

# Authorship Agreement

*This Authorship Agreement is intended to be a resource to assist University of Iowa (UI) investigators with complying with UI policies and is not to be considered legal advice. Per UI policy, the language within this document may not be changed except to add names, roles and activities, author positions, contributions, manuscript/publication name, acknowledgements, and signatures.*

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## BACKGROUND

In accordance with the UI's Authorship Policy (Policy Manual Chapter II §27.10), this agreement is intended to establish and maintain expectations regarding authorship. This document should be considered a fluid document that is reviewed and revised as needed throughout the publishing process. The UI Authorship Policy acknowledges that the significance of a particular method of ordering authorship may be understood in each setting, but that order of authorship has no generally agreed upon meaning across all academic disciplines. Thus, to limit potential future disputes, this authorship agreement is intended to document the conversations and understandings of those participating in research, creative and other scholarly publication processes.

*The following editable fields should be completed, reviewed, and acknowledged via signature by all parties.*

## TITLE OF MANUSCRIPT OR OTHER CREATIVE OR SCHOLARLY PUBLICATION:

Insert title here:

## AUTHORSHIP CRITERIA

At the UI, authorship should be limited to those who make significant intellectual or creative contributions to a project through conception, design, data collection, analysis, or interpretation of results. Additionally, an author should be able to identify their own contribution, and ideally the contributions of each participating author, and defend the major aspects of the project presented in the publication. As always, discipline specific authorship standards and practices should always be considered as authorship norms can vary across fields and disciplines.

The following table outlines the roles and responsibilities of each author.

*Any edit to this document that conflicts with UI policies is void.*

Role	Activities/Responsibilities	Who
Conception of Idea		
Design		
Collection of Data		
Data Analysis		
Statistical Support		
Obtaining Funding		
Technical Support		
Administrative Support		
Writing–Draft		
Writing–Revisions		
Other (specify)		

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## **AUTHORSHIP ORDER**

Ultimately, it is the responsibility of the Lead/Senior Author or the Principal Investigator (PI) to assign authorship order based on discipline-specific norms. The Lead/Senior Author/PI should lead conversations throughout the project to ensure contributors are recognized and treated fairly in the authorship process. It is highly recommended that the Lead/Senior Author/PI begin authorship order conversations prior to the beginning of projects and continue through its conclusion.

Based on the roles and responsibilities outlined in the creation of this manuscript/publication/creative or scholarly work, the following will be the order of authorship:

Name	Author Position
1.	
2.	
3.	
4.	
5.	
6.	

## **ACKNOWLEDGEMENTS OF NON-AUTHORS**

The following individuals will be acknowledged for contributions to the creation of this manuscript/publication/creative or scholarly work but will not be considered authors on this paper.

Name	Contribution	Has Contributor agreed to Acknowledgement (Y/N)

## DATA OWNERSHIP

The UI owns the Intellectual Property and research data generated from research, development, and related activities conducted under its oversight. Thus, in situations where a project contributor leaves the UI before the completion of the project, the [Research Data Policy](#) must be adhered to in terms of institutional ownership of intellectual property and data and the process for an investigator to transfer data to a new institution. Maintaining documented discussions amongst authors/PIs and contributors are critical for clarifying the situations where an author/PI or contributor may depart the UI during the course of a project. These discussions can help prevent misunderstandings and ensure a smooth handover of responsibilities, including, the updating of authorship responsibilities and order.

## RESPONSIBILITY FOR INTEGRITY OF RESEARCH AND RESULTING PUBLICATION

Each author is responsible for the content of those portions of the manuscript ascribed to them, including the integrity of any applicable research. The lead or senior author is responsible for the integrity of the work as a whole and ensuring that reasonable care and effort has been taken to determine that all the data are complete, accurate, reasonably interpreted, and accessible to others within the norms of the discipline and requirements of the publishing venue.

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## **PUBLICATION GOAL**

It is intended that the authors of this manuscript will be submitting to the following professional journals:

*First Choice:*

*Second Choice:*

*Third Choice:*

## **ACKNOWLEDGEMENT OF DISCUSSION**

By signing this authorship agreement, you are acknowledging that you have received and agreed with the publishing plan as outlined in this document. This document is subject to change and may be reviewed and revised as needed throughout the publishing process pending notification to all parties. Additional signature lines may be added.

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