Authorship Guidelines

Authorship Guidelines for the Strengthening a Palliative Approach in LTC

(SPA-LTC) Project

Purpose

- To provide authorship guidelines for investigators, collaborators, students and research staff working on a **Strengthening a Palliative Approach in LTC (SPA-LTC)** project

- To ensure contributions by investigators, collaborators, students and research staff are represented and acknowledged equitably in all published works

- To ensure that duplication and/or overlap of work is not occurring

- To ensure that all products are documented to report back to our funders

Definition of Authorship

Authorship is the attachment of a person's name to a verbal or written document for public dissemination, be it an abstract, scientific paper, poster presentation or oral presentation. In general team members who contribute intellectually to the conceptualization of the specific idea or issue being presented, data analysis and/or the writing of the document would qualify as an author and therefore be accountable for its contents.

Authorship Credit and Accountability

In order to be considered an author for a dissemination activity on this project an investigator, collaborator, student or research staff must have made a substantial contribution to the work being disseminated from the SPA-LTC Project defined as satisfying BOTH of the following two conditions:

Condition 1. Conceptualization and design of the project itself which includes either:

    a. Conceptualization and design of the original grant; or
    b. Clinical or methodological support throughout the duration of the project (participation in team meetings; provision of ongoing feedback); or
    c. Analysis and interpretation of project data

Condition 2. Substantial intellectual contribution towards the conceptualization, writing and reviewing of the document, or presentation being disseminated.

It is further understood that any author on a document, presentation or other form of dissemination has the responsibility of both:

1. Approving the final draft and;

2. Is publicly accountable for the document; i.e. is able to speak about and support study findings

Providing support such as data collection, data entry, transcribing, statistical advice, administrative support etc. is not considered making a substantial intellectual contribution for the purposes of authorship. However persons providing this type of valuable support may be eligible for authorship if negotiated and agreed upon by the team. More typically however such supportive contributions will be recognized in the acknowledgement portion of a published document.

These guidelines suggest that investigators, or collaborators on the original grant will not be listed as authors on works emanating from this project unless they have made a substantial contribution (as defined above) to the work being disseminated. We expect that all investigators will be co-authors on at least one written manuscript considered main or principal documents and a number of presentations/posters.

Dissemination Activity & Authorship Discussion Protocol

This is a very large group of experts and trainees in the field of palliative care. To help manage ideas about dissemination activities and authorship we would like to propose the following protocol. Co-principal investigators will generate a written list of some proposed paper ideas (including the identification of main study papers) for each phase of the project. This list will be circulated and co-investigators will be invited to identify interest in leading or participating in proposed papers. Co-principal investigators will also put out continual calls for participation in presentations and other oral dissemination activities via e-mail.

Co-investigators wishing to put forth their own ideas for dissemination activities (e.g. plans to put a presentation together for a conference; ideas for a particular paper) must discuss them with project co-principal investigators either by email, telephone, or with the

whole team during team meetings. Ideas for presentations or workshops may go forward at this stage if time does not permit a full team discussion/consultation and the co-principal investigators are in agreement that the activity meets the project's aims. At minimum all team members should be informed of a planned dissemination activity.

Ideally following initial endorsement of the idea:

A short written summary (no more than one page) should be circulated to the full team.

The summary should include objectives of the proposed activity, data required and a proposed list of authorship or an invitation to participate as an author with a clear proposed lead author. This summary must be provided for all proposed written manuscripts. Following this written summary a paper will be added to the list of planned papers which will be continually updated and distributed by the SPAC-LTC Project Research Coordinator.

If warranted, authorship order may change once a dissemination activity has been completed to reflect the most recent contributions. Any questions or issues around authorship can be discussed in confidence with the co-principal investigators, but disagreements should be discussed with team members that are involved.

All dissemination activities that use data collected and overseen by the local PI should include the local PI as an author. This will help ensure consistency and prevent overlaps in content as well as give credit to the work of the local PI.

Special Considerations for Students

SPA-LTC requires and expects strong team support for student training which includes but is not limited to leadership in dissemination activities. All students wishing to draw data from this project for their graduate work must be supervised by at least one team member. Student plans for data collection and thesis work will be shared with all team members a priori so it is clear to team members in advance which questions or components of the project are being led by students. Any dissemination activities resulting from this student work will be communicated with the team in a similar fashion to that described above (discussion or written summary provided in advance of the activity). Importantly in the case of student work, authorship for dissemination activities may be granted to committee members who are not team members as they are understood to have provided substantial intellectual support to the work being disseminated.

Authorship Etiquette

When sharing drafts and soliciting feedback from team members the primary author needs to be clear about what is needed from individuals. For example, is the purpose of sharing the document to gather conceptual feedback, editing or for information only.

Team member schedules and availability should be discussed and a reasonable time frame should be agreed upon before the circulation of documents requiring feedback. For a paper this might be 2 weeks, where as an abstract it could be shorter.

Once submitted and/or accepted the primary author should include a copy and notify the team by email. Once accepted, the notification, document and reference should be shared so that co-authors can update their curriculum vitae. The SPA project team will keep a written record of all publications and dissemination activities generated from the project. This project curriculum vitae will be shared with team members regularly.

Copyright Considerations & Cautions

Documents shared on the web can be considered published and will therefore be considered ineligible for certain journals.

Journal article contents are often copyrighted. It is important to plan ahead and negotiate with the publisher if there are graphs, tables, diagrams etc. contained in an article that could be used in educational materials and manuals.

Acknowledgments

All presentations and workshops emanating from this project should use templates created by the SPA project team that include funding acknowledgements and logos for McMaster University, McGill University, Brock University, University of Manitoba, University of Saskatchewan, University of Regina and University of Alberta.