## Authorship Guidelines for Research Publications at Karlstad University

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Giltighet fr.o.m:	2024-02-05	t.o.m:	Tills vidare	Handläggare:	Magnus Åberg		

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Being the author of a research publication is an important achievement, but it also comes with an intellectual and moral responsibility for the published text. Research collaborations in large national or international groups are becoming more and more common and may include different traditions and conventions regarding authorship and the order of authorship. This can lead to disputes. In order to avoid as well as manage disputes in connection to publication of research material, Karlstad University (Kau) has created a set of guidelines, outlined in this document. The purpose of these guidelines is to ensure that individuals who have made substantial intellectual contributions to a publication are offered to be listed as co-authors, but also to inform that co-authors have a responsibility for the published material. The guidelines also provide a certain general ethical guidance related to authorship and publications.

The guidelines outlined in this document are based on the AII European Academies' (ALLEA) Code of Conduct<sup>1</sup> for Research Integrity, the International Committee of Medical Journal Editors' (ICMJE) Uniform Requirements<sup>2</sup>, the Swedish Research Council's Good Research Practice<sup>3</sup>, and Kau's internal policy documents, primarily *Guidance in case of suspected deviations from good research practice*<sup>4</sup> and the principles for good research practice listed in *Quality assurance system at Karlstad University* (Appendix 1)<sup>5</sup>.

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The following guidelines apply to all academic and non-academic staff as well as students at Kau who contribute to research publications. They also apply to researchers who have been appointed affiliated researcher. The principles apply to all types of research publications that are produced at Kau regardless of discipline or type of publication.

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The Swedish Research Council's *Good Research Practice* emphasises that the author is responsible for all aspects of the published work, including the quality of the manuscript as well as approach/method and the reliability of the findings. In terms of reliability, it is of central importance that the researcher presents an

own theses. The author is also responsible for ensuring that the correct referencing and citation practices (including self-citations) are applied. Moreover, the author is responsible for choosing only publication channels that adhere to acknowledged guidelines for research integrity and publication ethics.

The ALLEA Code of Conduct for Research Integrity should be used at Kau to inform decisions on what constitutes a deviation from good research practice.<sup>7</sup> The following principles of good research practice can be mentioned as being of particular importance to authors and authorship:

- Authors must give an account of important works and intellectual contributions that have influenced their research, and that have been made by others, for example, collaboration partners, assistants and funding bodies, as well as citing the works concerned correctly.
- Authors must report any conflicts of interest<sup>8</sup> and financial support or other form of support for the research or for the publication of the research findingeTc-.0007 0 507.24 Tm0 Tc0 Tw(8)Tj

It is up to the authors themselves to determine the authorship order. It is important that this matter is discussed as early as possible and on a regular basis since ways of determining the order of authorship differ across disciplines.

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A common tradition is that the authors are presented in alphabetical order unless someone has taken a substantially dominating responsibility for the work presented in the paper. In cases that deviate from the alphabetical order, this usually means that the first-mentioned author has made the most important contribution to the work, followed by the other authors in a sequence that reflects their work contribution, with the exception of the last-mentioned author who is often to be identified as the one who had an overall responsibility for the work. It should be noted that due to the differences across disciplines, bibliometric analyses of scientific output rarely consider the order of authorship.

It has become increasingly common that journals expect each manuscript to be accompanied by a detailed report of who has done what in the study on which the manuscript is based. Many journals have chosen to apply the Contributor Roles Taxonomy (CRediT) for this type of reporting, which consists of 14 different roles that concern different aspects of the research process, such as method, data analysis and data curation. Authors are recommended to as early as possible establish and continuously revise a description of the work distribution in

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When a researcher at Kau is part of a large group of authors (group or consortium authorship), the group should decide who should be listed as authors before work begins as well as review the list before submitting the manuscript. All members of the group must meet the four criteria for authorship listed above.

In the case of large research projects, a group name is sometimes used instead of or together with the names of the individual authors. When only a group name is employed, the corresponding author bears the responsibility of including an explanatory note<sup>15</sup> during submission. This note should clearly identify the group members and differentiate between those who deserve credit and responsibility as authors and those who should not be acknowledged as authors. Group members have a responsibility to provide the corresponding author with correct information about their identity and contributions to the project.

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The guidelines presented in this document also cover authors of licentiate and doctoral theses. For additional regulations and recommendations for authorship related to licentiate and doctoral theses, refer to *Regulations for Third-Cycle Studies at Karlstad University*. <sup>16</sup> Note that there may be local guidelines for compilation theses at departmental or subject level, outlining for example how many separate papers the thesis must contain.

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In accordance with the publication policy of Karlstad University, <sup>18</sup> the following applies in terms of organisational affiliation:

"In publications, the researcher's organisational affiliation must be listed as Karlstad University or Karlstads universitet. No abbreviations are allowed. Department or other relevant organisational affiliation must also be included."

In cases where an author has several affiliations, for example, another higher education institution in addition to Kau, or several organisations within Kau (department or research centre), the general rule should be that the organisation where most part of the research has been conducted should be prioritised when specifying organisational affiliation. If the publication channel allows, several organisational affiliations may be used. Organisational affiliations that cannot/may not be listed as offi