

The Statement of Authorship and Location of Data form is mandatory from the 9 June 2009. Any publications that are undergoing review from the 9 June 2009 must have a Statement of Authorship and Location of Data form completed.

*This form must be signed and kept on file by the Head of School / Director of Unit / Director of Research Institute (IWRI, ITR), for the same period that the data itself is required to be stored*

The University of South Australia complies with the Australian Code for the Responsible Conduct of Research (NHMRC, ARC and Universities Australia, 2007). Accurate completion and retention of this form fulfils the requirements of the Australian Code for the Responsible Conduct of Research and the University's Authorship Policy

## Statement of Authorship

The outcomes of research may be disseminated in a variety of ways but enduring forms, such as journal articles, are particularly important and to be an author for such a form is meritorious. To be named as an author, a researcher must have made a substantial scholarly contribution to the work and be able to take responsibility for at least that part of the work they contributed.

Authorship is defined by the Australian Code for the Responsible Conduct of Research (2007) as follows:

Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:

- conception and design of the project
- analysis and interpretation of research data
- drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

The right to authorship is not tied to position or profession and does not depend on whether the contribution was paid for or voluntary. It is not enough to have provided materials or routine technical support, or to have made the measurements on which the publication is based. Substantial intellectual involvement is required.

A person who qualifies as an author must not be included or excluded as an author without their permission. This should be in writing, and include a brief description of their contribution to the work.

Sometimes the editor of a significant collective work or anthology has responsibilities analogous to those listed above for authorship and, in such cases, similar criteria apply to 'editor' as to 'author'. However, the term 'editor' should be applied only to a person who has played a significant role in the intellectual shaping of a publication.

For each publication an executive author who accepts overall responsibility for the publication should be identified.

## SECTION 1: PUBLICATION DETAILS

Please tick:	Title of Publication:
<input type="checkbox"/> Title of book :	
<input type="checkbox"/> Book chapter:	
<input type="checkbox"/> Journal article:	
<input type="checkbox"/> Published Conference Abstract:	
<input type="checkbox"/> Other Publication	

<input type="checkbox"/> Submitted	<input type="checkbox"/> Resubmitted
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Publication submitted to (name of journal / publisher / conference / other medium):

Date of submission:

**SECTION 2: AUTHOR DETAILS**

Authors' Names <i>(List all authors in the order that they will appear in the publication)</i>		Signature*
1.		
2.		
3.		
4.		
5.		
6.		

\*Where an author is unavailable, the appropriate Head of School/Director of Unit/Director of Research Institute may sign on their behalf, indicating the reason for their unavailability

**SECTION 3: RESEARCH DATA STORAGE INFORMATION**

Description of data/records and format	Quantity	Location	Date Stored	Restricted / Confidential*
<i>eg Audio recording of participant interviews, stored on CDROM in Box 1</i>	25	Room X, School Y, Campus Z, UniSA	12 December 2011	Yes

**SECTION 4: CERTIFICATION**

As **Executive Author** I certify that:

- The signatures above indicate that those listed are the only authors of the publication, that they have seen the version of the paper submitted for publication, and that the authors agree with the nomination of the executive author all of which are in accord with the Australian Code of Responsible Conduct of Research, relevant legislation and guidelines and UniSA policies and processes.
- The research has been conducted in accordance with the Australian Code of Responsible Conduct of Research, relevant legislation and guidelines and UniSA policies and processes.
- The research data has been/will be stored in accordance with the requirements of the Australian Code of Responsible Conduct of Research, relevant legislation and guidelines and UniSA policies and processes. The data is stored at the following location(s):

<i>Executive Author Signature</i>	<i>Printed Name</i>	<i>Date</i>

As **Head of School/ Director of Research Institute**, I certify that:

- I have received this form signed by the Executive and contributing authors and
- I will store it in accordance with Australian Code for the Responsible Conduct of Research, relevant legislation and guidelines and UniSA policies and processes.

<i>Supervisor's Signature (If applicable)</i>	<i>Printed Name</i>	<i>Date</i>

**AUSTRALIAN CODE FOR THE RESPONSIBLE CONDUCT OF RESEARCH  
(NHMRC, ARC and Universities Australia, 2007)**

**SECTION 5: AUTHORSHIP**

**INTRODUCTION**

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**RESPONSIBILITIES OF INSTITUTIONS**

**5.1 Have criteria for authorship**

Institutions must have a policy on the criteria for authorship consistent with this Code, seeking to minimise disputes about authorship and helping to resolve them if they arise. Where a work has several authors, one should be appointed executive author to record authorship and to manage communication about the work with the publisher.

**RESPONSIBILITIES OF RESEARCHERS**

**5.2 Follow policies on authorship**

Researchers should adhere to the authorship criteria of this Code and their institution's policies.

**5.3 Agree on authorship**

Collaborating researchers should agree on authorship of a publication at an early stage in the research project and should review their decisions periodically.

#### **5.4 Include all authors**

Researchers must offer authorship to all people, including research trainees, who meet the criteria for authorship listed above. Those offered authorship must accept or decline in writing.

#### **5.5 Do not allow unacceptable inclusions of authorship**

Authorship should not be offered to those who do not meet the requirements set out above. For example, none of the following contributions, in and of themselves, justifies including a person as an author:

- being head of department, holding other positions of authority, or personal friendship with the authors
- providing a technical contribution but no other intellectual input to the project or publication
- providing routine assistance in some aspects of the project, the acquisition of funding or general supervision of the research team
- providing data that has already been published or materials obtained from third parties, but with no other intellectual input.

#### **5.6 Acknowledge other contributions fairly**

Researchers must ensure that all those who have contributed to the research, facilities or materials are properly acknowledged, such as research assistants and technical writers. Where individuals are to be named, their written consent must be obtained.

#### **5.7 Extend the authorship policy to web-based publications**

Authors of web-based publications must be able to take responsibility for the publication's content and must be clearly identified in the publication.

#### **5.8 Maintain signed acknowledgments of authorship for all publications**

The department of the executive or senior author must retain the written acknowledgment of authorship discussed above in the form of an original hand-written signature. Where it is not practical to obtain an original signature, it is acceptable to use faxed or emailed consent. This also applies to published conference abstracts and similar publications. If an author is deceased or cannot be contacted, the publication can proceed provided that there are no grounds to believe that this person would have objected to being included as an author.'