

Research authorship, peer review and publications

PURPOSE

This work instruction outlines Metro South Health (MSH) requirements for an individual to be considered as an author or co-author and the attribution of authorship in subsequent publications.

This work instruction aligns to MSH procedure PR2023-411 Research Excellence.

OUTCOME

This work instruction aims to:

- Support accurate dissemination of research findings, which have been appropriately peer-reviewed within the research community, to maintain high standards and encourage accurate, thorough and credible research reporting.
- Implement open access journal publication mechanisms in MSH to facilitate the widest possible availability, dissemination, and reuse of MSH research to promote responsible publication and dissemination of research outcomes to other researchers both nationally and internationally and the wider community.
- Uphold the Australian Code for the Responsible Conduct of Research 2018 ('the Code'), the Publication and dissemination of research guide, Authorship guide and Peer review guide and the Australian Research Council (ARC) Open Access Policy in MSH research activities.

This work instruction outlines processes described in MSH procedure PR2023-411 Research excellence and upholds principles outlined within the Research Excellence Handbook.

SCOPE

This work instruction applies to all MSH employees and collaborators who conduct human research within or in association with MSH, or through access to MSH participants, health records or data.

WORK INSTRUCTION

1. STEP 1: COMMENCEMENT OF THE RESEARCH

- For studies involving people, medical records, and human tissue, journals will require authors to document that a formally constituted Human Research Ethics Committee (HREC) has granted approval for the research to be done.
- At the commencement of the research project a discussion between researchers should occur regarding authorship and research output. The research team should review agreed arrangements whenever there are changes in participation - authorship is not restricted to the writing of a publication as explained further in Step 2 – Negotiations.
- Authorship may be warranted where a researcher makes an intellectual contribution to the work that is sufficient for that person to take public responsibility for the final publication.

ICARE² values



- Researchers should also discuss publication in appropriate open access journals or open access research repositories and include the costs of article processing charge/fees in the project budget where necessary. For more information see MSH work instruction WI2023-293 Research funding, budgets, and infrastructure support.

2. STEP: 2 NEGOTIATIONS

- Dependent upon negotiations between participants of a research output, 'authorship' may be extended to include substantial contributions such as the development of hypotheses, the design of questionnaires and/or surveys, the carrying out of field work, data analysis and the interpretation of results.
- The order of authorship and changes to the order of authorship also need to be discussed and agreed by all parties.
- The authorship criteria need to be discussed and agreed upon by all parties for multidisciplinary and multi-institutional projects.
- The following templates may be used as part of the negotiation process:
 - Attachment 1: Statement of authorship
 - Attachment 2: Research project: contribution statement
- Under no circumstances should a person be either included or excluded from authorship without negotiation and the agreement of all parties concerned. This includes the contract negotiation process (if applicable).

3. STEP 3: CONSIDER FUNDING AGREEMENTS OR CONTRACTS

- All funded research projects have a funding agreement or contract that specifies conditions under which the work may be published - all publications must conform to these conditions.

4. STEP 4: FINALISE RESEARCH, DEVELOP A PUBLICATION AND SEEK PEER REVIEW

- Authors must approve the research output before its submission for publication.
- Authors may seek peer review of the research by others working in the same or a related field within MSH and/or our research community (i.e., affiliated partners).

5. STEP 5: INCLUDE ACKNOWLEDGEMENTS

- Those who have contributed facilities, materials, technical skills (i.e., information specialists like biotechnicians), technical writing assistance or funding (including consumer representatives) under a relevant funding agreement qualify for mention in the acknowledgements section.
- Institutional or organisational support, ethics committees, participants and collaborators may also be granted acknowledgement in line with their contribution.

- If individuals are specifically named in the acknowledgments, their approval must be sought in writing (i.e., via email or written correspondence).
 - Note: Research data and other records relating to research must be retained for at least the minimum periods required by the Queensland Government General Retention and Disposal Schedule (GRDS), funding agency or publisher guidelines or in accordance with discipline norms, whichever is the longer period.
- Researchers who have utilised a librarian as part of research project preparation and development are expected to acknowledge contribution in any resulting publications in accordance with the following:
 - Evidence synthesis projects (e.g., systematic reviews):
 - Authorship - librarian involved in creating the initial search, translating across all databases, deduplicating, helping with the methods/protocol, supplying final search strategies for publication and final review of manuscript.
 - Acknowledgement - provide support with creating the initial database search, advice on translating across databases, basic training on the expectations of an evidence synthesis project. The translation across databases and all other tasks are completed by the research team.
 - Other research projects: co-authorship or acknowledgement should be determined in line with MSH recommended authorship tools (see Attachments 1 & 2) / ICMJE recommendations.
 - For more information on criteria for authorship in evidence synthesis, including the role of librarians and biostatistics ('information specialists') please see the Cochrane Handbook for Systematic Reviews of Interventions.
- At least one researcher must name MSH as their affiliation when publishing research affiliated with 'Metro South Hospital and Health Service'.

