

Vice Rector of Research and External Affairs

MEMORANDUM

To: Prof. Kostas Gouliamos, Rector

From: Prof. Andreas Efstathiou 
Vice Rector of Research and External Affairs

Date: 5 February 2021

Subject: Guidelines on Authorship in Scholarly publications

I would like to submit the attached Guidelines on Authorship in Scholarly publications for discussion in the next Rectorate meeting.

Guidelines on Authorship in Scholarly Publications

Vice Rector of Research and External Affairs

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The University strongly encourages the dissemination of findings and conclusions arising from research activity in scholarly publications. At the same time, the University would like to ensure that ethical standards are met regarding the attribution of authorship in such publications. Such publications may include, but are not limited to, articles, abstracts, manuscripts submitted for publication and presentations at professional meetings.

While it is generally accepted that authorship should give credit to those that carried out the work, it should also be clear that authorship also carries accountability so it should be granted with care.

There are no universally accepted practices about authorship. There is a lot of variation in the practices adopted in different disciplines. Different Schools of the University may develop their own specific guidelines for authorship of scholarly publications.

Responsibility for decisions about authorship generally lies to those who carried the work and intend to disseminate it in a publication. The lead author of a publication, who is usually the corresponding author, ultimately has the responsibility to ensure that all other authors meet the requirements for authorship and that the publication meets the necessary standards of ethical integrity. In general, authors should follow the specific guidelines and instructions provided by journals in their instructions to authors.

In cases where this is not possible, it is suggested to consider the following two criteria to decide whether an individual should be granted authorship of a work:

1. An individual has made a significant contribution in the conception or design of at least part of a project or its execution in order to acquire, analyse, or interpret the data; **and/or**
2. An individual has made a significant contribution in writing a draft of the work or have provided critical reviews/comments to its intellectual content.

Students are usually the lead authors in any publication that arises from their dissertation or thesis. Advisors discuss publication plans with students as early as feasible and throughout the research and publication process.

All authors should approve the final version of the work before submission and should be able to identify their contribution to the publication. All authors should also agree to be accountable for the work they conducted and to ensure that any questions posed in relation to the integrity or accuracy of the work are resolved.

Individuals who have contributed to the work but their contribution is not deemed to be sufficient to warrant co-authorship should be acknowledged in the relevant section of the publication. The acknowledgement should reflect clearly and fairly the contribution of the individual to the work.

Any financial or supporting relationships of those involved in the scholarly work should also be disclosed in a transparent way.

Different disciplines have different approaches regarding authorship (i.e. order of author names). These guidelines do not favor a uniform approach for all disciplines. To avoid any disputes concerning authorship, researchers are advised to discuss attribution of authorship early in the development of a joint publication in a collaborative and open manner. For any disputes concerning authorship that can not be resolved amicably between the co-authors, a researcher may seek guidance from the Chair of the Research Ethics Committee of the University.

Other sources of information

There are various other sources of information and guidelines regarding authorship which researchers are advised to consult. Examples are given below:

- Medical Research Council, [Good Research Practice: Principles and Guidelines](#)
- Nature, [Nature journals' authorship policy](#)
- Wellcome Trust, [Guidelines on Good Research Practice](#)
- [UK Research Integrity Office](#) – this guidance note focuses on good practice in the authorship of research publications and covers issues relevant to all disciplines of research.
- [International Committee of Medical Journal Editors, Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals](#) – A set of guidelines that has been adopted by a number of medical journals.
- [Council of Science Editors, White Paper on Publication Ethics](#) – A paper designed to offer general guidance across the sciences.
- [The Committee on Publication Ethics](#) – COPE provides advice to publishers and editors on publication ethics and has produced a Code of Conduct for journal editors and guidelines on handling authorship disputes.
- [Guidance on Authorship in Scholarly or Scientific Publications](#), Yale University
- [Guidelines on Authorship](#), Cambridge University