**UVA DEPARTMENT OF UROLOGY AUTHORSHIP POLICY & BEST PRACTICES**

September 2024

**Background / Principles:**

Science is collaborative and takes teamwork to accomplish projects and write manuscripts.
Authorship ensures credit but also accountability for scholarly work.

**Authorship Standards**

Per ICJME, authorship is defined by meeting *all* 4 criteria:

1. Substantial contributions to the conception or design of the work, OR the acquisition, analysis or interpretation of data AND
2. Drafting of 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.

These are the standard criteria endorsed by the *Journal of Urology* and internationally by many academic institutions and journals. UVA Department of Urology policy also endorses these standards.

Any contributor to a work not meeting authorship standards should be included in the *acknowledgements* section. Examples: an ultrasonographer significantly contributed to data collection but did not participate in design or writing; a student built a database years ago, but did not participate in design, project conception or writing due leaving the institution and being busy with starting residency; a senior professor came up with a project idea but chose not to be involved in any further work or review the draft.

Given above standards, “honorary” or “gift” authorships are never appropriate. Examples of this include when a senior author is included to “boost” a paper’s perception/legitimacy without meeting authorship criteria as above, or when someone is “gifted” authorship to help bolster their career without substantive contribution as above.

**Authorship Order Norms**

Lead / first author – the person who has prepared the first draft of the manuscript and usually has played a central role in #1 of ICJME criteria as above. This person is responsible for ensuring all authors meet criteria and the integrity of the work.

In rare instances, two authors contribute equal work typical of first author role – in these cases, there is the option to share first authorship. It should be clearly indicated on submission.

Co- authors – Approach varies. Typically, middle author order is descending according to degree of contribution to the manuscript.

Last author – The principal investigator and/or supervisor for the study.

Corresponding author – primary contact for the journal throughout submission process and listed contact post-publication; typically, first or last author – discuss with PI as this is also the primary contact for questions about the study after publication.

**Best Practices**

1. **Set expectations early –** Authorship and roles should be defined early in the process. They should be set at the start of project development and may also need to be re-visited during analysis and writing phase if substantial work is required to get the work ready to publish.
2. **For abstracts, ensure all authors consent to inclusion prior to submission** – this is especially prudent when collaborating with investigators in other departments or fields
3. **Send out abstracts early for review** to provide authors adequate time to give comments and/or approve the submission.
4. **Conflicts of interest** should be listed for all authors. The first author is responsible for ensuring all conflict of interest / disclosures are obtained and included for all authors.
5. **Disputes** should be first mediated locally within the department prior to seeking mediation through the office of research. Chain of escalation should be principal investigator (PI) 🡪 Vice Chair of Research 🡪 Chair.