

## Authorship Guideline for submission of peer-review publications prepared by SJBSM faculty and students

I. All manuscripts prepared under the auspices of SJBSM are required to have at least a SJBSM faculty member as an author.

- Also, if the manuscript is sponsored by another institution, such manuscript needs to include a faculty member from the other institution

II. The student (s) can be first author, but a faculty member needs to be the corresponding author. If the corresponding author is a student, the faculty member needs to endorse this responsibility according to the following definition:

**The corresponding author** is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication. Although the corresponding author has primary responsibility for correspondence with the journal, the *International Committee of Medical Journal Editors (ICMJE)* recommends that editors send copies of all correspondence to all listed authors.

III. **Authorship:** When a large multi-author group has conducted the work, *the group should decide who will be an author before the work is started and confirm who is an author before submitting the manuscript for publication.* All members of the group named as authors should meet all four criteria for authorship described below, including approval of the final manuscript, and they should be able to take public responsibility for the work and should have full confidence in the accuracy and integrity of the work of other group authors. They will also be expected as individuals to complete conflict-of-interest disclosure forms.

The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work. In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for other specific parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged—see Section IV below. These authorship criteria are intended to preserve the status of authorship for those who deserve credit and can take

responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3.

The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses. It is the collective responsibility of the authors, not the journal to which the work is submitted, to determine that all people named as authors meet all four criteria; it is not the role of journal editors to determine who qualifies or does not qualify for authorship or to arbitrate authorship conflicts. *If agreement cannot be reached about who qualifies for authorship, or if any failure in communication between authors arises* \*, the SJBSM-Institutional Research Committee (IRC) or the institution where the work was performed, should be asked to evaluate the situation and submit a recommendation.

IV. **Acknowledgements:** Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified (e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients", "participated in writing or technical editing of the manuscript"). Because acknowledgment may imply endorsement by acknowledged individuals of a study's data and conclusions, editors are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.

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**Approved by SJBSM Research Center -Institutional Research Committee on September 28th, 2018**

**Approval by SJBSM President's Office on October 5<sup>th</sup>, 2018**

**\*Revised and approved by SJBSM-Institutional Research Committee on January 23<sup>rd</sup>, 2019.**