

## The Monieson Centre

### Policy on Authorship and Co-authorship December 2010

The Monieson Centre adheres to the principles of the [Queen's University Senate Policy on Integrity in Research](#), which states in part:

“Academic integrity is an expectation fundamental to the mission of the university, whether it be in teaching or in research. The Senate Academic Integrity Statement, adopted in 2006, recognizes the university's commitment to upholding integrity in all scholarly work. Queen's University Senate Policy on Integrity in Academic Research is respectful of the five core fundamental values defined in the Senate Academic Integrity Statement: honesty, trust, fairness, respect and responsibility.”

The Monieson Centre has also reviewed other relevant documents in determining an appropriate **Policy on Authorship and Co-authorship**, and suggests the following guidelines:

#### For faculty:

1. Research teams should discuss authorship issues frankly at the beginning of their work together.
2. The co-authors should decide the order of authorship together.
3. Authorship credit should be based on:
  - a. substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data, or;
  - b. drafting the article or revising it critically for important intellectual content, or;
  - c. final approval of the version to be published.
4. Normally, the Director of The Monieson Centre and faculty actively contributing to major projects co-ordinated by the Centre will be considered for co-authorship on resulting publications. Co-authorship will not be automatic, but will depend on the extent to which the above criteria apply. The Director and other contributing faculty reserve the right to withdraw their names as potential co-authors.
5. Acquisition of funding, the collection of data, provision of space or facilities, or general supervision of the research group, by themselves, do not justify authorship. Honorary or guest authorship is not acceptable.

#### For graduate and undergraduate students:

1. The Director of The Monieson Centre, other faculty, and graduate and undergraduate students should discuss authorship issues frankly at the beginning of their work together.

2. Normally, the order of authors' names on publications should reflect their relative intellectual contributions to the work, with the individual who made the greatest contribution being listed first. Where the major substance of a co-authored publication is based on a graduate student's work, the student is normally first author.
3. In cases where the work done under terms of employment by a student employed as a Research Assistant is not part of the degree requirements, that student is not normally entitled to claim co-authorship. However, if the student makes intellectual contributions to the publication, then the student is entitled to claim co-authorship.

### **For staff**

1. The Director of The Monieson Centre, other faculty, and staff members should discuss authorship issues frankly at the beginning of their work together.
2. Contributions by staff of a technical or professional nature normally do not entitle a staff member to authorship. However, intellectual contributions are grounds for co-authorship.

### **General**

The Director, faculty, graduate and undergraduate students, and staff are encouraged to work together for mutual benefit. In cases where there is not an acceptable solution to a disagreement over authorship, the Director will seek counsel from the Associate Dean, Research or the Associate Dean, Faculty at Queen's School of Business. In projects involving faculty, students and staff who are not members of Queen's School of Business, decisions may be referred to other appropriate administrators.

### **References**

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Queen's University School of Graduate Studies (2007). *Roles and Responsibilities in Graduate Supervision: A Guide for Students, Faculty and Departments, Appendix A - General Guidelines for Authorship*.

University of Windsor Senate (1988). *Policy A6: Authorship*.  
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