Crumlin | Temple Street | Tallaght | Connolly

Children's Health Ireland (CHI) Nursing Practice Guideline on Acknowledging Contributions to Guidelines, Policies, Projects, Reports, Presentations and Publications in Nursing Documentation			
Area of use:	All of organisation ☒	CHI at Connolly ☐	CHI at Crumlin ☐
		CHI at Tallaght ☐	CHI at Temple Street ☐
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Please note practice variation			

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CONTENTS

1.0   Introduction

These guidelines represent written instruction about how to credit the contribution of individuals and groups to projects in order to ensure the quality and integrity of the outputs of those projects. This document offers guidance to the project leaders and project teams on the conventions for defining and crediting authorship and acknowledgments. The preparation and dissemination of the outputs of a project reflect the culmination of efforts and contributions made by everyone involved in the project. Authorship and acknowledgements are a means of conferring credit to individuals involved in a project (Wager and Kleinert 2011). However, ambiguity about authorship and acknowledgement of contributions to a project can undermine the integrity of the work, and impede ongoing collaboration and commitment to projects.

2.0   Purpose of the guideline

The purpose of this guideline is to:

- Provide conventions to promote consistent and appropriate crediting of the contribution of staff who are involved in supporting, planning, developing, monitoring, measuring, reporting and dissemination of projects
- Provide guidance about the criteria which determines how an individual's or groups' contribution is acknowledged
- Promote ethical conduct in the preparation, reporting and dissemination of the outputs of projects
- Ensure the quality and integrity of the conduct and reporting of projects.

3.0   Applicable to

These guidelines are applicable to all staff involved in the supporting, planning, developing, monitoring, measuring, reporting and dissemination of projects

4.0   Definition of Terms

Authorship: Conferred to those individuals who have responsibility and accountability for the work and who have made substantial practical, technical or intellectual contribution to the work (Wager and Kleinert 2011, ICMJE 2017)

Acknowledgement: Typically refers to individuals who supported or assisted with the project but who do not have responsibility or accountability for its outcomes or outputs (Osborne and Holland 2009, ICMJE 2017).

5.0   Guideline Procedure

5.1   Guideline on authorship and acknowledging customers

- **Open and Early Discussion** (Wager and Kleinert 2011, ICJME 2017)

- Open discussion on authorship and acknowledgement among all individuals involved in a project is important at the planning stages and should include:

  o   Identification of individuals who have responsibility and accountability for the project

  o   Identification of other individuals who will support or contribute to the project but will not have responsibility or accountability for its overall outcomes

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- o   The expected outputs of the project, including reports, posters, presentations and publications

- o   Identification of the lead and co-authors for each output

- o   Identification of the order in which the authors will be listed

- Specific issues involving authorship may become more relevant at different stages in a project, and can reflect either new developments or revisited issues from an earlier discussion.

- Negotiation and the assignation of authorship is a dynamic process, rather than a fixed decision.

- All discussions about authorship should reflect a spirit of collaboration and be conducted in an egalitarian and respectful manner.

- Mere possession of an institutional position, such as Head of Department or Committee Chair, does not justify authorship credit.

5.2   Criteria for Authorship

Nursing in CHI has adapted its criteria for authorship from the recommendations of Osborne and Holland (2009) and The International Committee of Medical Journal Editors (2017). To be named as an author, an individual must have made a:

1.   Substantial practical, technical or intellectual contributions to the work, e.g. conception or design of the work; collection and processing of the data; analysis and interpretation of data;

   a.   **AND**

2.   Draft the work or revising it critically for important intellectual content;

   a.   ***AND***

3.   Final approval of the version to be published;

   a.   ***AND***

4.   Agreement to be accountable for all aspects of the work and ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

5.3 Criteria for Acknowledgement

CHI recognises that the success of projects is dependent on the support and input from many individuals or groups. To reflect this, it is important that their contribution is acknowledged.

In some instances, where a ward or unit has supported a project, it may not be feasible to list all the individuals involved. In this case, the name of the ward or unit may suffice.

Activities which warrant acknowledgement include:

- Supporting a project, e.g. Head of Department
- Acquiring funding for a project

- Review and feedback on tools, instruments and questionnaires etc
- Pilot testing of tools, instruments, questionnaires etc
- Collection of data, not including the processing, analysis or interpretation of the data
- Proof-reading
- Editing, including technical editing and language editing
- *(**Note:** significant rewriting may qualify for authorship under Criterion No 2 in Section 6.2 above above)*
- Advising on technical or clinical content

***Note:** this list is not exhaustive*

5.4   The Order of Authors

There are no definitive guidelines on the order in which authors should be listed, as this can vary according to:
- the project itself
- the element of the project which is being reported and
- the forum in which the output is being published or presented.

The order of authors is a collective decision of the authors or study group, and must be based on open and honest discussion at the early stages of a project (Section 6.1).

Lead Author

The first author is usually the person who has been foremost involved in the implementation of the project or the conduct of the research. The lead author is ultimately responsible for ensuring that all other authors meet the requirements for authorship as well as ensuring the integrity of the work itself. The lead author will usually serve as the corresponding author.

