

**Guidelines for Authorship on Manuscripts
Summarized February, 2010**

**From the Harvard Medical School Guidelines (referenced by the VP for Research/Graduate School:
<http://www.hms.harvard.edu/integrity/authorship.html>):**

- Everyone who is listed as an author should have made a substantial, direct, intellectual contribution to the work. For example (in the case of a research report) they should have contributed to the conception, design, analysis and/or interpretation of data. Honorary or guest authorship is not acceptable. Acquisition of funding and provision of technical services, patients, or materials, while they may be essential to the work, are not in themselves sufficient contributions to justify authorship.
- Everyone who has made substantial intellectual contributions to the work should be an author. Everyone who has made other substantial contributions should be acknowledged.
- When research is done by teams whose members are highly specialized, individual's contributions and responsibility may be limited to specific aspects of the work.
- All authors should participate in writing the manuscript by reviewing drafts and approving the final version.
- One author should take primary responsibility for the work as a whole even if he or she does not have an in-depth understanding of every part of the work.
- The main/first author should define authorship based on the above criteria.

From Michigan State University (<http://rio.msu.edu/authorshipguidelines.htm>):

Authorship - A person claiming authorship of a scholarly publication must have met the following criteria:

- Substantial participation in conception and design of the study, or in analysis and interpretation of data;
- Substantial participation in the drafting of the manuscript or in the substantive editing of the manuscript;
- Final approval of the version of the manuscript to be published;
- Ability to explain and defend the study in public or scholarly settings.

(Note: these criteria follow closely those recommended by several professional associations. See especially the International Committee of Medical Journal Editors, *Annals of Internal Medicine* 1988; 108: 258-65.)

Acknowledgment - Contributions that do not justify authorship should be acknowledged separately in the notes to the manuscript. These may include general supervision of a research group, assistance in obtaining funding, or technical support.

“Honorary Authorship” - A claim of authorship by, or assignment of authorship to, persons who may have been associated in some way with a study but do not meet the four criteria in item 1 may constitute an unethical research practice.

Graduate Student Authorship - “Faculty should be especially aware of their responsibility to safeguard the rights of graduate students to publish the results of their research.” (*MSU Research Handbook*, 1985, p. 16, section 4.3.1.)

Senior Author and Order of Authorship - The senior author is generally defined as the person who leads a study and makes a major contribution to the work. All the authors at the outset of a project should establish senior authorship, preferably in a written memorandum of understanding. This memorandum of understanding should reference the authors’ agreement to abide by their departments’ policy on authorship or this University default policy on authorship. At the outset of the study the Senior Author should discuss the outline of work and a tentative Order of Authorship with the study participants. As projects proceed, agreements regarding authorship may need to be changed. It is the responsibility of the senior author to assure that the contributions of study participants are properly recognized.

Disputes Over Authorship - Disagreements over authorship, e.g. who has a right to be an author or the order of authorship, should be resolved by the Senior Author in collegial consultation with the other authors. When this process cannot reach resolution, the Senior Author should arrange with his or her chairperson for arbitration by a knowledgeable and disinterested third party acceptable to all the authors. If the authors cannot agree on a mutually acceptable arbitrator, then the Vice President for Research and Graduate Studies shall appoint an arbitrator. During the arbitration process all the authors are expected to refrain from unilateral actions that may damage the authorship interests and rights of the other authors.

Accountability - Every author listed on a publication is presumed to have approved the final version of the manuscript. Each author is responsible for the integrity of the research being reported.

Plagiarism -The word *plagiarism* is derived from the Latin *plagiarius*, an abductor, and *plagiare*, to steal. The expropriation of another author’s text, and the presentation of it as one’s own, constitutes plagiarism. Plagiarism, in turn, constitutes misconduct in scholarship under University policies and procedures. Plagiarism in scholarly projects should be reported to one’s chairperson, dean, or the University Intellectual Integrity Officer. (American Historical Association, *Statements on Standards*, 1993, p. 13)

Distribution -This policy should be widely distributed, especially to each new faculty, graduate student and research staff member in academic units.