



**Community Memorial Health System**

*Where Excellence Begins with Caring*

<b>POLICY TITLE</b> Authorship of Research – Institutional	<b>APPLIES TO:</b> <input checked="" type="checkbox"/> CMH <input checked="" type="checkbox"/> OVCH <input checked="" type="checkbox"/> CCC <input checked="" type="checkbox"/> CFH
<b>Department:</b> Graduate Medical Education <b>Control Number:</b> HS-GME056	<b>Board Approval Date:</b> 05/25/2021

**I. PURPOSE:**

To establish a uniform policy and procedure that defines the qualifications for authorship of research.

**II. POLICY:**

Community Memorial Health Systems Graduate Medical Education programs will follow the authorship requirements proposed by the International Committee of Medical Journal Editors. Named investigators will be offered authorship if they have made acceptable and substantial contribution to the project.

**III. SCOPE:**

All CMHS residents, faculty, and staff.

**IV. PROCEDURE:**

- A. Authorship is based on the following four criteria:
  - a. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
  - b. Drafting the work or revising it critically for important intellectual content
  - c. Final approval of the version to be published
  - d. 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
- B. All those designated as authors must meet all four criteria for authorship.
- C. 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.
- D. Authorship order will depend on the relative contribution of the individual authors.
  - a. The first named author will be the individual who contributed most substantially to the research project. The first named author typically drafts the manuscript.
  - b. The last named author will be a senior investigator who has expertise in the subject matter and who provided close project oversight.
- E. The first author will be responsible for completing the Checklist for Publication and getting the appropriate signatures.
- F. The corresponding author is the 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.

- G. Contributors who meet fewer than all four of the above criteria for authorship should not be listed as authors, but they may be acknowledged with their contribution described. Examples of activities that do not qualify a contributor for authorship, but may be acknowledged are acquisition of funding; general supervision of a research project; and significant time proofreading or editing to provide clarity in language beyond the use of software tools to check grammar, spelling, or references.

This document is no longer current once it is printed			
Keyword Search:			
Attachments: <i>Checklist for Publication</i>			
Related Policies:			
References:			
Original Effective Date:		Last Revision or Review Date: (same date as board approval)	
Retired Date:	Replaced by:		
Author/Resource Person(s): Administrative Director of Graduate Medical Education		Approval Process: GME Task Force	
Medical Director Approval: (if applicable)  CMH Date: 5/14/2021  OVCH Date:	Administrative Approval:  Name: Samuel Small, DO Title: VP of Medical Education  Date: 5/14/2021	Medical Executive Committee Approval: (if applicable)  CMH Date: N/A  OVCH Date:	Board of Trustees Approval:    Date: 05/25/2021

# Checklist for Publication

**Manuscript Title** \_\_\_\_\_

**Primary Author** (Name & Signature) \_\_\_\_\_

**Co-Authors** \_\_\_\_\_

**Journal Title** \_\_\_\_\_

<b><i>STEPS TO BE COMPLETED BY PRIMARY AUTHOR</i></b>	<b><i>Initials</i></b>
1. Cover letter for manuscript submission	
2. Signatures: <ul style="list-style-type: none"> <li>● Authorship statement signed by all authors per GME policy*</li> <li>● Conflict of interest statement</li> <li>● Copyright transfer agreement</li> </ul> <small>*review GME Authorship Policy</small>	
3. Approvals (where applicable) <ul style="list-style-type: none"> <li>● IRB approval for human subjects research</li> <li>● Consent to participate in human subjects research</li> <li>● Letter(s) of permission from copyright holder(s) to use copyrighted sources in manuscript</li> <li>● Approval from ADGME of publication fee**</li> </ul> <small>**review GME publication policy</small>	
4. Title page describing: <ul style="list-style-type: none"> <li>● Article category (e.g. Review Article, Original Article, Case Report)</li> <li>● Article title</li> <li>● Name(s) and affiliation(s) of author(s)</li> <li>● Corresponding author details (name, e-mail, address, telephone &amp; fax numbers)</li> </ul>	
5. Short running title (not exceeding 50 characters)	
6. Abstracts and relevant keywords per journal requirements <ul style="list-style-type: none"> <li>● Abstract (≤ 250 words in length)</li> <li>● 3–5 MESH keywords alphabetized (<a href="http://www.ncbi.nlm.nih.gov/mesh?term">www.ncbi.nlm.nih.gov/mesh?term</a>)</li> </ul>	
7. Main manuscript in MS Word, including where applicable: <ul style="list-style-type: none"> <li>● Funding statement</li> <li>● Conflict of interest statement</li> <li>● Acknowledgements (<i>list here</i>) _____</li> <li>● Table headings and tables (double spaced), each on a new page</li> <li>● Figure legends (double spaced and clearly marked), on a new page</li> <li>● Electronic picture files of all figures; resolution of 300 dpi</li> </ul>	
8. References in the correct format (use EndNote) (all references are cited in Text/Tables/Figures and vice versa)	
9. Manuscript has been spell-checked and grammar-checked	

***GME Approval of Manuscript for Journal Submission:***

**Research Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GME Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_