



AUTHORSHIP PROCEDURE

Applicability:	Bond University Staff and Students engaged in publishing research outputs , Visiting Academics, Industry Fellows, Honorary and Adjunct Title Holders, or Emeritus Professors of the University
Parent Policy	Authorship Policy (TLR XXX)
Contact Person:	Director, Research Services
Procedure Status:	Active as of 1 September 2020
Responsibility	Individual authors, corresponding authors, Faculties/Centre Directors/Supervisors

1. OVERVIEW

The purpose of this procedure is to:

- clarify criteria for attribution of authorship of all research outputs contributed to by Bond University staff and students;
- ensure that appropriate steps to confirm authorship are taken prior to submission of research outputs for publication; and
- ensure that researchers appropriately attribute research outputs to 'Bond University'.

2. CONFIRMATION OF AUTHORSHIP

- 2.1. All multi-authored research outputs to which Bond authors make a contribution, whether internal or external, must have their authorship confirmed and recorded according to the Authorship policy and procedures.
- 2.2. Faculties, Centre Directors and supervisors responsible for performance development must take all reasonable steps to ensure on a regular basis that all authors are aware in advance of their obligations under the Authorship policy and procedures.
- 2.3. Individual authors are expected to be familiar with the Authorship Policy and related research policies and procedures in order to fully understand their compliance obligations. Opportunities will be provided by the University for on-line and face-to-face training.

3. ATTRIBUTION OF RESEARCH OUTPUT AFFILIATION

- 3.1. In order that Bond University's achievements and investment in research receive appropriate acknowledgement and contribute to all relevant measures of performance, Bond University must be attributed for research outputs in the following cases:
 - (a) where resources and/or facilities of Bond University have been used in the research leading to the output. This includes contribution to salary of researchers, other funding, resources, facilities, apparatus, human and administrative resources;
 - (b) where funds for research have been directed through Bond University accounts.

These criteria may apply even where an author may subsequently have left Bond University provided that one or more of the above conditions are met.

- 3.2. In attributing Bond University as the institution of affiliation, 'Bond University' must be written out in full and be included alongside any listing of institute, centre, department, school or faculty.
- 3.3. Where a Corresponding Author is based at another institution, it is the responsibility of the Bond author(s) to use all reasonable efforts to ensure that Bond University is appropriately attributed as described above.
- 3.4. A publication must also include information on all other sources of financial and in-kind support for the research. Authors must ensure that all funding sources of the research are acknowledged in the publication, including research grants, scholarships, and other forms of research funding by including the grant ID number(s) and project information. Authors should familiarise themselves with the requirements for acknowledgements of specific funding agencies.

4. APPOINTMENT AND RESPONSIBILITIES OF BOND CORRESPONDING AUTHORS

- 4.1. Where a work has several authors, one must be appointed Corresponding Author. Collaborating authors must agree on authorship at an appropriate early stage of their involvement in the research project and review their decisions periodically as and when necessary.
- 4.2. The responsibilities of the Corresponding Author include to:
 - consider and advise collaborating authors on who else might meet the authorship criteria;
 - record authorship in the order that applies according to the conventions of the specific discipline;
 - ensure that 'Bond University' is submitted to publication outlets/venues in full as the institution of affiliation;
 - manage communication about the work with the publisher/venue/facilitator;
 - consult with all other authors prior to submission and any subsequent revisions, recording all persons who agree to be acknowledged.
- 4.3. The Corresponding Author is responsible for complying with any Open Access requirements to lodge publications in the Bond University information management system (Pure). The Library Services Scholarly Publications team can assist with this step.

5. INCLUSION/EXCLUSION OF AUTHORS

- 5.1. Corresponding Authors must offer authorship to all people, including research trainees and students, who meet the criteria for authorship (see **Authorship Policy**).
- 5.2. A person who qualifies as an author must not be included or excluded as an author without their permission. This must be in writing or retrievable electronic communication and include a brief description of their contribution to the work.

