



## **PSI AUTHORSHIP GUIDELINES FOR CONFERENCE PRESENTATIONS AND OTHER WRITTEN MATERIALS**

*Note for PSI staff: These authorship guidelines do not apply to institutional documents that are the product of the contributions of multiple PSI staff members, including but not limited to Toolkits and Concept Papers. The main contact for questions about these types of works should be stated on the title page and must be updated to reflect staffing changes. Authorship is not attributed to individuals who contribute to these types of works, as the works are based on collective institutional knowledge and evolve over time. The following guidelines refer instead to conference presentations and other academic pieces intended for dissemination to the wider global health and social marketing communities.*

### **Authorship**

A claim of authorship on written materials that are not subject to peer review requires a substantive contribution to the finished product or involvement in the implementation of the program at hand. Leadership from the country or region on which the work is based may claim authorship, as well as program management and marketing teams.

When a large, multicenter group has authored the work, the group should identify the individuals who accept direct responsibility for the work. These individuals must complete the *PSI Data Use and Authorship Proposal* and *Pledge of Confidentiality*. The corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name.

Each author is responsible for the accuracy and integrity of the findings and interpretations presented in the work. 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 work 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.

In determining authorship order, two contributions are given the greatest weight: (1) substantive contribution to conception and design, acquisition of data, or analysis and interpretation of data, and (2) drafting the work or revising it critically for important intellectual content. Once lead authorship is determined, order of authorship for the remaining authors should be determined by their level of substantive contribution to the work. 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.

### **Changes in Authorship Order**



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 work 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.

### **Disagreements among Authors**

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.