6. STEP 6: OPEN ACCESS JOURNAL PUBLICATION

- As part of research planning, researchers should consider open scholarship (including consideration of open access journals that don't charge fees). Article processing fees should be estimated and included in research budgets and grant funding.
- When identifying and selecting an open access journal in which to publish, researchers should consider the impact factor relevant to the field and/or discipline.
- The journal chosen must meet the criteria outlined in the Research Excellence Handbook.
- Researchers should submit the paper to the journal and follow the journal's relevant process. If the journal is willing to support and accept the paper, request a quote/invoice for the article processing charge/fee (if applicable).
- MSH employees may be eligible to seek reimbursement of costs of open access journal publications article processing charge/fee. Refer to MSH work instruction WI2022-226 Open access journal publications in research for more information.

7. STEP 7: PUBLISH

PRINTED COPIES ARE UNCONTROLLED

- Publish the article in accordance with the journal's requirements.
- Include relevant submitted/published articles in your annual progress/final report, if applicable.

RESPONSIBILITIES

Position	Responsibility	Audit criteria
Executive Director, Metro South Research	<ul style="list-style-type: none"> • Design and promote authorship, peer review and open access publication processes which ensures the fair and honest attribution of authorship and minimises and resolves disputes. • Encourage researchers' commitment to increase transparency in authorship assignments or attribution. • Acknowledge the importance of peer review processes to academic and scientific endeavours, encourage peer review as an important activity and acknowledge that peer review has an impact on the researchers' workload and status. • Encourage the widest possible dissemination of research using effective models and ensure consistency with policies on open access issued by relevant funding agencies. 	N/A
Metro South Research	<ul style="list-style-type: none"> • Foster transparency in research and provide ongoing training and education that promotes and supports responsible research conduct and assists all researchers and those in other relevant roles. • Provide mechanisms to enable supervisors of researchers to have the appropriate skills, qualifications and resources. • Support researchers to ensure their research outputs are openly accessible via publication or retention in, appropriate open-access journals, 	N/A

PRINTED COPIES ARE UNCONTROLLED

	<p>institutional repositories (such QH institutional repository DORA or other university repositories), or other means of open-access such as storage in a publicly accessible print archive or repository.</p>	
<p>MSH employees (including authors, researchers, students, administrators, librarians, staff, postdocs, fellows and students)</p>	<ul style="list-style-type: none"> • Researchers must name MSH as one of their affiliations when publishing. • Ensure appropriate and fair attribution of authorship - the corresponding author has primary responsibility for ensuring that all contributors to the research output are properly recognised regardless of their position or any changes in their position or role. • Discuss authorship at an early stage in the research, as well as throughout the research project and acknowledge contributions other than authorship. • Include publication considerations when establishing a research agreement with the relevant parties participating in the research project - this is completed in the project schedule. • Ensure the accuracy and integrity of direct contributions to the research output - to achieve this, authors must adhere to the principles and responsibilities of the Code. • Ensure that the publication has academic integrity, and any limitations are appropriately acknowledged. • Engage with relevant training and education provided by MSH and seek out other relevant training opportunities when there is a perceived knowledge gap. • When communicating about collaborative research, ensure partner 	<p>N/A</p>

	<p>institutions and sponsors are acknowledged.</p> <ul style="list-style-type: none"> • Disseminate research findings responsibly, accurately and broadly and where necessary, take action to correct the record in a timely manner. • Be aware of questionable or unscrupulous practices, such as ‘predatory publishing publications’ and unreasonable delays in publication and dissemination, including unjustified publication embargoes. • Researchers must disclose relevant interests and manage conflicts of interest. This includes fully disclosing relevant interests upon submission of publications, and consideration by researchers as to whether other actions are required to manage potential conflicts of interest. • Take all reasonable steps to ensure that methodology, data and findings are reported accurately and consistently with international guidelines and conventions appropriate to the relevant discipline or disciplines. • Cite and acknowledge own work and the work of others (whether published or unpublished) accurately in accordance with the Code and the conventions accepted within the relevant discipline or disciplines. • Obtain permission from the original publisher or copyright owner, where possible, before republishing own or others’ research findings, taking into account any relevant legal agreements. 	
--	--	--

DEFINITIONS

Term	Definition
------	------------

PRINTED COPIES ARE UNCONTROLLED

Author	<p>An individual who has made a significant intellectual or scholarly contribution to research and its output and who has agreed to be listed as an author.</p> <ul style="list-style-type: none"> • First author: the author who has made the most substantial contribution to the research project, this person is generally responsible for much of the key work. In some cases, multiple first authors may be designated, often denoted as “co-first authors” when two or more individuals contribute equally to the work. This needs to be explicitly noted in the paper as first authorship carries significant weight in academic recognition. • Corresponding author: the author who is, as agreed by all co-authors, responsible for communication between the journal and the co-authors during submission, review, and publication process. This role often also involves maintaining records of the authorship agreement.
Cochrane	Cochrane is a reputable journal which has provided recommended guidance regarding authorship standards.
Information specialists	As defined in Cochrane Handbook for Systematic Reviews of Interventions, II.2.2 Criteria for authorship, methodological specialists such as statisticians and information specialists should be included as authors where they meet the ICMJE criteria, particularly where they have been substantively involved in the design and execution of the review’s methods.
International Committee of Medical Journal Editors (ICMJE)	Recognised as a quality journal and recommended as a standard for ‘Defining the Role of Authors and Contributors’.
Research output	A research output communicates or makes available the findings of research that may be in hardcopy, electronic or other form. Examples of research outputs include journal articles, book chapters, books, conference abstracts and presentations, reports, datasets, patents and patent applications, performances, videos and exhibitions.

