



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Guidelines for Authorship

Policy 9.02

Volume 9 Research
Chapter 2 Guidelines for
 Authorship
Responsible Office: Vice President
 for Research Development
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Policy Statement

All faculty, staff, and students at the Medical College of Georgia should follow the guidelines within this policy when determining authorship to scholarly activities, e.g., manuscripts, grants, presentations, and electronic communication.

Reason For Policy

Standards for authorship vary between disciplines and journals. However, it is important that certain standards for authorship be maintained within an institution. This policy provides guidelines that should be followed when determining authorship of scholarly activities emanating from the Medical College of Georgia.

Entities Affected By This Policy

All faculty, staff, students, and any others involved in the communication of scholarly activities at the Medical College of Georgia are affected by this policy.

Who Should Read This Policy

All faculty, staff, students, and any others involved in the communication of scholarly activities at the Medical College of Georgia should read and be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Vice President for Research Development	706-721-6900	http://www.mcg.edu/research.htm

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p902.pdf>

Related Documents

“Uniform Requirements for Manuscripts Submitted to Biomedical Journals,”
International Committee of Medical Journal Editors: <http://www.icmje.org>

Definitions

These definitions apply to these terms as they are used in this policy:

Scholarly activities Products of research and other intellectual pursuits such as manuscripts, grants, presentations, and electronic communications

Overview

Faculty should be free to publish the results of their research and scholarly work. Graduate students, fellows, and other trainees should be co-authors on scholarly publications resulting from their work, providing they meet the criteria listed in this policy. Individuals who have made contributions to the scholarly work but do not meet these criteria should be acknowledged in the publication but not be granted authorship.

Process/Procedures

The issue of authorship should be discussed early in every collaborative relationship and should be reviewed periodically during the writing period to take into account new developments.

Standards for authorship vary between disciplines and between journals. Faculty are expected to conform to the policies stated in each journal's instructions to authors. In the absence of more specific standards, faculty should follow the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals,” established by the International Committee of Medical Journal Editors (<http://www.icmje.org>). An excerpt from these guidelines, updated May 2000, reads as follows:

“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. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

“Authorship credit should be based only 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. Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify 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.”

Each author should be given the opportunity to see the creative work in an essentially completed form and should give consent to co-authors on scholarly publications resulting from their work, providing they meet the criteria listed above.

In the case of grant applications with multiple individuals, authors should have the right to review the final proposal and should receive a copy of the

final proposal. Consultants should also be given the opportunity to review their responsibilities in the applications.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 9.02, Guidelines for Authorship, are:

Responsible author(s)	One or more authors should take responsibility for the integrity of the work as a whole. This is usually the Principal Investigator, but might be another individual so designated by the Principal Investigator.
All authors	Should jointly determine order of authorship based on contribution of the individual authors and the practices of the particular field. An explanation of order of authors should be available. Should see the work in completed form. Should give consent to authorship.