

Unit 2 Handout: The North Carolina Community-Based Public Health Initiative Authorship Guidelines

The following authorship guidelines created by the North Carolina Community-Based Public Health Initiative members are an example of certain criteria to consider in an effort to share credit in a group process. You may wish to adapt these guidelines for your own purposes. Permission to reprint this document has been granted by members of the North Carolina Community-Based Public Health Initiative.

More information about the development of these authorship guidelines can be obtained by contacting Eugenia Eng (Email: eugenia_eng@unc.edu).

Members of the NC Community-Based Public Health Initiative have both an opportunity and responsibility to share our experiences with others. While several media are available, the most likely medium to be used is the written word, and faculty are likely to be most interested in writing for publication.

However, faculty genuinely want to share credit and authorship with agency and community counterparts. Contributions may include original ideas which were critical to the implementation of a project or development of a paper; suggestions on how to write about a CBPHI experience(s); or review and comment on a draft of a written paper.

The guidelines which follow represent the CBPHI faculty's efforts to focus on a broader set of "contributors" to a written document, rather than the narrower definition of "writers" in defining authorship.

Process of decision-making regarding authorship

- ◆ topic is proposed by any member of the Consortium in any CBPHI setting
- ◆ topic is discussed by members present and a decision is made to move forward
- ◆ Designation of person to "take the lead" is based on interest and willingness to do the work
- ◆ other persons who want to play a "supportive role" are listed as well
- ◆ written description of proposed topics and leaders/supporters is circulated to all Consortium members to allow others to indicate interest
- ◆ the *Notification Form* is submitted to the CBPHI Communications and Publications Review Committee
- ◆ lead person is responsible for contacting all persons expressing an interest
- ◆ meetings are set-up to move paper writing forward (manuscript working group)
- ◆ list and order of authors are decided at these meetings (see below)

List of authors

(Adapted from the International Committee of Medical Journal Editors). All authors must state that they have made substantial contributions to each of the following three activities. Contributions can be in oral or written form:

- 1. Conception and design, or analysis and interpretation*
- 2. Drafting the article or revising it critically for important intellectual content*
- 3. Approval of the final version to be published*

- ◆ the above guidelines are adhered to
- ◆ involvement in the CBPHI process is not enough to be cited as an author
- ◆ community partners who may have less experience writing for publication will qualify as authors if, either individually with the lead author or with the entire manuscript working group:
 1. they are involved with concept discussions about the paper or interpretation of findings
 2. they review and make comments on at least one draft
 3. they review the final version and give approval prior to publishing

Order of authors

- ◆ in most cases, the lead author will become the first author, unless, as part of the manuscript working group, the responsibility and work load is rearranged
- ◆ the first author is ultimately accountable for the information presented
- ◆ the lead author will propose the author list and order to the manuscript working group for discussion and approval based on contributions to the final product

Acknowledgments

- ◆ will be more inclusive of contributions to the project versus the paper specifically
- ◆ can acknowledge individuals, coalitions, or the entire Consortium
- ◆ must include a general statement acknowledging CBPHI and include mention of the three partners: community, agency, and UNC-CH