The University of Sheffield’s Policy on Good Research & Innovation Practices

Minimal acceptable practices in authorship and acknowledgement which the University expects to be followed:

i. All individuals who are affected by authorship should be involved in the communication, discussion and decision-making on authorship in order to ensure that they reach agreement together, have clear expectations about and can defend robustly their own individual authorship positions and the authorship position of others (individuals who join the project at a later stage, who are affected by authorship, should be involved);

ii. Individuals who are affected by authorship decisions should be notified of changes in a timely manner and preferably in writing (written records of decisions on authorship can help avoid potential misunderstandings);

iii. Every author should be prepared to explain the rationale for the agreed author sequence;

iv. Authorship should be restricted to individuals who have made a substantial intellectual contribution to the research, meaning to all of the following:

• conception and design, and/or collection and/or analysis and interpretation of research data; AND
• drafting the research output (e.g. article, paper, book) or revising it critically for important intellectual content; AND
• final approval of the version of the research output to be published; AND
• agreement to be accountable for all aspects of the research output, ensuring that questions related to the accuracy or integrity of any part of the research output are appropriately investigated and resolved.

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[v. No person who fulfils the authorship criteria should be excluded as an author;

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