the authorship project

Authorship Agreement

Authorship on a paper, presentation, or other scholarly work indicates a substantial contribution to a project and accountability for the results. Authorship decisions often affect reputations and careers, and they can be a source of tension, even within healthy collaborations. This tool may help to facilitate open, transparent communication about authorship decisions among collaborators.

Authorship is often best discussed as early as possible in a project. Research projects can be long and involved, and parts of a project may be disseminated at different times. As a result, authorship on each part or product may vary; for example, if a project leads to more than one publication, each may have a different first author or list of authors. Even if roles have not yet become clear, early conversations about authorship help to set expectations and to clarify the importance of open and honest discussion throughout the process. This agreement is meant to be a "living document"—one that can be revisited and changed as circumstances evolve over the course of a project.

Instructions.

The prompts and questions provided are designed to foster transparent conversations among collaborators in order to reach a shared set of expectations. All fields are required; however, acceptable answers include "not applicable" and "undetermined" if those responses best reflect the circumstances of your collaboration. A copy of this form should be distributed to all collaborators and/or stored in a shared location. If you plan multiple outputs (e.g., multiple publications; conference proceedings and articles, etc.) from one project, use a different form for each intended output. Please refer to University Policy #318: Authorship Policy and Resolution Procedures for additional information and resources.

Section 1.

Declaration of student project

Is this a thesis, dissertation, or other student-driven project?

Yes
No

For works derived substantially from student theses, dissertations, and other student-driven projects, a typical expectation is that the student should be listed as first author.

Is the student interested in pursuing dissemination of this project as an author?

Yes
No
Unsure

Section 2.

Project background & publication goals

Working project title and description.

Possible conferences/publication venues for submission.

Authorship guidelines to be used
(e.g., American Psychological Association).*

Approximate timeline for/date of submission.

*See the CRediT Contributor Role Taxonomy form as a widely adopted example. Some publication venues may have specific authorship guidelines or requirements.

Section 3.
Tentative author positions & tasks

Corresponding author:

Position	Name	Tasks/roles

[Add additional authors and contributors as needed. A supplementary page (page 4) with additional space is available.]

Section 4.
Acknowledgment of non-author contributors

Sometimes, contributions may warrant acknowledgment rather than authorship. Having conversations with contributors about acknowledging their contributions in final products is typically good practice.

Name & contribution	Has contributor agreed to acknowledgment?
	Yes / No
	Yes / No
	Yes / No

Section 5.
Non-responsive co-authors

Occasionally, someone initially involved in a project may cease to respond to communication about dissemination of results, despite interest in this pursuit amongst remaining collaborators. In such cases, collaborators may find it useful to set a timeframe within which they may hold each other accountable for communication.

If a co-author ceases to participate in discussions about dissemination within

_____ months*

of completion of a project, collaborators mutually agree that that person will not be included as a co-author.

*In most cases, twelve months is a reasonable expectation, but some cases may warrant more condensed timeframes.

Disputes.

Despite best efforts, authorship disputes may sometimes arise. This document may be helpful in resolving such disputes, but if not, additional suggestions may be found in University Policy #318: Authorship Policy and Resolution Procedures. The policy offers suggestions for informal resolution of disputes and outlines official steps for a more formal resolution.

Section 6.
Changes to current agreement

Sometimes roles, responsibilities, and contributions change, resulting in the need to change who will be an author and in what order.

Describe at what project stages this agreement will be discussed again (e.g., at midpoint of data collection, after an initial draft is written, prior to first submission, after any revisions to a manuscript under review at a journal).

Describe what process will be used to make authorship changes (e.g., decision by first author after consultation with others; majority vote; etc.).

Section 7.
Other items discussed by the team

Addenda.

Space for additional authors and addenda to this document is available on the supplementary page (page 4) provided at the end of this file.

Section 8.
Acknowledgment of discussion

Space for collaborators' signatures and two contact email addresses is provided below. Collecting second/backup email addresses is important as projects sometimes last longer than anticipated, even after some collaborators have left the institution or graduated.

By signing, you acknowledge that you have received and agree with the authorship plan as outlined in this document. As noted, this document is not binding and is subject to change with the evolution of the collaborative project.

Signature _____ Date _____
   e-mail 1:   e-mail 2:

Signature _____ Date _____
   e-mail 1:   e-mail 2:

Signature _____ Date _____
   e-mail 1:   e-mail 2:

Signature _____ Date _____
   e-mail 1:   e-mail 2:

UNIVERSITY OF NORTH CAROLINA CHARLOTTE / THE GRADUATE SCHOOL

Additional authors
Tentative author positions & tasks

Position	Name	Tasks/roles

Additional contributors
Acknowledgment of non-author contributors

Name & contribution	Has contributor agreed to acknowledgment?	Name & contribution	Has contributor agreed to acknowledgment?
	Yes No		Yes No

Signatures of additional authors
Acknowledgment of discussion

Signature _____ Date _____
  e-mail 1:   e-mail 2:

Signature _____ Date _____
  e-mail 1:   e-mail 2:

Signature _____ Date _____
  e-mail 1:   e-mail 2:

Signature _____ Date _____
  e-mail 1:   e-mail 2: