ReBUILDetroit Authorship Policy

Document originally prepared by Andrew Feig, Ambika Mathur, and Farron McIntee; Revised by Elizabeth Roberts-Kirchhoff, Victoria Straub, Kevin Constante, and Tamara Hendrickson

Introduction

The purpose of this document is to provide a clear understanding of the standards for authorship for publications generated by the ReBUILDetroit consortium. If the manuscript will be submitted to a journal or professional society that provides specific guidelines on what qualifies a contributor for authorship, these policies should be carefully reviewed and adhered to during the manuscript preparation process. In order to prevent unnecessary difficulties for publications that are exempt from journal or other specific authorship policy, a decision on how credit will be indicated should be agreed upon as early as possible in the research process. If that is not possible, then the decision of who will be credited as an author should be an ongoing discussion as the project progresses [1]. A responsibility of being credited as an intellectual contributor on a publication is an acceptance of accountability in the event a paper is found to contain any errors.

The National BUILD Consortium has a Publications and Presentations Committee (PPsC). For work pertaining to National BUILD projects involving DPC Consortium-wide data or a subset of data as defined by the Data Sharing Definitions and Policies document, approval of the national PPsC committee may be required prior to submission. This structure is to prevent individual grantees from presenting partial data that affects publications by the National BUILD Consortium.

The ReBUILDetroit Consortium also has a Publications and Presentations (P&P) subcommittee that aligns with the National PPsC. For publications and presentations pertaining to the ReBUILDetroit Consortium, approval by the ReBUILDetroit P&P may be required prior to manuscript development. Please refer to the following document for further information ReBUILDetroit Publications and Presentations Proposal.

Authorship is based on meeting <u>all four of the following</u> standards [2]:

1. Substantial contributions to the conception or design of the work; or
   a. Acquisition of data, or;
   b. Analysis of data, or;
   c. Interpretation of data.
2. Drafting the work or revising it critically for important intellectual content.
3. Final approval of the version to be published.
4. Agreement to be accountable for all aspects of the work.

All decisions made to participate in co-authorship will be documented in writing before the manuscript is submitted. A hypothetical example of an authorship allocation table is included at the end of this document as Table 3.

Authorship Attribution

Project roles and responsibilities for each contributor should be clearly defined as early as possible in the research process. Determine contributions that will merit authorship credit and how credit will be

allocated. Determine the order that authors will be listed prior to submitting the manuscript for publication [3]. Suggestions for allocation of credit are described below.

1. First author in the order of authors should be the person who has put the major effort in the conduction of the study/manuscript/publication. The second author's name should refer to the person who has contributed the next most, etc. The last author's name should be the senior or advanced researcher who has been the supervisor or scientific guarantor.
2. Authors are listed in alphabetical sequence which acknowledges similar contributions [4].
3. Authors are listed alphabetically, and contributions attributed according to a consortium adopted taxonomy [4] (for example see Table 1).

Given the interdisciplinary nature of the ongoing scholarship and number of contributors within ReBUILDetroit, it is recommended that a footnote accompany the list of authors identifying their specific contributions [1]. It is also recommended that the methodology used to assign order of authors (alphabetical versus contribution) be stated explicitly in the acknowledgments section [5].

Keep in mind that the ReBUILDetroit Program began in 2014 and many people who have directly contributed to it have moved on to other positions. The possible contributions of former team members to ongoing publications should be considered when allocating authorship on manuscripts, as long as they meet all authorship requirements described above. Reasonable efforts should be made to contact former team members as early possible in any project to invite them to participate in publications and presentations as authors. Acknowledgments should also be used appropriately in this regard.

Contributions requiring an acknowledgment:
If all four standards are not met, then the contributor(s) should receive an acknowledgment. For example, a Research Coordination Network (RCN) course participant who contributes to a research project by participating in data collection during the course but chooses not to participate in the manuscript preparation and revision process will receive an acknowledgment. Specific contributions to those individuals that receive an acknowledgment should be noted in the Acknowledgment Section and/or Contributor Taxonomy table.

Non-author contributions where acknowledgment is optional:
The examples below are of non-author contributions where acknowledgment is optional and consideration for doing so will be made on a case-by-case basis.

Examples of non-author contributions (potentially warranting acknowledgment):

1. Acquisition of funding
2. General supervision of research project
3. General administrative support
4. Writing assistance
5. Technical editing
6. Language editing
7. Proofreading

Conflict of interest disclosure

A conflict of interest exists whenever a researcher has two or more duties that compete in a way that raises concerns that the researcher cannot accommodate both interests in a professional way [1,6]. In order to maintain integrity within the ReBUILDetroit consortium situations that involve conflicts of interest should be disclosed to the Consortium PIs in a timely manner and carefully managed.

Copyright Protections

Copyright refers to the legal protection of original works of authorship including research publications. Depending on the publication the author(s) of an article are typically required to transfer the copyright or license of the copyright to the publisher. These types of agreements allow for the publication and dissemination of research while retaining certain author rights. Examples of retained rights include the author's right to share their article for personal use, internal institutional use, and scholarly sharing purposes; retain patent, trademark and other intellectual property rights; and provide proper attribution and credit for the published work. The policies pertaining to copyright and retained author rights will be outlined in a "Journal Publishing Agreement". These policies should be carefully reviewed prior to manuscript submission. A sample "Journal Publishing Agreement" can be found at

https://www.elsevier.com/__data/assets/pdf_file/0006/98619/Sample-P-copyright-2.pdf [7].

