



SAINT LOUIS UNIVERSITY

Policy on Authorship for Scientific and Scholarly Publications

Policy Number: RC005

Version Number: 1.0

Classification: Research Compliance

Effective Date: August 22, 2011

Responsible University Official: Vice President for Research

1.0 INTRODUCTION

As part of its mission Saint Louis University (SLU) encourages the ethical and responsible dissemination of the results of research and scholarly activities. This sharing of information is important to contribute to the body of knowledge and to ensure that the public will benefit from these actions. Clear communication of information will encourage and maintain public trust in the research enterprise. Therefore, SLU has developed this policy to establish acceptable practices in responsible authorship and publication of knowledge gained through research and scholarly activities.

2.0 PURPOSE

This policy sets forth acceptable practices for defining authorship and the appropriate procedures for publications and presentations of research and scholarly activities.

3.0 PERSONNEL AFFECTED

All faculty, staff, students, post-doctoral fellows, and other scholars associated with Saint Louis University.

4.0 DEFINITIONS

4.1 Author: An author is an individual who has made substantial intellectual contributions to the article, abstract, presentation, or grant application. Criteria for authorship include 1) significant contributions to the concept, design, execution, and/or analysis and interpretation of data; 2) significant participation in drafting, reviewing, and/or revising the document for intellectual content and accuracy; 3) review and approval of the final manuscript to be submitted for publication or presentation.

Activities which do not, in themselves, constitute authorship include administration of a project, acquisition of funding, collection of data, or general supervision of a research team.

4.2 Lead Author: The single individual who meets the requirements of Author (see 4.1) and will assume overall responsibility for the manuscript. Lead Author may also be referred to as First Author. The Principal Investigator or Project Director may not necessarily be the Lead Author.

4.3 Co-authors: Co-authors must qualify as authors (see 4.1), and must have participated significantly and take responsibility for a section or sections of the manuscript.

4.4 Contributors: Individuals who do not meet the criteria for authorship but have provided technical help, assistance in writing, assistance with data collection or analysis, or have aided in other aspects of the research. These individuals also may be acknowledged and/or listed as Contributors, Participating Investigators, or Scientific Advisors.

4.5 Manuscript: Any publication relating to research or scholarly work.

4.6 Publication: For purposes of this policy, Publication refers to any manuscript, abstract, presentation, or grant application relating to research or scholarly activities.

4.7 Significant Contribution: Determination of Significant Contribution will be consistent with guidelines promulgated by the appropriate professional association and/or journal (publication) in which the work will appear.

5.0 POLICY

All individuals who meet the criteria for authorship as listed in 4.1 above will be listed as Authors. The individual with overall responsibility for the Manuscript must be designated as Lead Author. The Lead Author will determine and confirm eligibility of Co-authors. It is the responsibility of the Lead Author to distribute drafts of the manuscript to each Co-author, and ensure the integrity of the entire work.

At the beginning of the project, the Lead Author and all Co-authors are expected to discuss the order of authorship. If changes regarding authorship occur during the project, the Lead Author and all Co-authors will revise the order as deemed necessary and consistent with the authors' contributions to the manuscript. It is recommended that authorship be committed to writing in order to document agreement of all Authors.

The Lead Author and Co-authors should review each draft of the manuscript. All authors must review and approve of the final draft to be submitted for publications. The final authorship order, as well as the listing of Contributors and Acknowledgements, should be agreed upon prior to manuscript submission.

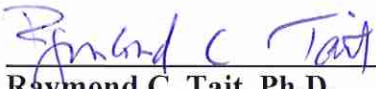
Dispute Resolution: Resolution of disputes over authorship should be resolved at the local level, preferably by the authors, themselves. Otherwise, consultation with the laboratory head, department chair, or director is recommended. In the unlikely event that

authorship disputes cannot be resolved with the latter mechanisms, the disputes can be referred to the Dean of the College/School for resolution. Disputes over authorship should be reviewed and settled in accordance with this policy.

Authorship Violations: Allegations of authorship policy violations should be reported to the Vice President for Research. The Vice President for Research will determine the steps to be taken that are necessary to investigate the allegations. Typically, an inquiry committee will be commissioned for such purposes. Findings of the inquiry committee will be reported to the Vice President for Research, who then will determine appropriate sanctions (if warranted).

APPROVAL SIGNATURES

This policy was approved by:



Raymond C. Tait, Ph.D.
Vice President for Research

8/22/2011

Date

REVISION HISTORY		
EFFECTIVE DATE	VERSION NUMBER	MODIFICATION
August 22, 2011	1.0	New Document