RELATED AND SUPPORTING DOCUMENTS

Legislation and other Authority	<p>Legislation (as updated and replaced from time to time)</p> <ul style="list-style-type: none"> • <i>Hospital and Health Boards Act 2011 (Qld)</i> • <i>Human Rights Act 2019 (Qld)</i> • <i>Information Privacy Act 2009 (Qld)</i> • <i>National Health and Medical Research Council Act 1992 (Cth)</i> • <i>Privacy Act 1988 (Cth)</i> • <i>Public Health Act 2005 (Qld)</i>
--	---

PRINTED COPIES ARE UNCONTROLLED

- *Public Sector Act 2022* (Qld)
- *Public Sector Ethics Act 1994* (Qld)
- *Therapeutic Goods Act 1989* (Cth)
- *Copyright Act 1968* (Cth)

Regulations

- Hospital and Health Boards Regulation 2012 (Qld)
- Information Privacy Regulation 2009 (Qld)

National Health and Medical Research Council (NHMRC)

- National Statement on Ethical Conduct in Human Research (2023) ('National Statement')
- Australian Code for the Responsible Conduct of Human Research (2018) and supporting guides
 - Authorship
 - Collaborative research
 - Disclosure of interests and management of conflicts of interest
 - Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research, 2018
 - Management of data and information in research
 - Peer review
 - Publication and dissemination of research
 - Research Integrity Advisors
 - Supervision

Therapeutic Goods Administration

- Integrated Addendum to ICH E6(R1): Guideline for Good Clinical Practice ICH E6(R2) (2016)

Department of Health

- Public Service Code of Conduct
- QH-HSD-035:2023 Health Service Directive: Research Ethics and Governance Directive
- QH-POL-013:2022 Research Management Policy
- QH-IMP-013:1:2022 Research Management Standard

Metro South Health

- Metro South Health Research Strategy
- Finance Management Practice Manual (FMPM)
- Human Resources (HR) Delegations Matrix and Schedule
- Metro South Financial Delegation Schedule and Framework

Standards	<ul style="list-style-type: none"> • National Clinical Trials Governance Framework • National Safety and Quality Health Service (NSQHS) Standards 2nd Ed. <ul style="list-style-type: none"> ○ Standard 1 – Clinical Governance ○ Standard 2 – Partnering with Consumers
Supporting documents	<p>Policies and procedures</p> <ul style="list-style-type: none"> • PL2014-38 Management of conflict of interest • PR2016- 66 Management of conflict of interest - all staff • PR2023-411 Research excellence • PR2023-412 Research support and management • PR2023-413 Research administration and compliance <p>Work instructions</p> <ul style="list-style-type: none"> • WI2023-287 Research integrity • WI2023-288 Research quality management systems • WI2023-289 Research data and privacy • WI2023-291 Research complaints and misconduct • WI2023-292 Assessing and managing risk in research <p>Guidelines</p> <ul style="list-style-type: none"> • GL2021-75 Research Management - Partnering with consumers in research • GL2023-97 Aboriginal and Torres Strait Islander health research • GL2023-98 Research translation and impact <p>Attachments</p> <ul style="list-style-type: none"> • Attachment 1: Statement of Authorship • Attachment 2: Research project: contribution statement

HUMAN RIGHTS ACT 2019

Metro South Hospital and Health Service is committed to respecting, protecting and promoting human rights. Under the *Human Rights Act 2019*, Metro South Health has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights. When making a decision about research authorship, peer review and publications, decision-makers must comply with that obligation. Further information about the *Human Rights Act 2019* is available at:

<https://www.forgov.qld.gov.au/humanrights>.

WORK INSTRUCTION DETAILS

Work Instruction Name	Research authorship, peer review and publications
------------------------------	---

PRINTED COPIES ARE UNCONTROLLED

Work Instruction Number	WI2023-290
Current Version	V1.1
Keywords	Research integrity, excellence, authorship, peer review and publications
Aligning MSH or Directorate Procedure Reference	PR2023-411 Research Excellence
Executive Sponsor	Executive Director, Metro South Research
Document Author	Manager, Research Development, Metro South Research
Next Review Date	December 2026

REVIEW HISTORY

Version	Approval date	Effective from	Executive Sponsor	Comment
1.0	7/12/2023	14/12/2023	Executive Director, Metro South Research	<ul style="list-style-type: none"> New document. Supersedes PR2021-259 Authorship, Peer Review & Open Access Publications
1.1	17/09/2024	18/09/2024	Executive Director, Metro South Research	<ul style="list-style-type: none"> Minor revision – inclusion of information specialist acknowledgment

PRINTED COPIES ARE UNCONTROLLED