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| TITLE: | AUTHORSHIP AGREEMENT FORM |
| ORIGINATING DEPT./ UNIT: | LIFESTYLE AND HEALTH RESEARCH CENTER |

The authorship agreement form should be used to imply responsibility and accountability between collaborators for published work. Lifestyle and Health Research Center (LHRC) is intended to ensure that contributors who have made substantive intellectual contributions to a paper are given credit as authors, but also that contributors credited as authors understand their role in taking responsibility and being accountable for what is published.

Who is an Author based on International Committee of Medical Journal Editors (ICMJE)?

The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Note:

- Those who do not meet all four criteria should be acknowledged
- The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion numbers 2 or 3.
- All individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

Who is the corresponding author based on ICMJE?

- ✓ The one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process.
- ✓ The corresponding author typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee

approval, clinical trial registration documentation, and disclosures of relationships and activities are properly completed and reported, **although these duties may be delegated to one or more co-authors.**

- ✓ The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.
- ✓ Although the corresponding author has primary responsibility for correspondence with the journal, the ICMJE recommends that editors send copies of all correspondence to all listed authors.

Note:

- When a large multi-author group has conducted the work, the group ideally should decide who will be an author before the work is started and confirm who is an author before submitting the manuscript for publication.
- Some large multi-author groups designate authorship by a group name, with or without the names of individuals. When submitting a manuscript authored by a group, the corresponding author should specify the group name if one exists, and clearly identify the group members who can take credit and responsibility for the work as authors.
- The byline of the article identifies who is directly responsible for the manuscript, and MEDLINE lists as authors whichever names appear on the byline. If the byline includes a group name, MEDLINE will list the names of individual group members who are authors or who are collaborators, sometimes called non-author contributors, if there is a note associated with the byline clearly stating that the individual names are elsewhere in the paper and whether those names are authors or collaborators.

Who is the Non-Author Contributors based on ICMJE?

- ✓ Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged.
- ✓ Because acknowledgment may imply endorsement by acknowledged individuals of a study's data and conclusions, editors are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.

Note:

- Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a

research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading.

I am, the principal investigator of the research titled....., welcome you to be part of this research

Planned/Actual Start Date.....

Expected End Date.....

PART 1: Author Contributions

Table 1. Authors detailed contributions

- 1) Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data.
 - 2) Drafting the article or revising it critically for important intellectual content.
 - 3) Final approval of the version to be published.
- Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship. *

| -Contributor Role** | PI author | Author | Author | Author | Author | total |
|--------------------------------------|---|--------|--------|--------|--------|-------|
| Conceptualization | | | | | | |
| Data Curation | | | | | | |
| Formal Analysis | | | | | | |
| Funding Acquisition | | | | | | |
| Investigation | | | | | | |
| Methodology | | | | | | |
| Project Administration | | | | | | |
| Resources | | | | | | |
| Software | | | | | | |
| Supervision | | | | | | |
| Validation | | | | | | |
| Visualization | | | | | | |
| Writing – Original Draft Preparation | | | | | | |
| Writing – Review & Editing | | | | | | |
| Contributor Role** | Role Definition | | | | | |
| Conceptualization | Ideas; formulation or evolution of overarching research goals and aims. | | | | | |

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| Data Curation | Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later reuse. |
| Formal Analysis | Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data. |
| Funding Acquisition | Acquisition of the financial support for the project leading to this publication. |
| Investigation | Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection. |
| Methodology | Development or design of methodology; creation of models |
| Project Administration | Management and coordination responsibility for the research activity planning and execution. |
| Resources | Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools. |
| Software | Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components. |
| Supervision | Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team. |
| Validation | Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs. |
| Visualization | Preparation, creation and/or presentation of the published work, specifically visualization/data presentation. |
| Writing–Original Draft Preparation | Creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation). |
| Writing – Review & Editing | Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages. |
| <p>*Bhattacharya S. Authorship issue explained. Indian J Plast Surg. 2010;43(2):233-234. doi:10.4103/0970-0358.73482+ Harvard Medical School Authorship Guidelines + The COPE Report 2003.</p> <p>**CRediT Taxonomy</p> | |

PART 2: Order of authors

- The ICMJE guidelines state that the order of authorship, should be 'a joint decision of the co-authors. Authors should be prepared to explain the order in which authors are listed'. This must be clear to the editor of the journal.
- Follow instructions of the target journal, if any.

Table 2. Author Contributions

| Authorship %: (should be based on substantial contributions) | PI | Author | Author | Author | Author | total |
|---|----|--------|--------|--------|--------|-------|
| (a) conception and design, or analysis and interpretation of data | % | % | % | % | % | 100 |
| (b) drafting the article or revising it critically for important intellectual content | % | % | % | % | % | 100 |
| (c) final revision of the version to be published | % | % | % | % | % | 100 |
| Total | % | % | % | % | % | 100 |

Author with the highest % is considered the first author

- Based on table 2, the authors order will be as follows:

Table 3. Order of authors

| #Ordering model type..... | | | | |
|------------------------------|-------|-------------|-------|------|
| Principal Investigator:..... | | | | |
| Author name | order | Affiliation | email | sign |
| | | | | |
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| | | | | |

- Your signature indicates your approval of authors order

#Authors credit system will be followed according to the journal instructions. If not available, there are 4 main types. (1) The “sequence-determines-credit” approach (SDC). The sequence of authors should reflect the declining importance of their contribution, as suggested by previous authors. (2) The “equal contribution” norm (EC). Authors use alphabetical sequence to acknowledge similar contributions or to avoid disharmony in collaborating groups. (3) The “first-last-author-emphasis” norm (FLAE). (4) The “percent-contribution-indicated” approach (PCI). There is a trend to detail each author's contribution (following requests of several journals). This should also be used to establish the quantified credit.

References:

1. International Committee of Medical Journal Editors. Recommendations for conduct, reporting, editing, and publication of scholarly work in medical journals. <http://www.icmje.org/recommendations/browse/rolesand-responsibilities/defining-the-role-of-authors-and-contributors.html> [Last Accessed 22 June, 2020]
2. Ali, M.J. ICMJE criteria for authorship: why the criticisms are not justified? Graefes Arch Clin Exp Ophthalmol 259, 289–290 (2021). <https://doi.org/10.1007/s00417-020-04825-2>