

Authorship Declaration

Frequently Asked Questions

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Where can I access the Authorship Declaration?

The Authorship Declaration (the Declaration) is located at <https://authorship.adelaide.edu.au>.

Where can I find the Authorship Procedure?

The Authorship Procedure (the Procedure) is located at <https://adelaideuni.edu.au/about/policies/research-integrity-policy/research-integrity-authorship-procedure/>.

When should I prepare an Authorship Declaration?

A Declaration can be initiated early (in 'draft') to document an agreement between parties (facilitated through the 'approval' stage) and reviewed throughout preparation of the publication. If you have separate agreements of expected involvement (e.g., via email) you can upload that as evidence of the historical discussion.

At any time that a contribution/contributor changes, a form that is in 'approval' can be moved back into draft and changes made. All parties would then be sent the Declaration again for approval of the changes and to support their continuing involvement. This can happen as often as it is needed, leaving the 'finalise' stage until the publication is ready. This is a good way to facilitate discussions and document contributions as a project evolves.

Approval should always be sought from contributors, and documented, prior to submission of a publication to a public forum.

Why do I need to complete the Authorship Declaration?

In compliance with the Australian Code for the Responsible Conduct of Research (the Code), and to meet the Adelaide University [Authorship Procedure](#), an 'Authorship Declaration' must be completed by the author of a publication, or, where there are multiple authors, by the corresponding author before the publication is presented in any public forum.

The Declaration ensures all authors who have contributed to the research outcome have provided their 'written' consent and have approved the version of a research publication to be published.

There are certain circumstances where this is not possible, such as where an author is deceased or cannot be contacted following reasonable efforts. In this instance (where 30 days have elapsed), the publication may proceed to publication provided that there are no grounds to believe that this person would have objected to being included as an author.

Seeking approval for the work is important. Remember, as per the Procedure, *"a publication does not proceed if any of the authors have valid reservations concerning the theory, data or its interpretation that underpins critical parts of the work, or citations or plagiarism including self-plagiarism"*.

I'm a graduate research student, am I required to use the Authorship Declaration?

If the publication is going into your thesis, you are required to complete the 'Statement of Authorship' as per the Adelaide University Graduate Research School guidelines. You will also need to complete the electronic Declaration prior to publication, in accordance with the [Authorship Procedure](#).

If you are a corresponding author on a publication which is not going into your thesis, you will need to use the electronic Declaration prior to publication.

If you are listed as a co-author/acknowledgement for a non-thesis publication, you are also required to make your declaration using this electronic Declaration. The corresponding author will send you a request for your approval.

Who can create an Authorship Declaration?

A corresponding author can create a Declaration as they maintain ultimate responsibility for the publication. It is possible for others to initiate the Declaration; however, they cannot request approval of others. The corresponding author must be a member of the Adelaide University community.

Who is the corresponding author?

As per the Procedure, *"where there is more than one author, the co-authors must collectively agree on the appointment of a **corresponding author**. The corresponding author will manage the development of the research output and communicate with the publisher.*

In compliance with the Code, an 'Authorship Declaration' must be completed by the author of a publication or, where there are multiple authors, by the corresponding author. This must be done before the publication is presented in a public forum".

Different disciplines may have different ways of appointing the corresponding author, so it is important to discuss, and agree to, authorship process early.

Who is a contributing author (or co-author)?

An author must have made a significant intellectual or scholarly contribution to the research output and must agree to be included as an author.

An author's contribution must include a combination of two or more of the following:

- conception and design of the project or output
- acquisition of research data which required significant intellectual judgement, planning, design, or input
- contribution of knowledge, where justified, including Indigenous knowledge

- analysis or interpretation of research data
- drafting significant parts of the research output or critically revising it to contribute to its interpretation.

A contributor who has not met the above criteria should be referred to as an acknowledgement in accordance with the Procedure.

Are honorary or ‘token’ authorships acceptable?

As per the Procedure, "*authorship must not be offered purely on the following grounds:*

- *the provision of funding, data, materials, infrastructure or access to equipment*
- *the provision of routine technical support, technical advice or technical assistance*
- *the position or profession of an individual, such as their role as the author’s supervisor or as head of department (‘gift authorship’)*
- *whether the contribution was paid for or voluntary*
- *the status of an individual who has not made a significant intellectual or scholarly contribution*
- *being such that it would elevate the esteem of the research (‘guest authorship’)*

Is the Authorship Procedure followed if the corresponding author is not a member of Adelaide University?

