

Authorship Guidelines



CENTER FOR EXCELLENCE
IN SCHOLARSHIP *and* RESEARCH
MINNESOTA STATE UNIVERSITY, MANKATO

Adopted October 28, 2010

Authorship Criteria

These authorship guidelines apply to both written and oral papers and presentations. 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.
4. Ability to explain and defend in public or scholarly settings that portion of the study for which he or she was directly responsible, including potential conflicts of interest.

The following types of authorship are considered inappropriate:

1. Honorary or Courtesy-named author who has not met authorship criteria.
2. Planted-author named without his/her knowledge or consent.
3. Guest/Ghost-individual not named as author but who has contributed substantially to the work (an unacknowledged participant in the project goes unidentified).
4. Relinquished-person meeting the criteria for authorship but ceding authorship to co-workers who may or may not have met the criteria.

Primary or Lead Author

One author, designated as the primary or lead author, must assume overall responsibility for each publication (e.g., primary research report, abstract, review article, book chapter). The primary or lead author is typically the faculty member who leads the study and who assumes the responsibility for coordinating and completing the work, drafting of the manuscript, satisfying pertinent rules for submitting the manuscript and any required revisions, and coordinating responses of the group to inquiries or challenges. The primary or lead author should exercise due diligence in assuring the validity of the entire manuscript.

The selection of the primary or lead author, inclusion of collaborator(s) as co-author(s), and the order of authorship should ideally be determined by the research/writing team as a whole. Decisions regarding authorship and its order should, when possible, be determined before the study begins and any disputes resolved at that time. Assistance in interpreting and applying these guidelines is available from the Center for Excellence in Scholarship and Research (CESR). The primary or lead author should assure that all collaborators are appropriately recognized and that study collaborators listed as co-authors meet the **recommended** criteria for authorship.

The primary or lead author should assure that all co-authors have had the opportunity to approve the final version of a manuscript or abstract, that each co-author has reviewed the portions of the manuscript or abstract representing his or her contribution, and each is willing to support that material.

Miscellaneous Considerations

Acquisition of funding, the provision of technical services and/or materials, the collection of data, or general supervision of the research group alone does not constitute authorship. CESR typically provides technical services. Therefore neither the Director of CESR nor any CESR staffs are eligible for inclusion as authors. Exceptions to this may be considered.

The person who has made the major contribution to the paper and / or taken the lead in writing is entitled to be the first author.

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

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Contributions that do not warrant recognition of authorship should be acknowledged in a note or other means as customary in the discipline and/or publication. Typically this is where CESR services would be acknowledged.

Each co-author must consent to authorship prior to submission of any manuscript bearing his or her name.

Faculty/Student Authorship

Faculty should be aware of their responsibility to ensure that students and other research associates who participate in the preparation of manuscripts are recognized as authors in publications covering the results of research in which they were active participants.

Faculty collaborating with a student or students must make every reasonable effort to ensure that:

1. Students make substantial contributions to manuscripts (see Authorship Criteria).
2. Students who conceive and design research or scholarly projects retain first author privileges.
3. Students should normally be the first author on any multi-authored article based on their thesis or dissertation.
4. Students complete manuscripts in a timely fashion.

Dispute Resolution

Disputes over authorship are best resolved at the local level by the authors themselves or in consultation with the project coordinator, department chair or dean, as appropriate.

If resolution at the local level cannot be achieved, the matter can be referred to the Authorship Advisory Board. If the matter is taken to the Authorship Advisory Board with the mutual agreement of all parties, the Board may issue a non-binding written recommendation. The written recommendation will be provided to all parties of the dispute and can be made public by any of the parties involved.

Composition of the Authorship Advisory Board

The Board shall consist of the following:

Two faculty members appointed by the MSU, Mankato Faculty Association from the Research Sub Meet and Confer.

One member of the administration: graduate dean.

One graduate student appointed by the MSSA.

Any member of the Board involved in an attempted resolution of the complaint prior to its consideration by the Authorship Dispute Board will recuse him or herself.

This report incorporates and is indebted to authorship policies and/or principles from the following institutions and organizations: British Sociological Association, Dartmouth University, Duke University, International Committee of Medical Journal Editors, Union University, Victoria University, and Wake Forest University.