

## Authorship Guidelines

*This is an excerpt from the ITN Publications Policy, Section 9.*

The Principal Investigator and/or Study Leader of a study have first right of refusal as Lead Author or to present the results of ITN-sponsored studies. If declined, the PI/Study Leader may designate another individual to do so.

### 9.1 Authorship of Primary & Secondary Publications

#### 9.1.1 Lead Author

In general, the Principal Investigator (or Study Chair) of the study will be assigned as the lead (and corresponding) author. Should the PI (or Study Chair) choose, he/she may designate another individual meeting authorship requirements (as in 9.1.2) to assume the role of lead and/or corresponding author.

#### 9.1.2 Other Authors

All individuals meeting the requirements for authorship as set forth in the authorship guidelines of the International Committee of Medical Journal Editors (ICMJE) 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals' (<http://www.icmje.org>) must be listed as authors. As per ICMJE recommendations, authorship is granted to those individuals who meet ALL the following criteria:

1. Substantial contribution to one or more of the following:
  - study concept and design
  - acquisition of data
  - analysis and interpretation of data
2. drafting the article or revising it critically for important intellectual content
3. final approval of the version to be published

#### 9.1.3 Additional Contributors

In general, there will be additional (sometimes many) important contributors to the study whose work the investigators feel should be acknowledged, but whom do not meet the criteria set out in 9.1.2. Collective authorship is the ITN's default means of recognizing these contributions to the study, as described below. When this is not possible, additional contributors should be listed in the acknowledgements section of the manuscript. Note that lead authors are advised to consult the intended journal's authorship policies, as these can vary between journals.

- a) **Collective authorship:** When possible, modified collective (or 'group') authorship will be used to acknowledge these individuals' contributions. In this model, "Immune Tolerance Network [Study Code] Study Group" is listed as the final author of the manuscript (in addition to those meeting ICMJE criteria), as in the example below:

Example:

J. Doe, J. Smith, T. Jones, A. Lee, W. Singh, for the Immune Tolerance Network  
ITN099ST Study Group

The remaining individuals should then be clearly listed in the manuscript as members of the study group (consult specific journal policies for where to list, generally in the acknowledgements or on the cover page).

Note that the National Library of Medicine indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.

- b) **Acknowledgements:** In some cases, journals apply a strict interpretation of ICMJE guidelines such that group authorship is not possible (i.e for NEJM, all authors, including those included as part of a group author must meet JCMJE guidelines). In such cases, additional individuals should be listed in the acknowledgements section of the manuscript.

#### **9.1.4 Author Contributions Statement**

It is recommended that all primary manuscripts incorporate an Author Contributions statement. These statements specify the efforts of each author towards publication and provide editors and the community with a direct means of appreciating the achievements of individuals involved in the study. Sample statements may be viewed by [clicking here](#).

#### **9.1.5 Where the number of authors is limited**

If the number of authors meeting the above criteria exceeds that allowed by the intended journal, modified collective authorship, as described in section 9.1.3a will be used. Several senior authors as determined by the principal investigator, will be listed as named authors, in addition to the “Immune Tolerance Network [Study Code] Study Group”. It is strongly recommended that a statement of individual contributions be drafted (as per 9.1.4) to accompany manuscripts in these circumstances.

### **9.2 Authorship of Tertiary Publications**

#### **9.2.1 Lead Author**

In general, the Lead author shall be the Principal Investigator of the tertiary study will be assigned as the lead (and corresponding) author. Should this individual choose, he/she may designate another individual meeting authorship requirements (as in 9.2.2) to assume the role of lead and/or corresponding author.

#### **9.2.2 Other Authors**

All individuals meeting the requirements for authorship as set forth in the authorship guidelines of the International Committee of Medical Journal Editors (ICMJE) ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals’ (<http://www.icmje.org>) will be listed as authors. As per ICMJE recommendations, authorship is granted to those individuals who meet ALL the following criteria:

1. Substantial contribution to one or more of the following:
  - study concept and design
  - acquisition of data
  - analysis and interpretation of data

2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

All contributors who do not meet the criteria for authorship should be listed in the acknowledgments section.

### **9.3 Authorship of Ancillary Publications & Review Articles**

Authorship of ancillary publications should be limited to those individuals directly contributing to the writing and preparation of the publication or those providing information pertinent to the conclusions or objectives of the publication. The ITN may request ITN staff members to be added to the authorship list in publications where descriptions of the results of ITN staff efforts/innovations are central to the objectives of the publication.

All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section.

### **9.4 Authorship of Case Reports**

The Principal Investigator at the associated clinical site shall have first right of refusal for the authorship of case reports. Other authorship for case reports is limited to:

- contributing individuals at the primary clinical site presenting the case
- the principal investigator and co-principal investigators of the study
- individuals providing assay services relevant to the report

In addition, the ITN may require certain ITN or NIAID staff to be included in the authorship of case reports where there was significant participation in regards to the subject of the case report.

### **9.5 Authorship Disputes & Dispute Resolution**

All disputes regarding publication authorship will be mediated by the NEC. Individuals wishing NEC mediation in authorship disputes should submit a written request containing relevant background information to the ITN Director of Communications prior to submission for ITN manuscript/abstract review.