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Publication of students' academic work: Guidelines for students and staff.

Background

Authorship credit outlined in these guidelines is based on, 1) the criteria for authorship contained in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals developed by the International Committee of Medical Journal Editors (ICMJE, 2008); 2) authorship definition as outlined by the American College of Clinical Pharmacy (Scheife, 2009); and 3) authorship determination and power differentials between students and supervisors (Resta et al., 2010).

1. These guidelines should be disseminated and discussed with students on induction.
2. Best practice recommends that there is early written agreement between the student and supervisor(s) regarding authorship.
3. A student and their academic supervisor(s) are identified as authors of an article or conference presentation when they meet **all** of the following three criteria:
 - I. Contributed to conception and design, **or** analysis and interpretation of the data;
 - II. Drafting the article/conference abstract **or** revising it critically for important intellectual content;
 - III. Final approval of the version to be published/presented.
4. All persons who meet the three criteria for authorship as outlined in No. 3 should be listed as authors.
5. If a person does not meet all three criteria for authorship as outlined in No. 3, they should be listed in an acknowledgement. Examples of those who might be acknowledged include a person who provided purely technical help, donated consumables or equipment, writing assistance, or an individual who provided only general support such as Departmental Head.
6. Different ways of determining authorship exist across disciplines, research groups, and countries. Examples of authorship policies include descending order of contribution, placement relative to who took the lead in writing the manuscript, alphabetical order or even random order. While the significance

of a particular order may be understood in a given setting, order of authorship has no generally agreed meaning. In CMNHS, it is recommended that:

- I. The first author should be the individual who proposed the idea or who has been working for the most time on the body of work. The first author will normally be the student and co-author(s) will be the student's supervisor(s).
 - II. If two or more authors have made an equal contribution, authors may be listed alphabetically and equal contribution indicated with an asterisk and a footnote
 - III. The person who takes responsibility for the integrity of the work as a whole, from inception to published article, (i.e. 'guarantor') will normally be the student's supervisor and will be the last and senior author.
 - IV. The corresponding author manages all communication and correspondence regarding the paper and will typically be the last author, but does not necessarily have to be the last author.
7. In the case of a student pursuing publication of their undergraduate or Master's thesis, and where the supervisor(s) have undertaken substantial revision of the manuscript, renegotiation of authorship order outlined in No. 6 is appropriate.
 8. It is the responsibility of the guarantor that all authors listed have reviewed the final draft and given approval for submission.
 9. Authorship based on the position of research supervision alone, without meeting all three criteria outlined in No. 3 is not approved.
 10. Authorship based on acquisition of funding or collection of data alone, without meeting all three criteria outlined in No. 3 is not approved.
 11. When submitting papers and abstracts, the correct institutional name must be used, i.e. 'National University of Ireland, Galway', in conjunction with other Institute, Centre or School names.
 12. Financial and material support must be acknowledged with the name of the funding body and the grant reference number.
 13. Guidance should be sought from the Research Office's Technology Transfer Office where issues of intellectual property arise.

References

ICJME (2008) Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Publication Ethics: Sponsorship, Authorship, and Accountability. *International Committee of Medical Journal Editors (ICJME)*. Available online http://www.icmje.org/ethical_1author.html accessed November 16th 2012

Resta R. G., McCarthy Veach P., Charles S., Vogel K., Blase T. & Palmer C. G. S.
Publishing a master's thesis: A guide for novice authors. *Journal of Genetic
Counseling* 19, 217-227.
Schiefe R.T. (2009) A ghost in the machine. *Pharmacotherapy* 29(4), 363-364.