6. ACKNOWLEDGING OTHER CONTRIBUTORS

- 6.1. All those who have otherwise contributed to the research, facilities or materials, such as research assistants, technical writers and students, but whose contribution does not meet the authorship criteria, have the right to be properly acknowledged in resulting outputs. Where individuals are to be named publicly, evidence of their consent must be obtained and stored in the Bond University information management system (Pure).

7. RECORDKEEPING

- 7.1. All written or electronic communications in relation to authorship must be held by authors/Corresponding Authors for a minimum of five years from publication for all research outputs contributed to by Bond authors. This applies to all traditional publications and equivalent forms of research output.
- 7.2. Records of authorship must include all communication with all authors and publishers/venues/facilitators in relation to the publication of the output, including any relevant conflict of interest declarations made to the publisher. These records must be able to be produced on request. When the record is updated, it is recommended that a system of versioning is used, and that each researcher keeps a copy of each version that they execute.
- 7.3. While records may be in any form including copies of all relevant emails, staff must complete the Authorship Agreement Form (for forms to be used in conjointly authored works in theses please see Section 11 of these procedures).
- 7.4. If an author is deceased or cannot be contacted, the head of department or unit may give approval on their behalf, noting the reason for their unavailability and that the publication can proceed provided that there are no reasonable grounds for believing that this person would have objected to being included as an author.
- 7.5. Any staff or students leaving Bond University should submit to their department copies of authorship records for any research outputs published within five years prior to their departure from the University, in addition to keeping such records for their own information.

8. PROMULGATION, COMPLIANCE AND MONITORING

- 8.1. The University, through the Research Office, Library, and through Faculties and Centre Directors, will provide information and training in authorship and other research policies.
- 8.2. Staff and students will be required to certify annually that they have undertaken appropriate training and have complied with these and other policies and procedures.
- 8.3. Audits of compliance with research policies will be carried out from time to time.

9. DISPUTES ABOUT AUTHORSHIP

9.1. Authorship disputes between staff

- 9.1.1. Where a dispute arises between authors the immediate supervisor(s) or head(s) of academic unit must first be consulted to attempt a local resolution. Where the head of academic unit is one of the authors or otherwise has any conflict of interest the dispute must be brought to the attention of the relevant Associate Dean (Research).
- 9.1.2. Where issues cannot be resolved either at academic unit or faculty level, or the head of academic unit (e.g. Dean) and the Associate Dean (Research) are in a supervisory relationship or otherwise have a conflict of interest concerning the publication, the Associate Dean (Research) must call on the services of an independent conciliator from a relevant discipline, either internal or external to the University.

9.2. Allegations of misconduct in relation to authorship

- 9.2.1. Where a staff member wishes to make an allegation of misconduct in relation to authorship the University's policy and procedures in relation to research misconduct apply.

9.3. Disputes between students and staff

Refer to the Research Misconduct Policy for authorship disputes involving HDR students.

10. AUTHORSHIP AND THE ANNUAL PUBLICATION COLLECTION

- 10.1. Roles of submitting/ Corresponding Authors for the statutory repository are outlined in regularly updated guidelines.

11. INCLUSION OF CONJOINTLY AUTHORED WORKS IN THESES

- 11.1. The guidelines developed by the Research Committee must be consulted where relevant.

12. DECLARATION OF INTERESTS

- 12.1. All authors should be familiar with the University's Conflict of Interest Procedure and must ensure that, at the point in a research project where any perceived or actual conflicts of interest become apparent, these are declared according to the University's policy and procedures to granting bodies, editors, publishers, venue managers and to the relevant Heads of Academic Units.

13. DEFINITIONS

Corresponding Author	Senior or corresponding author who is the author responsible for liaison with publishers, communication with all authors and contributors and the maintenance of all records concerning authorship.
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14. RELATED GUIDELINES AND FORMS

Authorship Agreement Form
Policy and procedures relating to research misconduct
Conflict of Interest Procedure