

STANDARD ADMINISTRATIVE PROCEDURE

15.99.03.M1.05 Guidelines for Authorship and Publication Practices

Approved June 14, 1999

*Supplements [System Regulation 15.99.03](#)
and [University Rule 15.99.03.M1](#)*

1. AUTHORSHIP

A gradual diffusion of responsibility for multi-authored or collaborative studies has led in recent years to the publication of papers for which no single author was prepared to take full responsibility. Two critical safeguards in the publication of accurate, scientific reports are:

- 1.1 the active participation of each co-author in verifying the part of a manuscript that falls within his/her specialty area, and
- 1.2 the designation of one author who is responsible for the entire manuscript.

2. CRITERIA FOR AUTHORSHIP

Criteria for authorship of a manuscript should be determined and announced by each department, with the expectation that each co-author has made a significant intellectual or practical contribution.

2.1 Assurances

The primary author should be able to assure that he/she has reviewed all the primary data on which the report is based and should be able to provide a brief description of the role of each co-author. The primary author should be able to demonstrate that each co-author has been afforded the opportunity to review and approve the draft to the extent possible, given individual expertise.

3. PUBLICATION PRACTICES

Certain practices make it difficult for reviewer and reader to follow a complete experimental sequence: the rapid publication of data without adequate tests of reproducibility or assessment of significance, the publication of fragments of a study, and the submission of multiple similar abstracts or manuscripts differing only slightly in content. In such circumstances, if any of the work is questioned, it is difficult to determine whether the research was done inaccurately, the methods were described imperfectly, the statistical analyses were flawed, or

inappropriate conclusions were drawn. Researchers should review each proposed manuscript with these principles in mind.

3.1 Simultaneous Submissions

Simultaneous submissions of essentially identical abstracts or manuscripts to multiple journals is improper, unless simultaneous journal submission is the accepted practice for such journals.

4. LABORATORY GUIDELINES

Because each discipline addresses scientific problems with different methods, each department or, if necessary, laboratory should develop its own specific guidelines to identify practices that seem most likely to enhance the quality of research conducted by its members. This rule and those guidelines shall be provided to the junior researchers upon starting work.

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