1. **PURPOSE**
   
   1.1 The purpose of these guidelines is to provide guidance regarding authorship and appropriate acknowledgements to be included in publications resulting from NB-IRDT research projects.

2. **SCOPE**

   2.1 These guidelines apply to all publications resulting from NB-IRDT research projects\(^1\) and are to be communicated to all employees (including the Director, Researchers, Data Analyst, Research Assistants and students) and approved users as a condition of data access\(^2\).

3. **DEFINITIONS**

   3.1 *Acknowledgement Statement*: Individuals who do not meet the requirements for authorship but who have provided a valuable contribution to the work should be acknowledged for their contributing role as appropriate to the publication.

   3.2 *Author*: In relation to research work authors are generally defined as persons who have contributed sufficiently to a scientific report to be listed on the byline of the published report. Definitions of authorship include criteria such as: 1) substantial contributions to conception and design, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published.

   3.3 *Co-Author*: Co-authors will have participated sufficiently in the work to take public responsibility for its content. Co-authors should be directly involved in: 1) planning and contribution to some component (conception, design, conduct, analysis, or interpretation) of the work or interpreting at least a portion of the results; 2) writing a draft of the article or revising it for intellectual content; and 3) final approval of the version to be published.

   3.4 *Employees*: All full-time and part-time persons currently earning wages or salary from NB-IRDT (including the Director).

   3.5 *Invalid authorship*: Inaccurate attribution of authorship, including attribution of authorship to persons other than those who have contributed sufficiently to take responsibility for the intellectual content, or agreeing to be listed as author to a publication for which one made little or no material contribution.

   3.6 *Inadequate acknowledgement*: Failure to appropriately recognize contributions of others in a manner consistent with their respective contributions and authorship policies of relevant publications.

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\(^1\) For Maritime SPOR SUPPORT Unit funded projects, please see the *MSSU-USSM Authorship and Acknowledgment Policy and Procedure – February 5, 2016*.

\(^2\) For contracted work, authorship and acknowledgement will be negotiated within the work contract.
3.7 **Publications**: The communication, transfer and mobilization of NB-IRDT project outputs in journals, posters, oral or online presentations, postings via blog or using other forms of electronic media, distribution of printed materials at educational or professional conferences or seminars, and the oral and or written presentation of thesis material by graduate students which is used to disseminate research findings.

3.8 **Research**: A systematic investigation designed to develop or establish principles, facts or general knowledge, or any combination of them; and includes the development, testing and evaluation of research.

3.9 **Redundant publications**: The re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source or justification.

4. **PREREQUISITES & QUALIFICATIONS**

4.1 **Authorship Standards**

Authorship of a scholarly publication (paper/report/presentation or other) should be limited to those individuals who have contributed in a meaningful and substantive way to its intellectual content. Criteria sufficient for authorship credit should be given to individuals who meet the following criteria:

- providing substantial contributions to conception and design, acquisition of data, or analysis and interpretation of the study results, including the key messages and conclusions;
- contributing to drafting the article or revising the article critically for important intellectual content;
- agreeing 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; and
- fulfilling the author responsibilities outlined in these guidelines.

4.2 **Not Authorship**

The following contributions do not, alone, justify identification as an author:

- Assisting the research by:
  - providing advice
  - providing research space
  - acquisition of funding or financial support
  - collection of data
  - general supervision of the research group (in the absence of additional contribution)

- Professional writers who participated only in drafting of the manuscript and did not have a role in the design or conduct of the study or the interpretation of results
4.3 NB-IRDT supports a transparent and ethical account of involvement and contributions to NB-IRDT publications and adheres to authorship and contributions best practices as found in the peer review publications.

4.4 All NB-IRDT research is be conducted and published in accordance with the Tri-Agency Framework: Responsible Conduct of Research. This includes conducting research and attributing authorship with integrity. Redundant publications, invalid authorship and inadequate acknowledgement each constitute a violation of these guidelines.

