PSI AUTHORSHIP GUIDELINES FOR PEER-REVIEWED MANUSCRIPTS

Authorship

A claim of authorship on a peer-reviewed manuscript resulting from a research study conducted by PSI requires a substantive contribution to the finished product, which means that all three of the following conditions have been met:

1) substantive contribution to conception and design, acquisition of data, or analysis and interpretation of data;

2) drafting the manuscript or revising it critically for important intellectual content; and

3) final approval of the version to be published.

When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. Each of these individuals must meet all of the criteria for authorship defined above, and must complete a PSI Data Use and Authorship Proposal and Pledge of Confidentiality. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name.

Substantive contributions do not include:

1. Managing data collection completely designed by others;

2. Conducting a literature review (unless interpretation of previous literature and writing this section of the paper is involved);

3. Conducting data analysis under the supervision of the author who designed the data analysis plan;

4. Creating tables and figures; editing; reviewing; and

5. Providing funding or other resources to complete the study.

Such contributions should be recognized in the acknowledgments section of the paper.

Each author is responsible for the accuracy and integrity of the findings and interpretations presented in the paper or report. Each author must be able to explain and defend the content and findings of the work both within and outside the organization.

Authorship Order

For research that is identified as a potential paper by an external source, i.e., a principal investigator, regional researcher, research advisor, or country director, the Data Use and Authorship Proposal should be sent to all parties who were involved in the conceptualization of the study and data collection and analysis, with a proposed lead author. The group should then collectively decide on authorship.

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substantive contribution to the paper. If the percentage contribution of each author is equal to that of another author or not easily determined, detailed conceptualization and writing should be given greater weight than study design and analysis.

There may be cases in which co-authors agree that their contributions are equal. In this case, they may independently decide on a method of determining authorship order, such as alphabetical order or flipping a coin.

Authorship order must be determined prior to writing a manuscript.

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In the event of a change in the contribution level of any author, for any reason, the *Data Use and Authorship Proposal* should be revised and resubmitted, including any changes in the order of authorship, the roles, and the level of effort. If an author ceases his/her involvement with the paper, he/she may be removed from authorship or moved down in the authorship order to reflect the level of contribution he/she has already provided.

In a situation in which a lead author has begun a work but is no longer willing or able to continue it to completion in a timely fashion, the opportunity to assume lead authorship will be extended to each co-author according to the predetermined authorship order. Similarly, if the lead author does not wish to adapt the work for publication, the other authors will be extended that opportunity. In this situation, whoever takes over responsibility for completing or adapting the paper will become the lead author and will be listed first in the authorship. In this event, a new *Data Use and Authorship Proposal* should be submitted, detailing the new levels of contribution and authorship order.

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In the case of disagreement among co-authors, the team should first try to resolve the matter themselves by reviewing these guidelines. If unable to resolve the matter, each co-author should provide a written rationale for their perception of authorship and/or authorship order to Kim Longfield, Director, Strategic Research and Evaluation, who will make the final decision.