

Doing Time Authorship Guidelines

1. Authorship

We affirm that, because Doing Time is a participatory research project, community and non-academic members of the research team will co-author articles for publication in peer-reviewed academic journals. All members of the Doing Time participatory research team may become an author, who is defined as “someone who has made substantive intellectual contributions to a published study”.ⁱ Therefore, an author will contribute, either in oral or written form, to each of three activities:

- 1) conception and design, acquisition of data, analysis or interpretation.
- 2) drafting the article or providing feedback on it
- 3) approval of the final version to be published.ⁱⁱ

2. Order of Authors

The Doing Time research team is composed of principal investigators, co-investigators and project staff (community-based research assistants who conduct the interviews and gather the data, administrative support and research coordinator).

The members of the writing team of a presentation, abstract or manuscript are authors – the first author and co-authors – and are drawn from the research team. The first author writes the first draft of a manuscript, engages co-authors in the writing process and ensures that the manuscript is submitted and published. The co-authors are the other members of the writing team.

- Co-principal investigators will take a first author role on presentations, abstracts and manuscripts that address the study’s research objectives, which are outlined in the CIHR grant.
- Every member of the research team can take a first author role on additional or emerging objectives presentations, abstracts and manuscripts, after discussion and consensus at the weekly meeting and co-investigators’ meeting.
- Every member of the Doing Time research team will be invited to be a co-author of every presentation, abstract and manuscript.
- The first author will propose the authorship order to the writing team for discussion and approval. The final decision regarding authorship order will be made by consensus by the writing team. The authorship order can change if roles and contributions are redefined as the work progresses. The first author is accountable for the information presented.
- If there are a number of manuscripts where individuals have made relatively equal contributions to both the research and the writing for these manuscripts, order of first author and co-authors should be rotated as appropriate.
- If a first author or co-author is unable to make their contribution to the manuscript in the time frame set out by the writing team, they will be offered an extension. If

the co-author is not able to contribute their work within the time period, they will not be included as a co-author.

For archival purposes, first authors are to provide the Principal Investigators a copy of any presentation, abstract or manuscript submitted for publication and, where applicable, revised and final versions.

Any concerns regarding authorship decisions should be discussed with the Principal Investigators.

3. Acknowledgements to be included in all publications:

- The Canadian Institutes of Health Research as the source of funding for the study
- All members of the Doing Time research team (those who do not meet the criteria for authorship as described above) for their contributions to the project. The names of the research team members are listed on the Doing Time webpage at: <http://www.womenin2healing.org/doingtime/doingtime.html>
- A general statement acknowledging all the women who were interviewed for the project
- Other agencies providing salary awards for faculty and trainees whose names are listed as coauthors

References:

ⁱ International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated October 2008. <http://www.icmje.org/>

ⁱⁱ The North Carolina Public Health Initiative Authorship Guidelines. http://depts.washington.edu/ccph/pdf_files/Guidelines-NC.pdf March 1998 and see <http://depts.washington.edu/ccph/commbas.html> April 7, 2009.