

APPD LEARN
Authorship Principles
Adopted 5/21/2012 (Updated 5/30/2017)

Categories of communications

Papers, presentations, posters, and other communications resulting from APPD LEARN studies fall into three categories:

- Category 1 (primary) papers report on analyses of primary research questions and key outcomes planned in the study protocol and using data from multiple APPD LEARN sites.
- Category 2 (secondary) papers report on secondary research questions or subgroup analyses of study data from multiple APPD LEARN sites.
- Category 3 (local) papers report on data from a single participating site in an APPD LEARN study

“Primary” and “secondary”, as used above, are defined by the approved study protocol. Where the protocol does not define whether a question is primary or secondary, the decision will be made by study’s oversight committee. If the study oversight committee cannot agree, the decision will be made by majority vote of the APPD LEARN Proposal Review Committee at a meeting with a quorum present.

Planning of communications

The study oversight group for a study is responsible for developing a written process for reviewing proposed papers, presentations, and other communications about the study. The process should include provisions for avoiding overlapping publications, prioritizing publications, and designation of a lead author for each communication. A copy of the oversight group's process should be submitted for record to the APPD LEARN Director. A template for this process appears at the end of this document.

Authorship eligibility

APPD LEARN uses the uniform criteria of authorship of the International Council of Medical Journal Editors:

“The author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should be based only on substantial contributions to: (a) conception and design, or analysis and interpretation of data; and to (b) drafting the article or revising it critically for important intellectual content; and on (c) final approval of the version to be published. Conditions (a), (b) and (c) must all be met. Any part of an article critical to its main conclusions must be the responsibility of at least one author.”

Any individual who is to be listed as an author of any scientific communication arising from an APPD LEARN study must fit these criteria. Conversely, any individual who meets these criteria should be an author of the communication.

Group authorship

The Council of Science Editors (CSE) defines three categories of authors for use in research collaboratives:

- The overall group name (“APPD LEARN” or “APPD LEARN *STUDYNAME* Group”)
- Named individual authors (group members who take responsibility for authorship of the article)
- Nonauthor group members (group members who contributed to the work that led to the article but do not take responsibility for authorship).

CSE recommends the following by-lines if group authors will be used:

1. Group-Author Name

All members of the group are authors, and their names appear in the manuscript as authors. MEDLINE will index the article under all authors as well as the group name.

2. Author 1, Author 2, Author 3; and the Group-Author Name

This indicates there are additional authors in the group, whose names appear in the manuscript as authors. MEDLINE will index the article under all authors, whether in the byline or in the manuscript, as well as the group name.

3. Author 1, Author 2, Author 3; for the Group-Author Name

This indicates that all authors are listed by name but there are additional non-authors in the group, whose names appear in the acknowledgments of the manuscript. MEDLINE will index the article’s authors as the listed authors and the group name, and the non-authors as collaborators.

4. Group-Author Name*

Not all members of the group are authors. Names of authors appear as such in the manuscript; names of non-authors are in the acknowledgments. MEDLINE will index the article’s authors as all authors named in the manuscript, as well as the group name, and will list the non-authors as collaborators

Authorship for Category 1 (primary) and Category 2 (secondary) papers should always include a Group Author Name, and the manuscript should include a list of all individual authors by name (as well as acknowledging any non-author group members). Forms 1 and 4 above are always appropriate for these papers. As determined by the study oversight committee, group members who take major responsibility for both (a) the conduct or analysis of the study, and (b) the drafting of the manuscript may be separately listed, using forms 2 or 3 above.

Authorship for Category 3 (local) papers should use Form 3 above. It is expected that all study group members who are authors will be listed individually and most study group members who are not at the local site (along with non-authors at the study site) will be acknowledged as non-author collaborators in the manuscript.

How to cite group-authored papers on a CV when your individual name is not in the by-line
If you are a co-author of the paper:

APPD LEARN XXX Study Group*. The title. *Some Journal*. 2017; 99:1-10. (Co-author member of APPD LEARN XXX Study Group).

If you are not a co-author of the paper, but a nonauthor group member, don't list this with your publications (you're not a co-author). Instead, include the citation in a different CV section ("Research Collaborations" or "Research Projects"), describe your participation in the study group, and list the manuscript as "peer-reviewed papers by other study group members based on this project" or similar.

Order of authorship

Order of authorship should be established prior to writing each communication by consensus of eligible authors (see above). Order of authorship may reflect descending order of overall contribution to the conceptualization and design of the study, analysis and interpretation of data, and drafting of the paper or presentation. The PI of a study is normally an author, but need not be the first author. Alternatively, authors may agree to use an alternative order of authorship (e.g., alphabetical), which can be noted in the communication.

If order of authorship is to be changed during the writing process, the change should be discussed among all authors. Conflicts that cannot be resolved among the authors will be referred to the study oversight committee for resolution. If the study oversight committee cannot agree, the decision will be made by the APPD LEARN Proposal Review Committee.

Designation of a lead author

Regardless of order of authorship, one author should be designated the lead author for the communication. The lead author is responsible for managing the writing process, arranging for review of drafts by co-authors, making final decisions on language, and submitting the communication to publication outlets.

Study Oversight Group Communication Management Process (Template)
For the ABC Study

In accordance with the APPD LEARN authorship principles, the ABC Study Oversight Group will manage scientific communications involving study data and proposed during the first 12 months following data collection as follows:

- Manuscripts, presentations, and other communication proposals should be sent to the Study Oversight Group by email. These proposals should clearly state the research questions to be addressed in the communication and the variables from the study data set that will be employed in the communication, and should include a proposed lead author, working title, and proposed journal or meeting for submission. The proposal may include a proposed list of additional authors.
- The Study Oversight Group will discuss proposals as they are received, and will generally approve proposals on a first-come, first-served basis, but preference will be given to APPD LEARN members who participated in the ABC Study. The Study Oversight Group may recommend additional authors to be included, and may suggest modifications to the proposal to avoid overlap with other planned communications.
- When a proposal is approved, the Study Oversight Group will designate a lead author and inform APPD LEARN leadership about the approved proposal. APPD LEARN leadership will facilitate data access. The lead author will be asked to communicate progress to the Study Oversight Group on a regular basis, at least quarterly. In the event of no progress on a communication for 3 months, the Study Oversight Group may re-assign the proposal to a new lead author.
- Prior to submission of a manuscript, a copy of the manuscript will be submitted to the Study Oversight Group by the lead author for review and comment. The lead author will incorporate or otherwise address recommendations made by the Study Oversight Group.

Authorship byline flowchart

