

1 Introduction

- 1.1 This document seeks to provide best practice on the authorship of academic publications and is primarily aimed at the publication of research outputs from PGR research projects.
- 1.2 PGRs in receipt of funding should also refer to their funder's Terms and Conditions for further guidance on intellectual property rights, including copyright.

2 Publication

- 2.1 Publication of research outcomes is an integral and essential component of all research. Bournemouth University (BU) encourages all researchers to promote their work through publishing and other forms of dissemination, including:
 - publishing in peer-reviewed journals and books
 - conference presentations (peer-reviewed and non peer-reviewed) and/or published in proceedings
 - posters presented at conferences
 - reports commissioned by external organisations
 - promotional reports and materials on research and articles in the popular press and other media
 - publication in web-based journals and project web sites.

3 Good conduct in publication practice

- 3.1 In publication and authorship, as in all other aspects of research, researchers (academic staff and postgraduate research students, PGRs) are expected to follow the principles of good research conduct supported by BU (Academic Regulations, Policies & Procedures (ARPP) *8B Research Ethics Code of Practice*). It is essential that the parties involved in research and publication discuss and agree on:
 - authorship
 - recognition of other contributions
 - acknowledgement of sponsors
 - declaration of any conflicts of interest.

4 Authorship

- 4.1 Generally, an author is considered to be someone who has made substantive intellectual contributions to a published study. This includes anyone who:
 - made a significant contribution to the conception, design, execution or interpretation of the research study
 - drafted or substantively reviewed or revised the publication
- 4.2 Different disciplines and research fields vary in authorship practice, however common to all disciplines is a need for early discussion and agreement on these issues to avoid misunderstanding and later disputes about authorship. PGRs should actively discuss publication strategies/plans with their supervisory team and seek agreement for planned publications. There should be no assumption, or presumed right, for supervisors to be authors on a PGR's publications unless they are active collaborators in writing the papers. Equally Supervisors have no right to publish material

– data or arguments - obtained from a PGR's individual research without prior discussion and agreement. Where PGRs are operating as part of a research group on a joint project the situation is more complex and care should be taken to ensure that this has been discussed and addressed in advance of the commencement of the project. Particular funding arrangements may have specific requirements. Supervisors and PGRs are encouraged to develop a mutually agreed publication strategy/plan for the work they are undertaking.

5 Authorship guidance

5.1 Researchers should seek to publish their results in a manner which conforms with current best practice and in compliance with any relevant funders' terms and conditions. In doing so they should take steps to ensure that they:

- use the most appropriate means to publish the results of their research
- publish their data in an appropriate form, typically as papers in refereed journals
- comply with BU ARPP and relevant funder requirements in the dissemination of the results of research
- acknowledge and cite the work of others where appropriate, fully and accurately attributing relevant sources
- take steps to ensure the accuracy of the data reported and act immediately to correct any genuine errors or misunderstanding that might subsequently be revealed in the data or its interpretation
- acknowledge the funding, support, sponsorship and other forms of input (including that of the University) to the work in an appropriate way
- give notice of intention to publish and seek approval, where appropriate, to publish, from all partner organisations and co-authors
- openly declare all relevant interests, as required by the publisher and by the University's conflict of interest policy.

5.2 Where the work has more than one author the researchers should also

- agree the contribution each will make to a given publication and review this commitment regularly as the work progresses
- appoint a lead or executive author to take charge of the communication of the work, where this work is part of a PGR research project, this should normally be the PGR
- report the work fairly according to the contribution each author has made to the work, and neither omit nor underplay a contributor's input or overplay such input or add in someone who did not contribute to the work in a way that would justify their inclusion as an author or co-author
- comply with the definition of author and co-author as defined by the journal in question or that of international organisations
- **provide a formal offer of authorship (which should be accepted or declined in writing) to those meeting the agreed definitions** (see above) and maintain a file of all relevant signatures/approvals in case of disputes.

6 Further guidance

6.1 Where necessary, further guidance on authorship should be sought from:

- The Doctoral College; doctoralcollege@bournemouth.ac.uk
- The Library (contact your [Faculty Subject Librarian](#))
- Research & Knowledge Exchange Office; rdu@bournemouth.ac.uk
- Legal Services; legalservices@bournemouth.ac.uk