



Publication Guidelines
Latino Alcohol & Health Disparities
Research & Training Center



All research conducted at the Center should make a meaningful contribution to the scientific literature in a timely manner. These guidelines are being put forward as a means of managing an ethical dilemma pertaining to the publication of scientific knowledge. Specifically, the inherent dilemma in the publication of scientific knowledge is the obligation to publish in a timely manner and recognition of the relative contributions of each of the authors. Three overarching responsibilities include:

- a. Scientists have the obligation to the a) the funding agency b) the participants contributing data, c) colleagues and peers contributing to the research d) co-authors e) research and university staff and c) the department and university itself to publish the results of research.
- b. In order to insure full impact of the study's findings, publication in a timely manner should be consistently and assertively pursued.
- c. Correspondingly, there is an obligation to recognize the relative contribution of authors without compromising the two obligations.

Below are general guidelines for publication.

General Requirement for Authorship include

- Substantial contributions to the conception or design; or the acquisition, analysis, or interpretation of data
- Drafting the work or revising it critically for important intellectual content
- Agreement to be accountable for all aspects of the research including its accuracy or integrity
- Final approval of the version to be published

Many people may be involved in discussions about the article, however, authorship requires a substantive and sustained contribution.

Authorship loading, adding authors to enhance curriculum vitae, is not an acceptable practice.

In general the requirements for authorship may be the following:

- First authors prepare the first draft of the Introduction and Discussion and provide oversight of methods and results
- Second authors most likely draft the methods and/or results
- Third to penultimate author makes a meaningful contribution to the manuscript per the discretion of the first and last authors
- Last author is the senior investigator or Center Director*

Regardless of the order of authorship, all authors on a manuscript should be familiar with it. That is, they should be able to describe the manuscript (one sentence about the intro, methods, results and discussion).

* Senior authorship is based on the scientific expertise, administrative oversight and the continuous supervision provided as well active involvement in critical analysis of the literature and scientific knowledge base, oversight of institutional review board and human subjects requirements, study design, data collection, analysis and interpretation, manuscript development, effectively responding to reviewer feedback if required and critical review of the publication prior to submission and publication.

The Authorship Determination Scorecard, while not binding, should be used at the time of ratifying and renegotiating the author agreement to inform authorship and facilitate dialogue among potential authors.

Article Adoption*

Overall, authorship requires continuous and sustained engagement in the publication of a manuscript.

From its inception, completion, submission, resubmission and publication, the first, second or any other author may yield authorship for any reason on their own accord. An author may also passively acquiesce authorship to authors by defaulting or deferring responsibilities for an unreasonable period of time.

Therefore, at the discretion of the senior author...

A first author, may defer to the second author at any stage in the process

After six months of completing a draft of a manuscript for submission the second author may be granted permission to pursue publication of the article as first author.

After six months of receiving reviews of a manuscript the second author may be granted permission to pursue publication as first author

If the second author defers or defaults the senior author is granted permission to pursue publication as first author. At that time, the senior author has the discretion of granting permission to the third or other author to pursue publication.

* If up to date, an authorship agreement takes precedent over article adoption guidelines.

I understand the above guidelines and procedures for determining authorship

Print Name: _____

Signature: _____

Date: _____

The guiding principles for these guidelines are based on guidance from the Committee on Publication Ethics or COPE (<https://publicationethics.org/>).

The general procedures of these guidelines are informed by the American Psychological Association (<https://www.apa.org/science/about/psa/2015/06/determining-authorship>).