

Project Planning Form (“Author Agreement Registration Form,” or AARF)

Goal:

Project Working Title:

Manuscript Title:

WIP # (Endnote):

Primary Author: RK

Other Authors (Initials): LD, AJ, MO

Target Journal:

Target Audience:

Dates:

*Submission Target:

Actually Submitted:

Revised & Resubmitted:

Published:

Closing Work Filed (Date):

IRB Approval? Date:

Data Files (specify names of files used):

Syntax Files:

Was this project brought through Writer’s Workshop? ☐ Yes ☐ No

Submitted to NIH Open Access? ☐ Yes ☐ No

Acknowledgements Section

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Other persons to acknowledge: Heather Marcinick, Andrew Freeman

Other support for authors: None for EAY

Student work (theses, etc.):

Financial Conflict?

Prior presentation or publication:

Authorship Worksheet

Role	Pts	A. RK	B. AJ	C. LD	D. MO	E.	F.	Target Date (initials)
Conceptualization	5	5	5	5	0			
Outline	5	5	5	5	0			
Literature Review	4	4	0	4	0			
Abstract	5							
Data Collection	0-5	0	0	0	0			
Data Cleaning & Entry	0	0	0	0	0			
Lead analyses	3	3	0	0	0			
Verify analyses (buddy)	3				3			
Consult on Analyses	0							
1 st Draft – Intro	5	5	0	0				
1 st Draft – Methods	4	2	4	4				
1 st Draft – Results	6	6	0	0				
1 st Draft – Discussion	5	4	3	5				
1 st Draft – Tables	0-5	5	0	0				
1 st Draft – Figures	0-4	4	0	0				
Reference List/Endnote	5	5	0	5				
Major Review & comments on draft ¹	0-6							
Other Revisions	0-3							
Post-submission revisions	5							
Response Letter	5							
Closing & Archiving	5							
Lead role on revisions	10							
<i>Other contributions (specify & weight)</i>	*							
<i>Contribution Points Subtotal</i>								
<i>Adjustments 2</i>								
Total								

¹For example, primary reviewer in Writer’s Workshop; thesis advisor; other major revisions.

²Adjustments are based on recommendations from published ethical guidelines, such as sliding scale of credit depending on experience, or that publications based on student theses should emphasize student role. Suggestions include: 15 points minus a point for each year of education or professional work since BA or equivalent; +15 points for honors or master’s thesis; +20 points for dissertation. If a project becomes stalled, then bonus points are possible for someone to take on the role of “Finisher,” at 5 points per

year that the paper has been stalled (e.g., since last draft). Persons contributing < 10% of total points should be THANKED on the acknowledgments; 10% of total points is suggested threshold to trigger adjustments.