



i3S Authorship Guidelines

In agreement with the guidelines of the International Committee of Medical Journal Editors (ICMJE) and of the Council of Science Editors (CSE), please find below a set of recommendations on authorship for i3S researchers to use as a reference.

1. In agreement with the ICMJE and CSE guidelines, an “author” is an individual who has made a significant intellectual contribution to the study and who agrees to be accountable for this contribution.
2. All authors should have made substantial contributions to all of the following criteria:
 - a) the conception or design of the study, or the acquisition, analysis or interpretation of data;
 - b) drafting the article or revising it critically for important intellectual content;
 - c) approval of the final manuscript.

These criteria should not be used to disqualify colleagues from authorship by denying them the opportunity to meet the criteria b) and c). Therefore, all individuals who meet criterion a) should be given the opportunity to participate in writing, revision and final approval of the manuscript. In line with this, junior researchers who had a significant contribution to the work are expected to be invited to contribute to the writing of the scientific article, even after a subsequent career move to a different research group or institution.

If a general agreement concerning who qualifies for authorship was not reached, the institution(s) where the work was performed should be asked to mediate the conflict.

3. Authors are accountable for all data they have produced and should also be able to identify which of their coauthors are responsible for all other parts of the work. It is recommended that the specific contributions of each co-author are stated in the article.
4. All authors should qualify for authorship, and all those who qualify should be listed. Individuals who meet some of the criteria, but not all, should be listed in the acknowledgments section. Examples include: assisting the research by providing advice, providing research space, departmental oversight, obtaining core funding solely, and providing published reagents and procedures. Because of the potential for ambiguity, it is recommended that a meeting takes place at the earliest stages of research to document how each person will be acknowledged.

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5. Three types of authorship are unacceptable and should be considered as scientific misconduct: "ghost" authors, who contribute substantially to the work but are not acknowledged; "guest" authors, who make no relevant contribution, but are listed to help increase the chances of publication; and "gift" authors, whose contribution is based solely on a tenuous affiliation with a study (e.g. the departmental head or those performing various non-author tasks such as reviewing the manuscript before submission, recruiting study subjects (without further significant contribution), supervising or recruiting co-authors) and who are often gifted authorship to improve *curriculum vitae*.
6. The criteria for establishing the sequence of authors should be agreed by all, ideally at the start of the study. The criteria are known to vary according to disciplines. In biomedicine (health and life sciences), the first author(s) might be expected to be the one(s) who performed most of the work; the last author is often the principal investigator and the corresponding author.
7. The corresponding author is responsible for communication with the journal during the manuscript submission, peer review and publication process. After publication, the corresponding author should remain available to respond to any questions relating to the work, including requests for additional data or information. It is also the corresponding author's responsibility to inform all coauthors of any relevant issues about the paper that arise before and after publication.
8. All researchers at i3S are advised to read and become familiarized with the ICMJE's "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (available online at <http://www.icmje.org/recommendations/>) and with the Committee on Publication Ethics (COPE)'s guidelines (available online at <https://publicationethics.org/resources/guidelines>).