

Sources of Information on Authorship Best Practices

Each university has its own standards and individual schools within a university can have their own standards.

HARVARD:

Harvard Medical School-Harvard University *Authorship Guidelines* – adopted in December, 1999 <http://ari.hms.harvard.edu/Integrity-science-policies>

Harvard Medical School *Guidelines for Investigators in Clinical Research* – adopted in October, 1991 <http://ari.hms.harvard.edu/Integrity-science-policies>

Focusing on the need for greater transparency in authorship designation a “Controlled vocabulary of contributor roles” called the "CRedit System" is being recommended by some journals (e.g. J. Cell Biol., CELL). It is based on workshops initiated between the Wellcome Trust and Harvard University. **CASRAI:** <http://docs.casrai.org/CRedit>

OMBUDS Office of Harvard Medical School | Harvard Dental School of Medicine
| Harvard T.H. Chan School of Public Health

Helpful Information

Harvard Medical School and Harvard Dental School of Medicine
Six Tips for Avoiding Authorship Conflicts by Melissa Brodrick, Ombudsperson for Harvard’s Medical School and School of Dentistry
<http://hms.harvard.edu/news/six-tips-avoiding-authorship-conflicts-1-7-13>

HMS|HSDM|HSPH OMBUDS Office – *AUTHORSHIP: Recommended Best Practices for Determining Authorship – faculty*
<https://hms.harvard.edu/sites/default/files/assets/Sites/Ombuds/files/Authorship.BestPractices.Faculty.pdf>

HMS|HSDM|HSPH OMBUDS Office – *AUTHORSHIP: Recommended Best Practices for Determining Authorship – post docs*
<https://hms.harvard.edu/sites/default/files/assets/Sites/Ombuds/files/Authorship.BestPractices.PostDoc.pdf>

HMS|HSDM|HSPH OMBUDS Office – *Writing a Letter of Complaint*
<https://hms.harvard.edu/sites/default/files/assets/Sites/Ombuds/files/HMS.HSDM.HSPH.Ombuds%20Office.Writing%20a%20Letter%20of%20Complaint.pdf>

HMS|HSDM|HSPH OMBUDS Office – *Active Listening Techniques* - when dealing with interpersonal conflict regarding authorship
<http://hms.harvard.edu/sites/default/files/assets/Sites/Ombuds/files/HMS.HSDM.HSPH.ActiveListeningTechniques.pdf>

Harvard T.H. Chan School of Public Health – *Authorship Guidelines*
www.hsph.harvard.edu/faculty-affairs/authorship-guidelines/

ADDITIONAL SOURCES OF AUTHORSHIP INFORMATION

American Physical Society: *Ethics and Values - 02.2 APS GUIDELINES FOR PROFESSIONAL CONDUCT* - Adopted November 10, 2002

http://www.aps.org/policy/statements/02_2.cfm

Cozzarelli, N.R. (2004) Responsible authorship of papers in Proceedings of the National Academy of Sciences of the United States of American (PNAS) editorial PNAS 101(29), 10495 (note NAS recommendations based on the American Physical Society) “*Examples of designations an author could note include the following: Designed research; Performed research; Contributed new reagents or analytic tools; Analyzed data; or Wrote the paper..... Gathering funds for the project, paying salaries, providing a conducive environment, being the spokesperson, or providing published reagents or procedures (2) are not activities that warrant authorship without a significant contribution to the scientific content of the paper.* Cozzarelli, N.R. (2004) *Proc.Natl.Acad.Sci.USA101, 3721–3722.*” - <http://www.pnas.org/>

National Academies of Sciences www.nap.edu, *On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition*, (2009) Committee on Science, Engineering, and Public Policy, National Academy of Sciences, National Academy of Engineering, and Institute of Medicine (now called National Academy of Medicine), The National Academies Press, Washington, DC

<http://www.nap.edu/search/?term=+A+Guide+to+Responsible+Conduct+in+Research+>
Book is for sale or you can download pdf as a guest or create free MyNAP account

National Institutes of Health *Office of Intramural Research* - <https://oir.nih.gov/>
General Guidelines for Authorship Contributions - A colorful green (yes) pink (no) chart on how to decide authorship

https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-authorship_contributions.pdf

