



Guidance on Authorship in Scholarly Publications at UvA EB

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At UvA EB we adhere to the University of Amsterdam's principles of professional academic practice that specify that everyone involved in research and teaching is responsible for safeguarding academic integrity. Our research is impactful and we need to ensure that all those involved in academic work adhere to the highest ethical standards, including standards related to the dissemination of findings and conclusions. Accordingly, all publications must include appropriate attribution of authorship – articles, abstracts, manuscripts submitted for publication, presentations at professional meetings, and applications for funding involving faculty or students arising from academic activities performed under the auspices of UvA EB. This implies not overly attributing a contribution nor ignoring a meaningful contribution. Academic disciplines vary somewhat on standards for what constitutes a substantive contribution that would warrant authorship. We aim here to allow for such disciplinary variation, while also providing guidance so that authorship is not inappropriately assigned or withheld. Also, importantly, financial and other supporting relationships of those involved in the work must be transparently disclosed in publications.

Who are authors?

Authorship of a scientific paper should be limited to those who have contributed in a meaningful and substantive way to the intellectual content of the work. All authors are responsible for fairly evaluating their roles in the project as well as the roles of their co-authors to ensure that authorship meets these standards in all publications for which they will be listed as an author. Each author should have participated sufficiently in the work to take public responsibility for its content. All co-authors should be directly involved in the following areas¹:

- Planning and contribution to at least one component (conception, design, conduct, analysis, or interpretation) of the work which led to the manuscript or interpreting at least a portion of the results;
- Contributing to writing a draft of the article or revising it for intellectual content; and
- All authors should review and approve the manuscript before it is submitted for publication, at least the part that is linked to their role in the project.

It varies per field who will be named first. In Business, the first author is usually the person who has had the largest contribution to the work, often also leading the core research involved. Often, this individual is also the person who takes the lead in writing the first draft of the manuscript and serves as corresponding author. In Economics, alphabetical ordering is more common, unless there is a strongly asymmetric contribution. UvA EB adheres to the conventions of the respective discipline. The integrity of the work and the consideration of who merits authorship should be a

¹ See for example: <https://www.uva.nl/over-de-uva/beleid-en-regelingen/regelingen-en-reglementen/onderzoek/onderzoek.html#Gedragcodes>

joint consideration and responsibility of all co-authors involved, implying that all authors confirm the integrity of the data and the accuracy of the analysis of the work.

Individuals who meet the criteria for authorship should be included as authors irrespective of their institutional affiliations (including external collaborators or industry representatives); these affiliations should be disclosed. Having “ghostwriters” is to be avoided.

Individuals do not satisfy the criteria for authorship merely because they have made it possible to conduct the research, or the preparation of the manuscript if they do not contribute further in the ways specified above. Individuals should not be added as authors based on their status or as an attempt to increase the likelihood of publication. For example, heading the section where research takes place does not, by itself, warrant co-authorship. Senior faculty members should be named as co-authors on work independently generated by their junior colleagues only if they have made substantial intellectual contributions to the design and/or interpretation of findings, and/or to manuscript preparation. Also, it is inadmissible to exchange authorships if no or too little contribution was made (“I’ll add you to mine if you add me to yours.”). Also, no “gift” co-authorship should be conferred either on those whose only contributions have been to provide, for example, routine technical support or to assist with data collection without co-developing the design, or for a friendly review of a completed manuscript. Although not qualifying as co-authors, people who assist in such ways often warrant acknowledgement.

Individuals who do not meet the requirements for authorship but who have provided a valuable contribution to the work (such as in the examples above) should be acknowledged for their contributing role as appropriate to the publication; often this is done in a footnote on the title page naming them and thanking them for their role.

Authorship Disputes

Determinations of authorship roles can be controversial. Individuals who are leading a project should be aware that the hard work they put in may sometimes drive them to undervalue the importance of the ideas or input of others or roles others played. Those providing input should also ensure their input is sufficient to warrant authorship. To avoid confusion and conflict, discussion of authorship and authorship order should be initiated *early* in the development of any collaborative publication and continued over time. For disputes that cannot be resolved in the team, individuals may seek the guidance of the research director or the UvA confidential adviser. Also, if coauthors at external institutions are required to follow guidelines that conflict with what was discussed above, the research director can be contacted to seek guidance. Complaints about violations of academic integrity are handled by the Academic Integrity Committee.

Disclosure

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financial interests, relevant outside activities and other issues that may imply conflicts of interest if not disclosed.