

# MCHP Authorship Guidelines

MCHP is a collaborative, team environment. All individuals who make a substantial contribution to a research paper are to be recognized with authorship on peer-reviewed journal articles. Individuals to be considered for authorship may include (but is not limited to) co-investigators, data analysts, research coordinators, students, trainees or other research support staff.

## Criteria for authorship:

General guidelines on criteria for authorship of manuscripts for peer-reviewed journals are provided in the International Committee of Medical Journal Editors (ICMJE) website, [Defining the Role of Authors and Contributors](#). These guidelines are summarized below. To be included as an author, each person must:

- Make a substantial contribution to the conception or design, acquisition of data, or analysis and interpretation of data (or both), AND
- Draft or critically revise the article for important intellectual content; AND
- Give final approval of the version to be published; AND
- Agree 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.

## Contributions that fall short of authorship:

- Those who provide purely technical help, writing assistance or general support
  - These contributions should be acknowledged in a separate paragraph
- Providers of financial and material support
  - every source must be specified
- People who contributed intellectually but do not meet authorship criteria above
  - These individuals may be named and have their contribution described (e.g., “advice”, “critical review of study proposal”, “data collection”, “participation in clinical trial”)
  - Readers may infer endorsement of the data and conclusions, thus these people must give written permission to be acknowledged
- See journal’s requirements for where to acknowledge these contributors (e.g., title page, footnote or appendix), as well as financial relationships that may constitute a conflict of interest
- Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship

## Authorship Notes:

- Authorship ordering is up to the Principal Investigator (PI) or first author in discussion with co-investigators and research team and should be based on the level of contribution to the manuscript.
- Everyone listed as an author should be able to take responsibility for a portion of the work. The first author must take responsibility for the work as a whole.
- All authors should be informed that they are authors and should have the opportunity and sufficient time to review and provide feedback on the paper prior to submission.
- All authors should receive a copy of reviewers' comments and have an opportunity to respond to them.

## References

- International Committee of Medical Journal Editors (ICMJE) website, *Defining the Role of Authors and Contributors* <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html> (accessed March 19, 2021)
- International Committee of Medical Journal Editors. Guidelines on authorship. *British Medical Journal*, 291, p. 722, September 14, 1985