

Authorship Guidelines: Union University School of Nursing

Union University School of Nursing (SON) upholds the highest standards for authorship and assignment of authorship on scholarly works developed in part or in whole by those within the SON.

Who is affected?

- Faculty authoring works in consultation or collaboration with faculty, students, staff members and/or outside consultants.
- Students authoring works in consultation or collaboration with faculty and outside consultants.
- Staff authoring works in consultation or collaboration with faculty.

What ethical standards pertain?

- The SON guidelines as stated in this document.
- Publication Manual of the American Psychological Association 5th edition (APA manual): Since the APA manual is the adopted manual of style of the SON, SON policy shall be consistent with the minimum standards regarding authorship as briefly stated in Section 1.03.
- Professional and academic standards of Union University pertaining to faculty, staff and students.
- Standards required by those journals to which works may be submitted as long as those standards are not in conflict with the standards of the SON.

Who is an author?

Authorship credit should be based on 1) substantial contributions to conception and design, or 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 each of the conditions 1, 2, and 3 (International Committee of Medical Journal Editors, 2006). Therefore authorship should be “reserved for people who make a primary contribution to and hold primary responsibility for the data, concepts, and interpretations of results for a published work” (Huth, 1987 as cited in APA 5th ed.).

- 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.
- Honorary authorship, where named authors have not met authorship criteria, is not an ethical practice. All authors must have been substantially involved as described above.
- The practice of “ghost authorship,” in which individuals not named as authors but who substantially contributed to the work (an unacknowledged participant in the project process goes unidentified) is also not ethical.
- Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship.

Many journals require a statement which specifies the contribution of each stated author. When a work is being developed, the author should bear this in mind and be ready to so specify.

The School suggests the following kind of format to refer to each author's involvement (using initials): KY collected data, participated in the data analysis and drafted the X portion of the manuscript. JE participated in the design of the study and collected data. LL participated in the design of the study and performed the statistical analysis. YM conceived of the study, and participated in its design and coordination and helped to draft the manuscript. All authors read and approved the final manuscript.

Who decides the order of authorship?

The order of authorship on the byline should be a joint decision of the co-authors. Authors should be prepared to explain the order in which authors are listed. The SON strongly encourages/requires that a written authorship agreement be described and signed by all proposed authors. Proposed authors should be designated as 1st author, 2nd author, 3rd author, and so forth. If a change in byline order is contemplated by the authoring group, change should be by written agreement.

Students participating in authorship

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

- Students make substantial contributions to manuscripts (see “Who is an author?”).
- Students who conceive and design research or scholarly projects retain first author privileges.
- Students complete manuscripts in a timely fashion.

Students who do not complete manuscript submission before graduation should develop and submit a timeline for completing the work. The student and the appropriate authorship group may construct a new written authorship agreement if the student does not proceed to a manuscript submission by a stated deadline.

Who is a contributor as opposed to an author? Who should be acknowledged?

Contributorship may include but is not limited to a) acquisition of funding, b) collection of data, c) general supervision of a research group, d) technical support, e) writing assistance, or f) provision of materials for research (e.g., specimens). Any of these activities alone does not justify authorship, therefore an acknowledgement as a contributor is more appropriate. Most journals allow for contributorship statements as part of manuscript submission. Authors should obtain permission to acknowledge from all those mentioned in the acknowledgements, whether individuals or groups.

Multicenter research

Union University School of Nursing and its faculty and students may sometimes participate in multi-center research. The International Committee of Medical Journal Editors recommends the following stance.

“When a large, multi-center group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript (3). These individuals should fully meet the criteria for authorship defined above and editors will ask these individuals to complete journal-specific author and conflict of interest disclosure forms. When submitting a group author manuscript, the corresponding author should clearly indicate the preferred citation and should clearly identify all individual authors as well as the group name. Journals will generally list other members of the group in the acknowledgements. The National Library of Medicine indexes the group name and the names of individuals.”

Thus, in instances where Union University leads in the proposal and development of a multicenter research endeavor, the University must take the lead role in clarifying authorship to participating constituents. If Union, on the other hand, is such a participant under the aegis of an external developer, Union must seek to clarify authorship and contributorship in the initial stages of agreement to participate. All members of the group who are named as authors should fully meet the criteria for authorship.

Faculty-faculty or student-faculty sharing of instructional materials

In educational settings, the use of materials created by another is likely to be fairly common. The materials may be of diverse types. Faculty may offer to share or be asked to share instructional materials that they have developed. Issues of authorship should be discussed before using instructional materials that were developed by another. For example, if a faculty member shares PowerPoint presentations, that faculty member should make clear their expectations regarding continuing authorship on the title slide. Conversely, if a faculty member uses a PowerPoint presentation created by another faculty member, they should discuss with the original author the addition of his/her name to the title slide. On occasion, students at the undergraduate or graduate level may create instructional materials. If a faculty member wishes to use a student's original materials or integrate student creations into their own materials, the student should be asked for permission. If the student grants permission, that student should appear as an author on that document. The order of authorship should be negotiated. Faculty members are advised to use a high ethical standard of assigning authorship to their instructional materials.

Potential breach of authorship ethics

Breach of authorship ethics affects not only the individual or group author but those entities to which they are accountable. Therefore, authors who breach the authorship ethics submit themselves to possible reprimand and punishment at many levels within educational,

societal, disciplinary and professional realms. Specific consequences of alleged breaches would be founded on the facts of the incident.

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Distribution

Online links

SON H: Drive – Writing Successfully for Publication folder

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