



The University of Vermont
COLLEGE OF NURSING
AND HEALTH SCIENCES

Guidelines on Student Authorship in Research Projects

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Most CNHS graduate programs include a capstone or research project as a component of the curricular requirement. Additionally, undergraduate and graduate students may participate in faculty-supervised research projects during their time in CNHS. The following guidelines are intended to help establish clear expectations for the faculty and students around authorship. Individual programs may have adopted their own program-level policies (eg. DPT Program).

Faculty engaged in mentoring student projects are highly encouraged to have intentional conversations with students upfront regarding their plans post-graduation. For example, students who plan to apply to graduate school would highly benefit from authorship on manuscripts and/or presentations. Expectations for authorship should be transparent, declared and agreed upon in written form by the faculty, students, and other collaborators.

Authorship should be based on the following 4 criteria* (or as defined by the publisher/journal authorship guidelines):

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.

Those who do not meet ALL four criteria should be listed in acknowledgments.

Acknowledgment: those whose contribution does not rise to the level of authorship (who have not met the all 4 of the above criteria). Examples include:

- a. Procuring funding
- b. Commenting on manuscript and suggesting edits
- c. Gathering and or cleaning data
- d. Technical support, simulation support, etc.

1. *International Committee of Medical Journal Editors (ICMJE). Defining the Role of Authors and Contributors. <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>.

e. Administrative task (transcription, proofreading, submission of manuscript and associated documentation on journal website)

Order of authorship:

- For the purpose of presenting the research work internal to UVM (e.g. Student Research Conference, Zeigler Research Forum), CNHS students will be first authors (of equal contribution) and faculty as last (senior) author.
- For the purpose of presenting the research work external to UVM or publishing the research work in a peer-reviewed journal or publication, the faculty research advisor/s will determine the order of authors. The authorship order should be determined solely by the magnitude of contribution to the project rather than the status or power in the group EXCEPT where the group to which the manuscript is submitted requires specific orders.

What does a substantial contribution look like?

- Concept/idea/research design:
- Writing- any of the following
 - introduction section
 - methods section
 - results section
 - making figures/tables
 - discussion section
 - abstract
 - summary/limitations/future directions
- Data collection:
- Data analysis/interpretation:
- Review and edits of manuscript
- Responding to reviewers comments and resubmission

Managing extended time-lines for publishing:

Faculty are encouraged to keep up to date contact information for students once they graduate. Students who agree to having their research/work published in whatever form should sign a statement that indicates they will be moved from author to an acknowledgement in the case that the faculty member/journal/publishing organization is unable to contact the student.