Co-Author(s)

Each co-author is responsible for considering his or her role in the project and whether that role merits attribution of authorship. Co-authors should review and approve the manuscript, at least as it pertains to their roles in the project.

5.5   How to identify contributions to a project on an abstract, poster, presentation or paper

The layout of authors and acknowledgements will depend on the type of document or media through which the information is being presented, e.g. journals will outline the specific way to include acknowledgements and may ask for authors to identify their specific contribution to the project.

However, there are general principles which can be adhered to. Appendix 1 presents examples of how authors can be identified and differentiated from those individuals who should be acknowledged.

5.5.1 Acknowledging the contribution of previous authors

Hospital guidelines, parent information leaflets and other documents are revised on a periodic basis. These documents frequently involve the contribution of authors to original or previous versions, who are not subsequently involved in the revision of later versions. However, it is appropriate to acknowledge the contribution of those authors who have been involved, as the document reflects their input. If possible contact them for document review.

The following text can be used to acknowledge the previous contributors:

- *"The contribution of [insert name and role] to the earlier version(s) of this guideline/leaflet/document is acknowledged"*

<div align="center">***or***</div>

- *"The contribution of the following people who wrote an earlier version(s) of this guideline/leaflet/document is acknowledged: [Insert name(s) and role(s)]"*

5.6 Promoting Ethical Conduct

The determination of authorship and acknowledgements is an important aspect of the ethical conduct of a project. It is a measure of the integrity of a project and its outputs.

5.6.1 Ethical practices in relation to authorship

- Certain activities in relation to the assignation of authorship which are deemed to be unethical include:

- **Ghost writing:** the use of an individual who writes all or significant portions of an output, who is not subsequently included as an author. In this instance, the individual may qualify to be listed as an author under Criterion 2 in Section 6.2 above.

- To avoid the scenario of ghost writing which is not acknowledged or identified as authorship, if an individual is asked to write all or a substantial portion of the paper etc, they should be involved from the inception of the project.

- **Honorary or Guest Authorship:** the inclusion of individual based on the role or post they hold, e.g. committee member or chair, department head

- **Gift Authorship:** the inclusion of a high profile individual for the purpose of increasing the credibility of a project and its likelihood of publication

5.6.2 Duplication of submission or publication of the outputs of a project

Duplication of research findings in presentations or publications is considered unethical because it could result in distorting the available evidence by double-counting the findings. Duplication of work in this manner also has copyright implications. An exception to this is an 'Acceptable Secondary Publication' (see section 6.6.3)

- *Duplicate submission:* Submitting a paper to two or more journals at the same time.

- *Duplicate publication:* Duplicate publication is publication of a paper that overlaps substantially with one already published, without clear, visible reference to the previous publication.

5.6.3 Acceptable Secondary Publication (ICMJE 2017)

Secondary publication of material published in other journals or online may be justifiable and beneficial, especially when intended to disseminate important information to the widest possible audience. If this is done, it must have the approval of the editors of both journals. Additional conditions which must be met when considering a secondary publication include:

a) The paper for secondary publication is intended for a different group of readers

b) The secondary version faithfully reflects the data and interpretations of the primary version.

c) The secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part elsewhere—for example, with a note that might read, "This article is based on a study first reported in the [journal title, with full reference]"—and the secondary version cites the primary reference.

d) The title of the secondary publication should indicate that it is a secondary publication of a primary publication.

6.0   Monitoring and evaluation

This guideline shall be reviewed and updated every three years by the author/and or owner, or earlier if required, in order to determine its effectiveness and appropriateness.

7.0   Stakeholder involvement

Name	Grade	Location
Fionnuala O Neill	NPDC	CHI
Warren O' Brien	NPDC	CHI Crumlin
Siobhan Gilboy	NPDC	CHI Temple Street
Siobhan O Connor	NPDC	CHI Tallaght
Rosemary Clerkin	CPC	CHI Crumlin
CHI NPC reviewed and approved at the NPC meeting on November 30th 2023		

8.0   Communication and training

All registered nurses will have access to this document and will be included as part of the ward orientation on wards caring for children post-surgical interventions. This document will be used as part of the ward induction process. Staff will be made aware of the document.

9.0   References

International Committee of Medical Journal Editors (ICMJE) (2023) *Defining the Role of Authors and Contributors.* ICMJE. Available at: https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html [Accessed online October 2023]

Osborne JW and Holland A (2009) What is authorship, and what should it be? A survey of prominent guidelines for determining authorship in scientific publications. *Practical Assessment, Research & Evaluation,* **14**(15), 1-19.

Wager E and Kleinert S (2011) Responsible research publication: international standards for authors. A position statement developed at the 2nd World Conference on Research Integrity, Singapore, July 22-24, 2010. Chapter 50 in: Mayer T & Steneck N (eds) *Promoting Research Integrity in a Global Environment.* Imperial College Press / World Scientific Publishing: Singapore, pp 309-316. Available at: https://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf [Accessed April 5th 2018]