5. RESPONSIBILITIES

5.1 All authors are responsible for fairly evaluating their roles in the publication as well as the roles of their co-authors to ensure that authorship is attributed according to these standards in all publications for which they will be listed as an author.

5.2 All authors should review and approve the manuscript before it is submitted for publication, at least as it pertains to their roles in the project.

5.3 Each co-author is responsible for considering his or her role in the publication and whether that role merits attribution of authorship.

5.4 All authors are accountable for the quality of the work as a whole and must act as guarantors of the NB-IRDT publication. Accountabilities include:

- complying with these Authorship and Acknowledgement Guidelines with respect to the work;
- ensuring the accuracy and completeness of the overall work; or as co-authors, the accuracy and completeness of their section(s) of the report;
- coordinating and contributing to the preparation of the first draft of the report and the subsequent reviewing of revised drafts;
- ensuring all comments from the external review process are considered and appropriate revisions are made;
- taking responsibility for the integrity of the work as a whole, from inception to the final dissemination; and
- signing off on the final work.

While all employees and researchers with approved access to data are required to abide by these guidelines, there is no obligation for authors to include NB-IRDT personnel as co-authors if contributions do not warrant such inclusion.

6. PROCEDURES

6.1 Author Assignment
Identification of authors and other contributors is the responsibility of the people who did the work (the researchers).

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Individuals who contributed to the work but whose contributions were not of sufficient magnitude to warrant authorship should be identified by name in a contributor/acknowledgments section.

All individuals who qualify for authorship or acknowledgment should be identified. Conversely, every person identified as an author or acknowledged contributor should qualify for these roles.

6.2 Order of authorship
The order in which authors names will appear in a publication will adhere to the publication practices and or the academic discipline of the work.

6.3 Contributor Recognition
If appropriate, authors may include the names and contributions of those whose involvement in a study did not qualify them for authorship or because of space limitations cannot be included in the author byline. Authors will confirm in writing (email is acceptable) with persons listed in the acknowledgment that they agree to have their names appear. Those acknowledged must disclose potential conflicts of interest.

6.4 Acknowledgement
All NB-IRDT publications shall acknowledge the support of the NB-IRDT funding partners. All NB-IRDT publications must also acknowledge support received from NB-IRDT in the form of data access and consultations with NB-IRDT staff. These acknowledgements may be placed in the Methods section or another appropriate location at the discretion of the author.

6.4.1 Data sources should be acknowledge as per the terms in the Data Sharing Agreement with the data provider.

This work was supported by the Department of XXX of the Province of New Brunswick under a contract with the New Brunswick Institute for Research, Data, and Training at the University of New Brunswick. The results and conclusions are those of the authors and no official endorsement by the Government of New Brunswick was intended or should be inferred.

6.5 Conflict of Interest
All researchers shall identify, disclose and address any real, potential or perceived conflicts of interests in accordance with the Tri-Council Policy Statement 25, UNB policies, NB-IRDT

For Maritime SPOR SUPPORT Unit publication acknowledgement see the For Maritime SPOR SUPPORT Unit funded projects please see the MSSU-USSM Authorship and Acknowledgment Policy and Procedure – February 5, 2016.
Conflict of Interest Policy and, if publication is in a journal, the publishing journal’s conflict disclosure policies.

6.6 Dispute Resolution
Authors should attempt to resolve any authorship disputes among themselves. If disputes cannot be settled by the members of the research team, they may be referred to a mutually agreed upon third party or the NB-IRDT Director, if not in a conflict of interest, for resolution as appropriate.

6.7 Research Misconduct
Intentional or reckless violations of these guidelines are considered research misconduct and, as such, shall be reported to the NB-IRDT Director and appropriate project Principal and Co-Investigator(s).

7. RELATED DOCUMENTATION
- MSSU Authorship and Acknowledgement Policy and Procedure
- NB-IRDT Conflict of Interest Policy
- NB-IRDT Dissemination of Research Findings Requirements Policy
- NB-IRDT Research Report Preparation: Instructions for NB-IRDT Researchers

8. REFERENCES
