

Authorship Guidelines for publications arising from MSD thesis projects

Membership of the thesis advisory committee does not automatically confer authorship rights on publications arising from the thesis research. Authorship should follow the [guidelines](#) posted by the International Committee of Medical Journal Editors

Authorship is the primary way by which to acknowledge the contributions of individuals involved in a project. Discussions on authorship should happen early and often with all individuals involved in the research project.

Initial Steps

At the outset of the project, there should be a discussion on authorship expectations among all individuals. This discussion should be based on the guidance of the ICMJE, which recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Authorship Categories

There are five categories for recognizing an individual's contribution to a manuscript. These categories may appear self-evident but there is often room for interpretation. To avoid misinterpretation and aid in conflict resolution, research teams may wish to employ an authorship credit system to clarify individual contributions and expectations. If used, these forms should be completed at the start of the project and then revisited prior to writing the manuscript. An example of an authorship credit system can be found at the end of the document.

First Author

The student is usually listed as the first author on any multiple-authored article that is based primarily on their thesis. The first author helps plan the study, executes the study, writes the manuscript (i.e., is primarily responsible for the drafting and redrafting of the manuscript), and guarantees the accuracy of the data or manuscript.

Last Author

The last author is usually the senior or supervisory author i.e. the PI for the study. They plan the study, substantially revise the manuscript, supervise, and guarantee the accuracy of the data or manuscript.

Corresponding author

The last author is typically the corresponding author (CA). They are responsible for communication with the journal during the manuscript submission, peer review, and publication process. They ensure that all the journal's administrative requirements are properly completed and reported, although these duties may be delegated to one or more coauthors. The CA should be available throughout the submission and peer review process. The CA should ensure that all listed authors have approved the manuscript before submission and that all authors receive the submission and all substantive correspondence with editors, as well as the full reviews. The corresponding author CANNOT make any changes to the manuscript without agreement from all authors. As the CA has the responsibility to ensure that original data/materials on which the submission is based are preserved so that they are retrievable for reanalysis, and/or distribution to others, it is recommended, although not required, that the corresponding author is a faculty member.

Co-Authors

All coauthors must satisfy the ICMJE criteria for authorship. The order of these authors should be based on their relative contribution to the paper. This can be determined during team meetings or by using an authorship credit system (see below).

Acknowledgements

Contributors who do not meet the ICJME criteria can be acknowledged for their contribution. As acknowledgments may imply endorsement, CAs should confirm with these individuals that they wish to be acknowledged.

Changes to Authorship

The initial authorship and authorship order can change throughout the development of the project, as actual contributions may differ from predicted. All individuals involved in the project should discuss any changes to authorship or authorship order as soon as the issue arises.

Addition of Authors

The project expanded beyond the original purpose, conceptualization, or scope and additional team members with different expertise are required. A contributor who originally was intended to be acknowledged became significantly more involved to the extent that their contributions warranted authorship.

Removal of Authors

The author did not contribute to the project as originally expected or agreed upon.

Revision of order of authorship

The actual contributions of authors differed significantly from the originally expected contributions at the beginning of the project.

Authorship Credit System

This instrument may be used to assist in determining authorship order.

The instrument should be used in conjunction with the ICJME guidelines and completed by the research team at the inception of the project, if new members join the team, and again before the manuscript is written.

Please note that these scores should be used as guidelines and the final order of authors might not reflect the rank of the contributors' scores. All members of the team should sign off on their contribution and the CA should retain the master copy.

Activity	Allocation	Points*	Points to be allocated	Initials
Conceptualizing Research	4	Q	12	
Refining research idea	12	Q	36	
Literature search	8	T	24	
Research design	12	Q	36	
Conducting Experiments/Data Collection	12	Q	36	
Selection of statistical tests/analyses	4	Q	12	
Performing statistical analyses and computations	5	T	15	
Interpretation of data	12	Q	36	
Drafting manuscripts				
Thesis Contribution	4	Q	12	
First draft writing	12	T	36	
Second draft	10	T	30	
Response to Reviewers	5	T	15	
	100		300	
	%	Method of Assigning		

*Q = points assigned on qualitative criteria;

*T = points assigned based on proportion of total time expended on the task or on proportion of total pages drafted or revised;

Note = all authors
must comply with
ICJME requirements