2. Journal and/ or manuscripts

1. Manuscript content will be developed following the **Manuscript Development** Process as outlined in APPENDIX 1.
2. The primary author should carefully review the policies and procedures of the journal prior to submission in order to adhere to all applicable requirements.
3. Authorship should be discussed early with the research team and consensus on first and senior authors decided. However, this should be reviewed periodically in every collaborative relationship.
4. One author (primary/senior/submitting/responsible) should assure the following:
 - a. Each author meets criteria for authorship;
 - b. Each author has reviewed the whole scholarly work;
 - c. Each author has consented to authorship prior to the submission of the product.
5. One author should assume responsibility for coordinating the completion and submission of the work, for assuring adherence to the rules of submission, and for coordinating responses to inquiries or future challenges.
6. Junior researchers and students meeting the criteria for authorship must be included as authors.
7. The order of authorship may not necessarily indicate the magnitude of the contributions of the individual authors. Authors should adhere to the norm of their discipline and the publisher's guidelines. A template for recording authorship contributions is provided in APPENDIX 2. The following are suggestions for determining order:
 - a. The person who has made the major contribution to the product and/or taken the lead in writing should be first author;
 - b. The person who has general responsibility for the project is frequently listed last;
 - c. Authors who have made major contributions to analysis, interpretation, or writing may be listed immediately following the first author;
 - d. Individuals who fulfil the criteria for authorship may be listed in alphabetical order.

8. Authors should attempt to resolve authorship disputes themselves. If disputes cannot be settled, they should be referred to a third party for resolution;
9. The PCP Program Group as a group authorship name may be used to reflect the contribution of the large team and where journal and /or manuscripts conditions are limited to a set number of named authors.

1.3.3. Conference/Symposia Presentation Abstracts

1. The presenting author should carefully review the policies and procedures of the meeting prior to submission in order to adhere to all applicable requirements
2. One author (primary/senior/submitting/responsible) should assure the following:
 - a. Each author meets criteria for authorship;
 - b. Each author has reviewed the whole scholarly work;
 - c. Each author has consented to authorship prior to the submission of the product.
3. Authorship of abstract submissions for conferences that relate to PCP Program Working Group specific activity should include where appropriate all members of the Working Group and the PCP Management Group as named authors. The PCP Program Group as a group authorship name may be used to reflect the contribution of the large team.
4. Authorship of abstract submissions for conferences that relate to general PCP Program activity should include contributors as appropriate and the PCP Management Group as named authors. The PCP Program Group as a group authorship name may be used to reflect the contribution of the large team.
5. One author should assume responsibility for coordinating the completion and submission of the work, for assuring adherence to the rules of submission.
6. The PCP Program Group as a group authorship name may be used to reflect the contribution of the large team and where abstract submission conditions are limited to a set number of named authors.

Acknowledgements

1. PoCoG should be acknowledged on all resources and in all publications using the following text:

“This [insert appropriate term] was developed as part of the [insert full project title e.g. Transforming Psychosocial Care of Patients in Australia: Implementation of a Comprehensive Training and Service Delivery Program Anxiety and Depression Pathway (PCP) Program], led by the Psycho-oncology Cooperative Research Group (PoCoG). Members of the [insert project brief title e.g. PCP Program Group] have contributed to project activities and resources.”

2. Additional contributions of external parties involved in the development of PoCoG resources should be acknowledged. A suggested template is outline below

The [e.g. learning modules] were developed by [insert names here], Psycho-oncology Co-operative Research Group (PoCoG), The University of Sydney.

Members of the working group, [Insert WG members' names here] kindly shared their [Insert as appropriate e.g. clinical and educational] expertise throughout the development of the [insert resource name e.g. training program].

[Insert Service detail e.g. Online video production] was provided by [insert supplier name e.g. Audio Visual Services, Information and Communication Technology at the University of Sydney].

The author(s) and publishers of this [Insert resource name] thank [Insert provider] for permission to include copyright material from the [Insert source name].

Conflict of Interests

A potential conflict of interest is defined as but not limited to research activities, advisory committee membership or appointments that have an interest or similar focus to that of the overall program of work of PoCOG.

Authors should be careful to avoid conflicts of interest and should disclose all conflicts of interest that present an actual or potential conflict. Obvious examples of conflicts include situations where an author, or the author's spouse or dependent children, has a significant financial relationship that could affect or be affected by the scholarly work. Less obvious examples include: situations where the author is related to, or involved in an academic dispute with, a person whose work the author is critiquing; and situations where the author has taken a public advocacy position on a matter of policy relevant to the research. Many journals have their own conflict disclosure policies. Authors submitting manuscripts to journals should consult the journals' policies, as they vary.

Authors should clearly describe the role of the study sponsor in study design, in the collection, analysis and interpretation of data, in the writing, review, or approval of the report, and in the decision to submit the report for publication.

References

1. Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals (Updated December 2014). Available online: <http://www.icmje.org> (Accessed May 2015)
2. Fact Sheet Authorship in MEDLINE® 15th August 2012
<https://www.nlm.nih.gov/pubs/factsheets/authorship.html> (Accessed July 2016)

APPENDIX 1

Manuscript Development Process

1. Summary of manuscript prepared
2. Email sent to potential authors with text:

We are currently developing the [enter project/context e.g. resources development] manuscript from the [enter project/program title e.g. PCP Program] entitled [enter working title]. A summary of the manuscript plan is attached to this email.

This plan has been written by [writing author/s] with input from [insert other lead contributors]. We anticipate including members of the [enter WG name] Authorship order will be suggested in the first draft; any adjustments will be discussed by email or at the next [enter WG name] meeting.

Please indicate your agreement to be included as a listed author on this manuscript, by reading the following two conditions of authorship statements.

1. I agree to participate as an author in accordance with the PoCoG Authorship Guidelines?
2. I understand and agree to fulfil the ICMJE criteria?
3. I agree to comply with any disclosure requirements relating to your affiliation with any healthcare institutions, medical committees and other medical or scientific organisations, and all financial and other potential conflicts of interest that might bias your work?

Please reply to email stating either

Yes, I agree with the conditions for authorship.

No, I do not agree and do not wish to be a named author on this manuscript

APPENDIX 2

	Authorship Contribution (%)								
Author Name									
Project Task									
Conceptualizing the research									
Refining/crystalizing the research									
Literature searching & summarizing									
Creating the research design									
Measurement/Instrument construction									
Selection of statistical tests/analyses									
Data (statistical/qualitative) analyses									
Interpretation of data (statistical/qualitative)									
Manuscript Content									
Writing Introduction									
Writing Methods									
Overall results collation									
Writing results analysis/ interpretation									
Writing Discussion									
Critical review/supervision									
Reviewing & providing feedback									
Other:									
*This template should be completed in conjunction with the PoCoG Authorship Guidelines									