Data access and ownership

The ReBUILDetroit consortium is a sponsored project funded by the National Institutes of Health (NIH) as a part of its national BUILD (Building Infrastructure Leading to Diversity Program). Based on federal policies, all data collected as part of the ReBUILDetroit Program belongs to and must be retained within ReBUILDetroit, including SPEC Associates. Should a researcher leave the Consortium, the Consortium and the individual should come to an agreement over whether the individual may take the original data or a copy of the data with them [8]. Additionally, accommodations on potential authorship or acknowledgments will be considered. All researchers with access to ReBUILDetroit data or data reports who are not members of the ReBUILDetroit Leadership Team must read and sign the ReBUILDetroit Data and Data Report Use Agreement.

Authorship Conflicts

To minimize authorship conflicts and resolve them effectively, all potential authors should familiarize themselves with these ReBUILDetroit Authorship Policy (this document). Clear consensus on the standards for authorship should be agreed to in advance of the project and should be noted in the ReBUILDetroit Publications and Presentations Proposal Request Form. If you are worried about potential authorship conflicts, please reach out to the Presentations and Publications Committee for help and advice.

Should an authorship dispute arise, all attempts should be made to resolve the dispute within the research group. If parties cannot come to consensus, the group can consult the ReBUILDetroit Steering Committee; actions will be taken in accordance with the ReBUILDetroit Conflict Resolution Procedure. In such cases, each party will be asked to submit a written statement regarding their role in the project justifying their inclusion in the author list and may be required to provide supporting evidence. The ReBUILDetroit Steering Committee will consult with appropriate stakeholders according to institutional policy. Decisions by the ReBUILDetroit Steering Committee are final, with the exception of papers involving the National BUILD Consortium.

Table 1: Sample Publication Contributor Taxonomy for <u>co-authors or acknowledgments</u> [9].
Description of common contributor roles to collaborative projects and should be considered when allocating authorship. A hypothetical example of contributions, using this taxonomic approach, is included as Table 2.

Taxonomy Category	Description of role
Study conception	Idea; formulation of research question; statement of hypothesis
Methodology	Development or design of methodology; creation of models.
Computation	Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms
Formal analysis	Application of statistical, mathematical, or other formal techniques to analyze study data
Investigation: performed the experiments	Conducting the research and investigation process, specifically performing the experiments
Investigation: data/evidence collection	Conducting the research and investigation process, specifically data/evidence collection
Resources	Provision of study materials, reagents, laboratory samples, animals, instrumentation or other analysis tools
Data curation	Management activities to annotate (produce metadata) and maintain research data for initial use and later re-use.
Writing/manuscript preparation: writing the initial draft	Preparation, creation and/or presentation of the published work, specifically writing the initial draft
Writing/manuscript preparation: critical review, commentary or revision	Preparation, creation and/or presentation of the published work, specifically visualization/data presentation
Visualization	Preparation of the published work, including visualization of data presentation (graphs, tables, figures, etc.)
Supervision	Responsibility for supervising research; project orchestration; principal investigator or other lead stakeholder
Project administration	Coordination or management of research activities leading to this publication
Funding acquisition	Acquisition of the financial support for the project leading to this publication
Other	Other contributions not described above

Table 2: Example of contributions based on taxonomy table

Taxonomy Category	Jane Thomas	John Doe	Luke Green	Mary Thomas	Tom Jones
Study conception	X	X	X		
Writing/manuscript preparation: writing the initial draft			X		
Writing/manuscript preparation: critical review, commentary or revision	X	X	X		
Supervision	X	X			
Manuscript Review	X	X	X	X	X
Project administration	X	X			
Funding acquisition	X	X		X	

Table 3: Example Author Contribution Tables.

Note: Not all elements in this table are sufficient alone to merit authorship.

Authorship Contributions	Jane Thomas	John Doe	Luke Green	Susan Smith	Tom Jones
1. Substantial contributions to the conception or design of the work; or a. Acquisition of data, or; b. Analysis of data, or; c. Interpretation of data.	X	X	X	X (a only)	
2. Drafting the work or revising it critically for important intellectual content.	X	X	X		X
3. Final approval of the version to be published.	X	X	X		
4. Agreement to be accountable for all aspects of the work.	X	X	X		
Meets guidelines for authorship	Yes	Yes	Yes	No	No
Acknowledgment				Yes	Yes

We need to codify some kind of policy for reaching out to program alumni to see if they want to be an author on projects that arise from past work. Make a good faith effort to connect to past funders etc.

References

[1] Committee on Science, Engineering, and Public Policy; Medicine, Institute of; Affairs, Policy and Global; Sciences, National Academy of; Engineering, National Academy of, On Being a Scientist: A Guide to Responsible Conduct in Research Third Edition, Washington, D.C.: The National Academies Press, 2009.

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[3] M. L. Bennett, H. Gadlin and S. Levine-Finely, Collaboration & Team Science: A Field Guide, National Institutes of Health, 2010.

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[5] T. Tscharntke, M. E. Hochberg, T. A. Rand, V. H. Resh and J. Krauss, "Author Sequence and Credit for Contributions in Multiauthored Publications," *PLoS Biology,* pp. 13-14, 2007.

[6] G. Comstock, Research Ethics A Philosophical Guide to the Responsible Conduct of Research, New York: Cambridge University Press, 2013.

[7] Elsevier, "Elsevier Sample Journal Publishing Agreement," 2015. [Online]. Available: http://www.elsevier.com/__data/assets/pdf_file/0006/98619/Sample-P-copyright.pdf. [Accessed 7 October 2015].

[8] S. Erickson and K. M. Muskavitch, "Retention of Data," The Office of Research Integrity, [Online]. Available: https://ori.hhs.gov/education/products/rcradmin/topics/data/tutorial_11.shtml. [Accessed 8 October 2015].

[9] L. Allen, A. Brand, J. Scott, M. Altman and M. Hlava, "Credit where credit is due," *Nature,* vol. 508, pp. 312-313, 2014.