

## Details on how HRB Authorship position can be applied

This paper sets out guidelines and principles for determining authorship of publications emerging from work funded or part-funded by the HRB.

### Objectives

- To provide a clear understanding of what constitutes authorship and the order in which authorship should be recorded,
- To ensure that those researchers who participate in HRB-funded research activities are acknowledged and that their contributions are fairly represented, and
- To ensure that the HRB position supports researchers in their endeavours to publish HRB funded research and that it acknowledges their rights in relation to any research publications generated by them.

### Definitions

In this position paper, the following definitions are used:

An *author* is a person who has contributed to authorship and is thereby entitled to have a publication attributed to them. A single publication may be attributed to more than one author.

*Authorship* is defined as the intellectual participation in conceiving, executing or interpreting at least part of a research, scholarly or other academic output in the author's field of expertise, sufficient for the author to take public responsibility for that output.

A *Guarantor Author* is the author responsible for managing the process of recording authorship and communication with publishers.

*Publication* is defined as the outcome of research that is recorded in a material form, such as a journal article, book or report either in hard copy or electronic format.

### Authorship Rights

Authorship credit should only be given where all the conditions below are met:

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.

Acquisition of funding, collection of data or general supervision of the research group alone does not constitute authorship.

No person who is an author, consistent with this definition, may be excluded as an author without his/her permission in writing. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

The HRB expects the researchers it funds to adhere to the highest standards of integrity. Researchers should be honest in respect of their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research work, including experimental design, generating and analysing data, applying for funding, publishing results, and acknowledging the direct and indirect contribution of colleagues, collaborators and others.

### Managing Authorship

Where a publication has several authors, one author should be appointed the Guarantor Author, to manage communication with the publisher and maintain a record of agreed authorship, authorship order and agreements regarding acknowledgement.

Collaborating researchers should discuss authorship at an early stage in the HRB Grant Funded Activity and review their decisions at appropriate times before final submission (for example, if relative or anticipated contributions change with time).

The Guarantor Author should ensure that all authors acknowledge their authorship in writing using either an Authorship Acknowledgement Form (Appendix 2) or a publisher's author assignment form completed as part of a publication submission.

The principles in this position paper relating to determining authorship apply to all HRB-funded researchers regardless of who is the Guarantor Author. HRB researchers should retain proper records of discussions and decisions on authorship.

### **Author Inclusion**

All people who meet the criteria for authorship should be included as authors of a publication. This may include but is not limited to researchers, postgraduate students, research trainees and volunteers.

All people offered authorship should accept or decline in writing. A publisher's signatory document will satisfy this requirement if all authors are required to acknowledge their acceptance of authorship and the order of authors. Alternatively, an email or fax is a sufficient record where it is not practical to obtain an original signature.

If an author is deceased or cannot be contacted (based on all reasonable efforts to do so), the publication should proceed provided that all other authors have no grounds to believe that this person would have objected to being included as an author.

### **Authorship Order**

HRB recognises that authorship order varies across disciplines and publishers. In some publications and disciplines, the standard approach is to list authors in increasing level of intellectual contribution, whereas in other disciplines the standard approach is to list authors in decreasing level of intellectual contribution.

The following criteria should be applied equitably and fairly when deciding the order of authors in their publications:

- Discipline-specific and journal-specific standards may determine the order of authors,
- In the absence of other conventions guiding authorship order, the author who made the most significant intellectual contribution should be listed first, with subsequent authors listed in order of decreasing contribution. Where the relative contributions are not easily distinguished, the authors must collectively agree on the order, and
- Agreement to be an author on the final publication includes agreement to the order of authorship as printed in the submission to the publisher and/or on the Authorship Acknowledgement Form (whether provided by HRB or the publisher)

In addition, the proposed order of authorship may vary with time, so should be continually reviewed throughout the HRB Grant Funded Activity in order to manage expectations.

### **Acknowledgements**

Persons who have contributed intellectually to the publication but whose contributions do not justify authorship may be acknowledged. Where individuals are acknowledged, the Guarantor Author should obtain their written consent. Written consent can be provided by email or fax and should be kept in a record held by the Guarantor Author.

Acknowledgements should be placed at an appropriate place in the article, one or more statements should specify:

- Acknowledgments of funding, which should take the form of a sentence as in the following example; *This research was supported by the Health Research Board [HRB Grant Number]*.
- Contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair,
- Acknowledgments of routine assistance, technical support, or providing previously published materials or data to include in the publication,
- Acknowledgments of other financial and material support, which should specify the nature of the support, and
- Relationships that may pose any potential or perceived conflicts of interest arising from commercial support or sponsorship of research as set out in the HRB's Conflict of Interest Policy.

### **Authorship Disputes**

Authors involved in disputes over authorship (including inclusion/removal and order disputes) should seek to resolve the dispute by discussion amongst the persons involved as a first resort. If a dispute cannot be resolved in this way, it should be devolved to the Host Institution to resolve.

## APPENDIX: Authorship Acknowledgment Form

**HRB Grant number:** \_\_\_\_\_

**Title of proposed publication:** \_\_\_\_\_

**Type of publication:** \_\_\_\_\_  
(e.g. book, journal article etc)

**Name of journal/ book etc.:** \_\_\_\_\_

**Proposed order of authors for this publication:**  
(add additional lines if necessary) Add names of all authors

1.	
2.	
3.	
4.	

**Details of substantial intellectual contribution to this publication**  
(add additional lines if necessary)

**Author 1** \_\_\_\_\_

**Author 2** \_\_\_\_\_

**Author 3** \_\_\_\_\_

**Author 4** \_\_\_\_\_

**I agree to the listed individuals as being appropriate authors and the order of authorship in the above publication. I also confirm that I have made the above substantial intellectual contributions and that I take public responsibility for it.**

<b>Author 1</b>	<b>Signed Name</b> _____	<b>Date:</b> _____
<b>Author 2</b>	<b>Signed Name</b> _____	<b>Date:</b> _____
<b>Author 3</b>	<b>Signed Name</b> _____	<b>Date:</b> _____
<b>Author 4</b>	<b>Signed Name</b> _____	<b>Date:</b> _____