

STANDARD ADMINISTRATIVE PROCEDURE

15.99.03.M1.02 Guidelines for Authorship and Publication Practices

Approved June 14, 1999

Revised March 31, 2011

Next scheduled review: February 29, 2021

SAP Statement

Pursuant to System Regulation 15.99.03 and University SAP 15.99.03.M1.01, this SAP sets forth expectations concerning the authorship of multi-authored or collaborative studies by faculty, staff, and students at Texas A&M University. This SAP clarifies the responsibilities of authors in collaborative studies, including the designation of a one author responsible for an entire manuscript, creative work, or intellectual product and the adoption of standards for collaborative projects consistent with relevant disciplinary standards.

Official Procedure/ Responsibilities/ Process

1. AUTHORSHIP

All authors of multi-authored or collaborative studies are responsible for publications, creative work, or other intellectual products resulting from those studies. Co-authors should undertake two critical safeguards to assure the accuracy in their work.

- 1.1 the active participation of each co-author in verifying the part of a manuscript, creative work, or other intellectual product that falls within his/her specialty area, and
- 1.2 the designation of a primary author who is responsible for the entire manuscript, creative work, or intellectual product.

2. CRITERIA FOR AUTHORSHIP

Criteria for authorship of a manuscript, creative work, or other intellectual product should be consistent with the norms of the discipline.

2.1 Role of the Primary Author

The primary author should be able to assure that he/she has reviewed all the primary data, primary sources, critical information, or major elements on which the a publication,

creative work, or other intellectual product is based and should be able to provide a brief description of the role of each co-author. The primary author should be able to demonstrate that each co-author has been afforded the opportunity to review and approve the final product in draft form to the extent possible, given individual expertise.

3. PUBLICATION PRACTICES

Researchers and creative artists should review each proposed scholarly or creative work to assure that the work was done accurately; methods were described fully; analysis were appropriate; references and citations are complete and fully consistent with disciplinary practices; and final conclusions were consistent with the overall work.

4. ADVISORY GUIDELINES

Because each discipline addresses intellectual or creative problems with different methods, each department or, if necessary, laboratory or program should follow disciplinary guidelines that identify practices that seem most likely to enhance the quality of work conducted by its members. It is expected that the lead researcher will discuss these guidelines with prospective co-authors.

Related Statutes, Policies, or Requirements

System regulation 15.99.03, Ethics in Research and Scholarship

<http://policies.tamus.edu/15-99-03.pdf>

University rule 15.99.03.M1, Responsible Conduct in Research and Scholarship

<http://rules-saps.tamu.edu/PDFs/15.99.03.M1.pdf>

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