



Criteria for Scholarly Authorship Policy

Scope: This policy applies to all scholarly products created by Marian University (herein the "University") faculty, staff, and students or other persons utilizing the Marian University affiliation in a scholarly product.

Policy Statement:

Marian University establishes minimum requirements for inclusion as an author on scholarly products whether they appear in print, electronic media, or another form. This policy does not preclude the use of additional requirements imposed by a recipient journal or publication agency such as those pertaining to copyright. Scholars should be mindful of these requirements and strictly adhere to them. Additionally, colleges and/or departments are encouraged to provide field-specific resources to their faculty, staff, and students.

Reason for Policy:

Public dissemination (e.g., abstracts, papers, posters, collections, etc.) of scholarly activities and other creative works is how the academic community ensures scholars are recognized and held accountable for their work. To this end, a scholar's publication record should accurately reflect their significant contributions to the body of knowledge.

Procedure:

A contributor meets the minimum requirements of authorship if they satisfy both requirements 1 and 2 below:

Requirement 1: Each contributor must have accomplished one or more of the following:

1. Significant intellectual or scholarly contributions to the scholarly product.
2. Analysis and interpretation of research material included in the final product.
3. Collection of research material (only if significant judgment or input is required).
4. Significant drafting, re-drafting, or production of the final product. This does not include quantitative or qualitative visualization of data, grammar or language correction, style editing, *etc.*

Requirement 2: Each contributor listed as an author MUST do ALL the following:

1. Review the scholarly product before final submission.
2. Agree to be publicly accountable for their contribution to ensure questions regarding accuracy and/or integrity of the work are addressed and resolved.
3. Adhere to the copyright guidelines and rules of the journal or publication agency.
4. Submit conflict of interest disclosures (as required).

Other contributors who do not meet both requirements listed above should not be listed as authors. However, they should be acknowledged for their individual contribution(s). Formatting for an acknowledgement section may be subject to specific guidelines by the journal or publication agency, but when possible should specify they type of contribution(s) (e.g., "collected data," "critical review of proposal," or "writing and technical editing of manuscript").

Authorship Disputes:

If authorship is disputed, every attempt should be made to resolve the issue within the research group and/or collaborative team. These attempts should include senior researchers on the project and any relevant supervisors. All arguments for and against authorship should be evidence-based and made dispassionately. In particularly difficult situations, the chairperson of the department (or another official such as the ombudsperson) may be called on to serve as a mediator.

If the dispute remains unresolved, the senior researcher on the project is to notify the Assistant Provost for Research & Scholarship of the dispute. The Assistant Provost will assemble an Authorship Dispute Resolution Committee (ADRC), made up of at least three faculty who are not part of the research group to investigate the situation. If the Assistant Provost for Research & Scholarship is involved in the dispute or has unresolved personal, professional, or financial conflicts of interest with the matter, the Provost will stand-in for this person for all aspects of the ADRC.

The ADRC will gather relevant information for the investigation which may include, but is not limited to, interviews with pertinent individuals, review of notebooks or other documentation, and review of relevant correspondence. Once sufficient information has been obtained, the ADRC will convene a meeting with the involved parties and attempt to resolve the conflict. After this meeting, the ADRC will issue its recommendation to all relevant parties.

If the parties do not accept the ADRC recommendation, they may pursue the matter further based on relevant University policy.

Selected University resources:

- Marian University Staff Handbook, [click here](#).
- Marian University Faculty Handbook, [click here](#).
- Marian University Student Code of Rights and Responsibilities, [click here](#).
- MU-COM Student Handbook, [click here](#).

Revision History:

1. May 31, 2022

Assistant Provost for Research & Scholarship:

Signed: 

Date: 5/31/2022

Provost:

Signed: 

Date: 6/1/2022