

AUTHORSHIP GUIDELINES

Assigning authorship on a scientific or scholarly manuscript or creative expression performs a dual role. It apportions credit for the contribution of each individual while also explicitly assigning responsibility. Designated authorship allows others to assess the relative input of each author to the impact of an intellectual endeavor, including original scientific research; words and images; and works of art, music or dance. Authorship roles are used as important metrics in establishing research prominence, advancing academic standing, and facilitating grant funding of individuals.

GENERAL PRINCIPLES

The criteria for authorship of a manuscript, creative work, or other intellectual product must be consistent with the roles and responsibilities of individuals and the norms of the discipline (see [guidelines-for-authorship-and-publication-practices.docx](#)). For many disciplines and some journals, published guidelines exist for assigning authorship (e.g., ICJME, COPE, various professional societies). People who participate in the research or scholarly process but do not meet the criteria established for authorship are listed as acknowledgments.

Unacceptable Authorship Practices:

- a. **Guest Authorship** - assigning authorship to someone who has not participated in the work, as an honor or to provide additional credibility based on the status or standing of the guest author.
- b. **Gift Authorship** - assigning authorship to someone who has not participated in the work as a reward or to provide an unearned benefit.
- c. **Ghost Authorship** - not providing named credit to individuals who have made substantial contributions to the work or in the writing of the manuscript.

(Note: Writing activities alone, such as writing assistance, technical editing, language editing, and proofreading, without other contributions may not qualify for authorship, but should be acknowledged.)



AUTHORSHIP DISPUTES

Authorship disputes arise when collaborators' perceptions of contributions and appropriate credit differ during the research or scholarly process. Agreeing on the role of individuals and the criteria for authorship at the beginning of collaborations can prevent later controversy. Authorship disputes that cannot be resolved first by informal discussion among collaborators are treated as an academic matter and addressed according to university procedures for the resolution of complaints and grievances.

The figures found on page 2 summarize guidance from the Texas A&M Division of Human Resources and Organizational Effectiveness [Complaints Grievances | Division of Human Resources and Organizational Effectiveness \(tamu.edu\)](#). Faculty are referred to the Faculty Affairs Office and graduate students are referred to the Ombuds Officer in the School of Graduate and Professional Studies for an appointment to discuss their complaint.

¹Adapted from the Ohio State University Authorship Guidelines [osu_authorship_guidelines.pdf](#).



STEPS FOR AUTHORSHIP DISPUTES

for FACULTY/RESEARCHERS



STEPS FOR AUTHORSHIP DISPUTES

for STUDENTS



PLAGIARISM

In the event that a credible allegation of plagiarism exists in addition to the authorship dispute, the director, dean, or their designees should consult with the Research Integrity Officer. Plagiarism allegations will be reviewed under [15.99.03 - Ethics in Research, Scholarship and Creative Work \(tamus.edu\)](#). The

Research Integrity Officer does not otherwise participate in the above academic process for resolving authorship disputes.



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