



African and Caribbean Council on HIV/AIDS in Ontario

Guidelines for Authorship and Acknowledgement

1. Preamble

ACCHO endeavours to encourage and strengthen collaborations amongst members, staff and other stakeholders. ACCHO holds community involvement to be integral to the response to HIV and is committed to the meaningful involvement of people living with HIV/AIDS (MIPA).

ACCHO aims to credit and acknowledge collaborators on publications they have contributed to. These guidelines outline ACCHO's efforts to expand the scope of authorship to recognize a broader set of contributors to publications.

2. Purpose & Objectives

This document provides guidelines for authorship of reports, journal articles, abstracts, presentations and any other authored work where ACCHO is an investigator. It also provides guidelines for ownership of intellectual property and criteria for authorship where publications are produced on behalf of ACCHO by a working group or a contracted independent consultant.

The objectives of the guidelines are to:

- provide clarity on what constitutes authorship,
- ensure that ACCHO and its collaborators are included as authors and contributions are fairly and appropriately represented and acknowledged,
- cover the various types of authored work and different capacities within which ACCHO engages as a collaborator.

The criteria for authorship and acknowledgement of contributions are adapted from the guidelines for authorship established by the International Committee of Medical Journal Editors¹ (ICMJE).

¹ International Committee of Medical Journal Editors. (1982). Uniform requirements for manuscripts submitted to biomedical journals. *British Medical Journal*, 291(6497):1766-1770.

3. Authorship Criteria and Principles

3.1 Criteria

Each co-author will have made significant contributions throughout the research process and will have participated in *at least one* of the following three stages to satisfy the criteria for authorship:

- Stage 1: Development of the concept or design of the research project itself and/or the resulting publication, and/or analysis and interpretation of the data.
 - While participation solely in data collection does not merit authorship, contributing to the design and development of participant recruitment strategies is understood to be part of the concept or design of the research project
- Stage 2: Drafting or extensive revision of the article's critically important intellectual content.
- Stage 3: Contribution (e.g., conceptualization of the research, framing of the publication, interpretation and conceptualization of data, etc.) to the final version to be published.

Where ACCHO members or staff are lead authors, final approval surrounding authorship discrepancies or conflicts resides with the Director of ACCHO. Where ACCHO is *not* the lead author, it is to be understood that ACCHO staff will alert the Director of any incongruence between the content of the publication and ACCHO's [guiding principles](#).

3.2 Principles

- Decisions regarding authorship of publications should be, where possible, made collectively by all investigators in the early stages of the development of the publications. No collaborator should be included or excluded from authorship without the negotiation and agreement of all collaborators. It is incumbent on the lead author(s) or Principal Investigator (PI) of the publication, as determined by the research team, to oversee this process.
- The relative contributions of authors to the most critical intellectual aspects of the work should determine the order of the authors' names. Contributions in Stage 1 should be given the greatest weight. The first author should have made major contributions in Stages 1 and 2; the subsequent sequence of authors should represent progressively minor contributions. The criteria followed for sequencing authors' names will align with the requirements of the journal being submitted to.
- Collaborators will have the opportunity to review and comment on findings prior to publication or presentation. Any one collaborator may not further analyze, publish or present findings resulting from the project unless all collaborators (where possible) reach a consensus, particularly once initial dissemination has occurred.
- Collaborators included as authors accept public responsibility and accountability for the publication; this entails being able to defend the publication's data, and any arguments and conclusions built on them unless otherwise disclaimed. It is incumbent on the lead (i.e., first) author of the publication to ensure that all collaborators have a basic understanding of the publication's content, arguments and conclusions.

- Each part of the content of a publication critical to its main conclusions and each step in the work that led to its publication must be attributable to at least one author.
- Research project staff should be included as authors provided that they fulfil the criteria outlined above.
- In all instances, when a collaborator is no longer affiliated with the research project or collaborating organization, they will be asked if they wish to remain or become an author of any future publications.

4. Contribution Acknowledgements

Contributions made to the project and/or publication that do not warrant authorship are acknowledged in an appropriate section of the written work. Acknowledgements should be given for:

- a) technical help
- b) financial and material support
- c) financial relationships that may present a conflict of interest
- d) any other substantial contributions that do not justify authorship. For example,
 - data collection
 - advice or guidance
 - other forms of participation during the project and/or publication

5. Consultancies: Authorship and Intellectual Property

Discussions regarding authorship and ownership of intellectual property should take place and be decided upon prior to the commencement of contracted work. These discussions are to be documented in the agreement between ACCHO and the consultant.

5.1 Authorship

- Independent consultants who satisfy the criteria for authorship (see section 3.1 above) will be recognized as authors or co-authors. Consultants whose contributions do not meet the criteria for authorship are to be acknowledged in the appropriate place, in the publication.
- When an independent consultant is listed as an author, a note clarifying that they were contracted to produce the publication must be included.

5.2 Intellectual Property Ownership

- Publications and other materials produced for ACCHO by a consultant will be considered the intellectual property of ACCHO. ACCHO reserves the full right to freely use, reproduce and modify the aforementioned documents as it sees fit.
- The data or produced knowledge cannot be independently altered or published after the termination of the contract without explicit written consent from ACCHO.

6. Working Group or Committees: Authorship and Intellectual Property

6.1 Authorship

- The authorship of guidelines, manuals or any other publications produced by a working group or committee will be given to the working group. Acknowledgements will be given to individual members of the group and any other contributors.

6.2 Intellectual Property Ownership

- Publications and other materials produced for ACCHO with a working group or committee will be considered the intellectual property of ACCHO. ACCHO reserves the full right to freely use, reproduce and modify the aforementioned documents as it sees fit.

7. Copyright and Reproduction

Publications and other materials produced by or for ACCHO will include the following statement:

“This document is the property of the African and Caribbean Council on HIV/AIDS in Ontario (ACCHO). Copyright and other intellectual property laws protect this document. Reproduction or retransmission of the document, in whole or in part, in any manner, cannot be done without the prior written consent of ACCHO.”

8. Conflict Resolution

- Where ACCHO members are lead authors, ACCHO retains the right to make all final decisions. Should conflict arise, the following steps outline ACCHO’s conflict resolution process:
 - The Executive Committee of ACCHO is accountable for protecting the assets of and the public trust in ACCHO. To this end, the Executive Committee makes every effort to establish and maintain adequate systems, procedures and controls to address conflict.
 - Upon being informed, in writing, of a conflict, the Executive Committee will take reasonable steps to ensure that the matter is addressed in the appropriate manner.

9. Amendments and Revisions

The Authorship Guidelines shall be reviewed, updated and disseminated bi-annually. ACCHO reserves the right to make changes to these guidelines, without prior notification, as it deems necessary.