National Institutes of Health *Office of Intramural Research* - <https://oir.nih.gov/>
Processes for Authorship Dispute Resolution <https://oir.nih.gov/sourcebook/ethical-conduct/research-ethics/committee-scientific-conduct-ethics-csce/processes-authorship-dispute-resolution>

The Office of Research Integrity: *ORI Introduction to the Responsible Conduct of Research* | ORI – the Office of Research Integrity U.S. Department of Health & Human Services. By Nicholas H. Steneck, PhD, Illustrations by David Zinn - A comprehensive pdf. guide that includes information on authorship. <http://ori.hhs.gov/ori-introduction-responsible-conduct-research>

American Psychological Association: *Publication Practices & Responsible Authorship* - A listing of a number of references on the topic

<http://www.apa.org/research/responsible/publication/>

ADDITIONAL SOURCES OF AUTHORSHIP INFORMATION

Columbia University - Responsible Conduct of Research: *Responsible Authorship and Peer Review* - A serious and thorough interactive website with videos for learning about authorship and dealing with different types of scenarios

http://ccnmtl.columbia.edu/projects/rcr/rcr_authorship/introduction/index.html

Fine, M.A. and Kurdek, L.A. (1983) Reflections on Determining Authorship Credit and Authorship Order on Faculty-Student Collaborations, November (1993) • American Psychologist 48(11), 1141-1147.

Mayer, T. and Steneck, N. (eds) Promoting Research Integrity in a Global Environment. Imperial College Press / World Scientific Publishing, Singapore (pp 309-16) (ISBN 978-981-4340-97-7)
publicationethics.org/files/interationalstandards_authors_forwebsite_11_Nov_2011.pdf

Ritter, S.K. (2001), Publication Ethics: Rights and Wrongs - *Chemical and Engineering News* - Vol. 79, Nr 46 CENEAR 79 46 November 12, 2001 (pp. 24-31) ISSN 0009-2347
<http://pubs.acs.org/doi/abs/10.1021/cen-v079n046.p024>
(need ACS ID/password (free) to access resource - <http://pubs.acs.org/>)

Huth, E.J. Authorship Standards: Progress in Slow Motion. CBE Views Vol. 20, Nr 4 1997 (pp. 127-132) <http://www.councilscienceeditors.org/wp-content/uploads/v20n4p127-132.pdf> - CBE Views, now called Science Editor is published quarterly by the Council of Science Editors

International Committee of Medical Journal Editors (ICMJE) *Defining the Role of Authors and Contributors* - copyright (2015)
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Albert, T. and Wager, E. The COPE Report (2003) pp32-34 - *How to Handle Authorship Disputes: A Guide for New Researchers*
http://publicationethics.org/files/2003pdf12_0.pdf

Wager, E. and Kleinert, S. Responsible Research Publication: International Standards for Authors - A position statement developed at the 2nd World Conference on Research Integrity, Singapore, July 22-24, 2010 -
http://publicationethics.org/files/International%20standards_authors_for%20website_1_1_Nov_2011.pdf

ADDITIONAL SOURCES OF AUTHORSHIP INFORMATION

CONFLICT OF INTEREST

Thorough example: *Science*/AAAS Authorship Form and Statement of Conflicts of Interest

www.sciencemag.org/site/feature/contribinfo/prep/coi.pdf

INTELLECTUAL PROPERTY

Harvard Office of Technology Development: *Statement of Policy in Regard to Intellectual Property* (IP Policy)

otd.harvard.edu/faculty-inventors/resources/policies-and-procedures/statement-of-policy-in-regard-to-intellectual-property/

Harvard University Office of the General Counsel: *Copyright and Fair Use: A Guide for the Harvard Community* - <http://ogc.harvard.edu/pages/copyright-and-fair-use>

Harvard T.H. Chan School of Public Health -Harvard T.H. Chan School of Public Health Student Handbook: *Patents, trademarks and/or use of Harvard's Name and Intellectual Property* - www.hsph.harvard.edu/student-handbook/academic-support/patents-trademarks-and-use-of-name-regulations/

The National Academies Press - *On Being a Scientist: A Guide to Responsible Conduct in Research*: Third Edition (2009) - <http://www.nap.edu/catalog/12192/on-being-a-scientist-a-guide-to-responsible-conduct-in> - Committee on Science, Engineering, and Public Policy, National Academy of Sciences, National Academy of Engineering, and Institute of Medicine (now called National Academy of Medicine), The National Academies Press, Washington, DC www.nap.edu