# Publication Authorship & Expectations Form

## Purpose

This form outlines expectations, rights, and responsibilities related to authorship and publication for students involved in research projects. It ensures transparency, promotes ethical collaboration, and clarifies the role of the Principal Investigator (PI) in the publication process.

## Authorship Eligibility

Students may be eligible for authorship if they meet **all** of the following criteria (adapted from ICMJE guidelines):

- Made substantial contributions to the conception, design, data collection, or analysis
- Participated in drafting or revising the manuscript
- Approved the final version for submission
- Agreed to be accountable for their contributions

**Note:** Authorship is not guaranteed by participation alone. Contributions will be discussed collaboratively and documented.

## Student Rights & Options

| Option | Description | Student Responsibilities |
|---|---|---|
| **Pursue Publication** | Student co-authors or leads manuscript writing | Collaborate on writing, meet deadlines, respond to feedback |
| **Decline Publication** | Student opts out of authorship or writing | Inform PI in writing; may still be acknowledged |
| **Withdraw from Project** | Student exits project before publication | Notify PI; authorship may not be retained |

## PI Rights & Responsibilities

- The PI retains the right to publish findings from the research project, even if students opt not to pursue publication.
- The PI will make reasonable efforts to include eligible student contributors as co-authors or acknowledge their contributions.
- The PI will ensure ethical authorship practices and transparency throughout the process.

## Determining First Authorship vs. Co-Authorship

First authorship is typically reserved for the individual who contributes the **most** to the research and manuscript preparation. This includes:

- Leading the research design and/or data analysis
- Writing the majority of the manuscript
- Coordinating revisions and submission

**Co-authorship** applies to contributors who meet authorship criteria but do not lead the writing or project coordination.

**Process for Determining Authorship Order:**

- Authorship order will be discussed early and revisited as needed.
- Decisions will be based on documented contributions and mutual agreement.
- If disputes arise, the PI will facilitate resolution using ethical guidelines (e.g., APA, ICMJE, discipline-specific norms).

Transparency and fairness are key. Authorship order should reflect actual contributions, not status or seniority.

**Acknowledgment vs. Authorship**

Students who contribute meaningfully but do not meet full authorship criteria may be acknowledged in the publication. This includes:

- Data collection without manuscript involvement
- Project support or administrative roles
- Opting out of authorship

✅ Agreement

By signing below, you acknowledge that you have read and understood the publication expectations and agree to communicate your intentions regarding authorship.

**Student Name:** _____
**Date:** _____
**Student Signature:** _____

**PI Name:** _____
**Date:** _____
**PI Signature:** _____