No, the Authorship Policy/Procedure of the corresponding author's institution is to be followed.

Can a corresponding author be changed once an Authorship Declaration has been created?

No, the corresponding author can only be updated by creating a Declaration with the new contributing author's details.

Note: for the purposes of this Declaration, the corresponding author should be the corresponding author who will be listed on the publication once it reaches the public domain and is the person who takes overall responsibility for the publication. Correspondence with a publisher in relation to publication should come after the author has sought approval from all authors to submit.

If the corresponding author leaves Adelaide University, they will not be able to complete the University's Authorship Declaration, but they must follow the Authorship Policies/Procedures of the institution to which they move. They must also continue to show the affiliation with Adelaide University with respect to that research.

I am a corresponding author and completing an Authorship Declaration early in the project, I have not decided the publication title, to whom the publication will be submitted or when the publication will be submitted. What do I do?

These fields should be populated with the best estimate possible. The Declaration can be kept in draft until this information is finalised, and the Declaration is ready to be submitted for approval to co-authors (these fields will then be locked).

What document (s) do I attach to the Authorship Declaration?

In accordance with Procedure, authors are required to approve the version of the publication which is to be published. Therefore, the final version of the manuscript (or other publication) should be attached to the Declaration (but this is not a requirement).

Communication which occurs outside of the system to seek authorship approval or resolve disputes can also be attached to the Declaration.

How many authors are required to be entered into the Authorship Declaration?

The first 20 authors are required to be added and all Adelaide University authors. Each should be added on a separate row. Where there are more than 20 authors, a document showing the complete list of authors should be uploaded into the Authorship Declaration.

What is the difference between dispute and decline?

A dispute is a disagreement over authorship. The dispute may be in relation to the authors listed in the publication, the author order or the contribution(s) made by authors as per the authorship criteria.

Per the Authorship Procedure, *"if the dispute remains unresolved during the **transition period**, it must be handled by the **foundation university** with which the corresponding author is associated. The relevant policies and procedure may be accessed through the following links:*

[University of Adelaide Authorship Policy](#)

[University of South Australia Authorship Policy](#)".

A decline relates to a decline of authorship, i.e. an author would like to be removed from the author listing of a publication.

As a corresponding author what do I do if a co-author has not responded to my Authorship Declaration?

Under the Authorship Procedure, the corresponding author may proceed with publication after making reasonable efforts to contact all co-authors. The corresponding author has 30 days to offer authorship to all eligible contributors, including research trainees, who meet the authorship

criteria. Anyone offered authorship must accept or decline in writing within 30 days. If a potential author does not respond within that timeframe, the corresponding author must document the decisions made on their behalf.

Can I save the Declaration without completing it?

Yes, the Declaration will auto-save while you work and there is also the option to 'Save and Exit'. This means you can keep the Declaration in draft while discussing the publication with co-authors.

I am a corresponding author, and a co-author has left the University prior to an Authorship Declaration being finalised. How do I liaise with the co-author for the approval of authorship?

If the co-author's work was completed during their tenure at Adelaide University, their affiliation on the Declaration should be listed as Adelaide University. You can update the email address to their current one to ensure they can be contacted.

What am I required to do if my publication is declined by the journal/symposium and I wish to resubmit it elsewhere?

This would require locating the finalised Declaration (in the 'Create and Manage Declarations' tab) and using the 'Edit Authorship Declaration' button to make edits to the publication title (if needed) and the public forum to which it will be resubmitted.

Note: this assumes there are no changes required to the publication itself.

Once changes have been made to the Declaration you will need to re-submit the Declaration to co-authors for approval. The co-authors will receive a communication notifying them that there have been changes to the Declaration.

What am I required to do if my publication requires major changes?

This would require locating the finalised Declaration (in the 'Create and Manage Declarations' tab) and using the 'Edit Authorship Declaration' button to make any changes to the Declaration.

To ensure contributors are reviewing the final version of the publication to be submitted to the public forum, use the upload section of the Declaration to attach the final version of the publication.

Once changes have been made to the Declaration you will need to re-submit the Declaration to co-authors for approval. The co-authors will receive a communication notifying them that there have been changes to the Declaration.

Do I need to lodge the completed Authorship Declaration with the Deans of College?

No, the electronic Authorship Declaration is maintained centrally, and the Dean of College can request a copy if required.

Does the Authorship Declaration integrate with Aurora?

No, the Declaration does not integrate with Aurora at this stage.

Contact us

Research Integrity Office

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