# CARC Guidelines for Authorship

Authorship implies responsibility and accountability for published work. The following guidelines are based on the ICMJE Recommendations,[[1]](#footnote-1) intended to ensure that contributors who have made substantive intellectual contributions to a manuscript are given credit as authors, and that authors understand their role in taking responsibility and being accountable for what is published.

## Criteria for authorship

Authorship will be based on the following 4 criteria:

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.

The senior/corresponding author must be able to identify which co-authors are responsible for the specific sections of the work. It is the collective responsibility of CARC investigators to (1) determine who will be an author, (2) verify that all people named as authors meet all four criteria for authorship, and (3) confirm who is an author before submitting the manuscript for publication.

# First Author

The designated first or lead author assumes overall responsibility for the manuscript. In addition to contributing significantly to the research, the first author manages the preparation, submission, review, and publication of the manuscript. This includes taking responsibility for ensuring the data and data interpretation are complete and accurate. The first author is not necessarily the PI of a project and may be a student, post-doctoral fellow, or collaborator.

# Corresponding Author

The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, to respond to critiques of the work post-publication, and to cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication. CARC Principal Investigators are expected to be corresponding authors in manuscripts describing work related to their respective research components or cores. Students and post-doctoral fellows may not be listed as corresponding authors.

# Co-authors

Co-authors are expected to participate substantially in the preparation and publication process and must acknowledge that he or she has reviewed and approves the manuscript. A co-author is responsible for:

1. Providing the appropriate sections of the manuscript, including full reference details for cited research
2. Reviewing, editing, and revising the appropriate sections throughout the preparation, review, and publication process
3. Timely acknowledgement and completion of requests for information and documents required for publication
4. Other duties, as delegated by the corresponding author

# Non-Author Contributors

Contributors who meet fewer than 4 of the [criteria for authorship](#_Criteria_for_authorship) should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship includes acquisition of funding; general supervision of a research group or general administrative support; writing and editing assistance. Acknowledgements may be individual or collective under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified (e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients", "participated in writing or technical editing of the manuscript").

# Research Funding

All publications using CARC data, biospecimens, analytical support (lab and statistical) must accurately attribute funding support to the CARC P60AA009803. Publications where a T-32 supported trainee is a co-author should acknowledge T32AA007577.

# Financial Conflicts of Interest

Authors are expected to disclose all relevant financial interests that could be viewed as a potential conflict of interest or as required by the University and/or journal.

# NIH Public Access Policy

CARC Investigators are responsible ensuring compliance with the NIH Public Access Policy.[[2]](#endnote-1)

1. http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html [↑](#footnote-ref-1)
2. https://publicaccess.nih.gov/policy.htm [↑](#endnote-ref-1)