

# DoRA 2.0 Authorship policy

## Statement

The Queensland Health Database of Research Activity (DoRA 2.0) is a platform for recording all research-based activities of Queensland Health staff (including Department of Health and Hospital and Health Services staff). All inclusions to the database must have authorship information correctly attributed to ensure transparency and accuracy.

## Purpose

The purpose of this policy is to ensure authorship details included in DoRA 2.0 are accurate and reliable.

## Scope

This policy applies to all content being added to DoRA 2.0 by Queensland Health researchers and administrators.

## Principles

### Authorship

The following is based on the [NHMRC Guidelines on Authorship](#) and recommendations of the International [Committee of Medical Journal Editors](#).

#### Determining authorship:

An author is an individual who:

- Has made a significant intellectual or scholarly contribution to research and its output; and
- Agrees to be listed as an author.

A significant intellectual or scholarly contribution includes one and should include a combination conception and design of the project or output; and/or

- acquisition of research data where acquisition has required significant intellectual judgement, planning, design or input; and/or
- contribution of knowledge, where justified, including Indigenous knowledge; and/or
- analysis and interpretation of research data; and/or
- drafting significant parts of the research output or critically revising it in a way that contributes to the interpretation of the data; and

- final approval of the version to be submitted for publication.

Generally speaking, the following are not considered significant intellectual or scholarly contributions justifying a claim of authorship on their own:

- a director, supervisor, group head or other person in a position of leadership; or
- provision of funding, data, materials, infrastructure or access to equipment, access to a patient population or database; or
- provision of routine support, advice or assistance, including of a technical or administrative basis.

Authorship must not be attributed where an individual has not made a significant intellectual or scholarly contribution to the research. All individuals named as authors should sufficiently satisfy authorship criteria and should be able to take public responsibility for the work, having full confidence in the accuracy and integrity of the work of other authors. An author should also be able to identify which co-authors are responsible for specific other parts of the work. [See Acknowledgements section](#) of this policy.

## Attributing authorship:

### Authorship affiliation

Appropriate author affiliation is important for internal and external analysis of publication data, which may impact receipt of academic or financial recognition. Each author's institutional affiliation must be identified in the research output to:

- Recognise institutional support and investment in research; and
- Ensure the research output contributes to relevant measures of the institution's research performance.

All Researchers must record their institutional affiliation with Queensland Department of Health (DoH) or Hospital and Health Service (HHS) on any publications where they undertook the research as part of their employment or other form of engagement with DoH or HHS.

### Conjoint Appointments

Refer to conjoint appointment agreement, as the Lead Employer organisation should be listed first.

### Authorship order

The criteria used to determine the order in which authors are listed on the byline may vary depending on requirements of the publisher or professional group and are to be decided collectively by the author group and not by editors. The corresponding author (not necessarily first author) is the individual who takes primary responsibility for communication with the publisher throughout the submission process, including peer review and publication. The corresponding author typically ensures that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and disclosures of relationships and activities are properly completed and reported, although these duties may be delegated to one or more co-authors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and

should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.

### **Authorship agreements**

When research is being conducted by a group of individuals, researchers should discuss authorship from an early stage and revisit the issue throughout the project. The research group should ideally decide who will be an author before the research commences and confirm through an authorship agreement, or similar, authorship issues before submitting the manuscript for publication. An authorship agreement should include:

- Identification of who will be recognised as an author of the publication;
- Details of the contribution to the research and/or publication by each author;
- Agreement on the order of authors; and
- Nomination of corresponding author.

### **Acknowledgements**

An individual or organisation that does not meet the criteria for authorship but has contributed to the research should be named in the Acknowledgements section of a publication. For example, those who have contributed facilities, materials, technical skills, technical writing assistance or funding under a relevant funding agreement would all qualify for mention in the Acknowledgements section. Where the publication contains Indigenous Cultural and Intellectual Property obtained from unpublished manuscripts or recordings, the individual and collective contribution of Aboriginal and Torres Strait Islander participants and groups should be approved and acknowledged in accordance with the [NHMRC's Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders](#).

## **Legislative or other authority**

- Copyright Act 1968 (Cth)

## **Supporting documents**

- [Queensland Department of Health Research Policy](#), 2015
- [NHMRC Guidelines on Authorship](#), 2019
- Recommendations of the [International Committee of Medical Journal Editors](#)
- National Health and Medical Research Council, [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders](#), 2018
- [DoRA 2.0 Institutional Repository Policy](#), 2022
- [DoRA 2.0 Take down and Preservation Policy](#), 2022