



TUTKIMUSEETTINEN  
NEUVOTTELUKUNTA  
FORSKNINGSETISKA  
DELEGATIONEN

# AGREEING ON AUTHORSHIP

## Recommendation for research publications

Finnish Advisory Board on Research Integrity 2018

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# 1. APPLICATION AND MANDATE OF THE RECOMMENDATION

An academic career is mainly gained through research publications. The practices of co-publication in terms of who are named as the authors of a research publication and as other contributors vary depending on the discipline concerned. If the research is conducted in a group, it is not always clear in which order names should be listed in the list of authors or contributors or whose names should be included. In such cases, a dispute may arise over authorship which is difficult to resolve after the event.

In order to prevent disputes before they arise, in 2016 the Finnish Advisory Board on Research Integrity (TENK) decided to draw up a recommendation for the use of researchers working in Finland on agreeing authorship of research co-publications. The recommendation supplements the Guidelines on *Responsible conduct of research and procedures for handling allegations of misconduct in Finland (2012)* drawn up jointly by TENK and the scientific community.

The recommendation serves as a general guide and is intended to be taken into account alongside the established practices of the discipline in question. The recommendation does not, for example, provide detailed specifications on whose names should be stated in research publications. Nor does the recommendation address copyright as regulated by the Finnish Copyright Act or rights of ownership or use of the material.

Individual disciplines or learned societies, for example, may use this recommendation to draw up their own recommendations, which can be published on TENK's website.

The working group that drew up the recommendation was chaired by TENK Vice Chair, university lecturer Pekka Louhiala (University of Helsinki) and also comprised humanities research specialist Katja Fält (Finnish Social Science Data Archive), professor Rainer Oesch (University of Helsinki), head of planning Janne Pölönen (Publication Forum) and Secretary General Sanna Kaisa Spoof (TENK). The secretary was project manager Iina Kohonen (Responsible science project, TENK and the Committee for Public Information TJNK).

The recommendation is based on the information provided to TENK by research organisations on allegations of misconduct regarding responsible conduct of research and information from a survey on determining authorship in different fields of research which TENK sent to the member societies of the Federation of Finnish Learned Societies in autumn 2016.

The recommendation is also available on TENK's website in Finnish and Swedish. It was drawn up as part of the project *Tiedon jakaminen luo vaikuttavuutta: tekijyys, tiedon kuratointi ja hyvät tiedeviestinnän käytänteet* (Information sharing creates impact: authorship, curation of information and good science communication practices) (OKM/122/524/2015) funded by the Finnish Ministry of Education and Culture in 2015–2018.

The recommendation was approved at TENK's meeting on 14.12.2017. It was submitted to Minister of Education and Culture Sanni Grahn-Laasonen on 24.1.2018.

## 2. AUTHORSHIP AS PART OF RESPONSIBLE CONDUCT OF RESEARCH

The Finnish Advisory Board on Research Integrity (TENK) is informed of all notifications of violations of the responsible conduct of research (RCR) in Finland. In recent years, authorship disputes have increased in Finland and worldwide. Disputes should be resolved before the manuscript is submitted for publication as in the worst case they lead to an investigation into violation of the responsible conduct of research (RCR). The disputes that arise are often linked to incorrect expectations and poor or non-existent communication between the members of a research project. It is difficult to resolve these disputes later if the authors of the research publication were not agreed in advance. The aim of this recommendation is to facilitate discussion of authorship.

### 2.1. What is authorship in research publications?

In this recommendation, *authorship* means all activity that produces and enables research data. From the point of view of research integrity, *author* means a person who has made such a substantial contribution to a scientific article or other publication that they should be named in the list of authors and contributors. People listed as authors or editors may add the publication in question to their own list of publications.

Not all contributions need to be included in the list of authors and authorship does not necessarily have to be based on a written contribution. If the work carried out for the publication does not qualify the contributor for inclusion in the list of authors, the contribution can be described in the publication's acknowledgements. It should also be noted that even if participation does not entitle the contributor to be included in the list of authors, a person may have copyright to particular parts of the publication, such as the illustrations.

Practices in each discipline vary regarding who is named in the list of authors. Besides writing the text of the published article, the following are all contributions: conceptualising and planning the research, producing research material, analysis or interpretation, developing material or methods benefitted from in the work, editing a book by more than one author, and creating images that illustrate the research. Agreement must be reached on how these contributions are to be acknowledged in the publication.

When agreeing the authorship of an individual publication, it is important that the practice agreed is generally accepted in the discipline in question and that everyone involved is aware of the decision made. In multi-disciplinary and international projects in particular, it

is essential to be aware of the differences in the different disciplines involved and to negotiate on how to harmonise these at sufficiently early a stage.

**To prevent disputes, TENK recommends that researchers participating in research projects and other people involved in co-publications start a discussion, headed by a principal investigator or head of a research group, on the principles of authorship as early as the research planning stage, in good time before submitting the manuscript for publication.**

It is also worth agreeing the principles in writing and discussion should be ongoing throughout the research project. Once the manuscript is complete, everyone is clear about the kind of contribution that entitles a contributor to be named in the list of authors and the principle that applies in deciding the order in which authors are to be listed.

## 2.2 Authorship comes with a responsibility for the content

Authorship brings a researcher recognition for the work they have done but at the same time, as an author, they undertake to take responsibility for the content of the published research and its findings. If not otherwise stated in the publication, the authors whose names appear in the list of authors share responsibility jointly for the whole publication.

In multi-disciplinary or wide-ranging research projects, the research publication may include very different research elements, so in practice it may be impossible to demand that all the authors listed take responsibility for every stage of the research. Here, one option is to make a *contributorship* statement in connection with the list of authors. However, at least one chosen contributor should take responsibility for the content of the whole publication as a *guarantor*.

## 2.3 Authorship is not related to the employment contract

Although agreement can largely be reached on authorship, the right to be credited as an author cannot be relinquished in an employment contract or other agreement. This is important not only in terms of the researcher's merits but also in terms of the responsibility for research integrity arising from authorship. In its statements, TENK has established that when assessing whether a person should be included as an author of a publication, the kind of position they hold or have held, as a student or employee, etc. is irrelevant. The question of authorship solely depends on the kind of scientific contribution the person has made towards producing the material presented in the research.

## 2.4 Authorship of a dissertation

Questions regarding authorship of a dissertation must be agreed in good time. If an article-based dissertation comprises co-authored articles, the supervisor's statement or other report must state what the dissertation candidate's own contribution was in the article and the research project on which it is based. The dissertation candidate and the supervisor

agree in a supervision agreement the authorship principles to be used in an article-based dissertation and how, for example, the input of any assistants is to be acknowledged.

The dissertation candidate always has copyright to their dissertation. This concerns authors of both monographs and article-based dissertations. Further information can be found in recommendations drawn up by TENK and Universities Finland UNIFI, which cover the aspects on research integrity in the dissertation supervision and review process.

### 3. GUIDELINES AND RECOMMENDATIONS ON AUTHORSHIP

#### 3.1 Authorship in the RCR Guidelines

All Finland's universities and the majority of research institutions and universities of applied sciences have undertaken to comply with the Finnish Advisory Board on Research Integrity's guidelines on *Responsible conduct of research and procedures for handling allegations of misconduct in Finland* (RCR Guidelines 2012).

The RCR Guidelines state the following regarding authorship:

- *Before beginning the research or recruiting the researchers, all parties within the research project or team (the employer, the principal investigator, and the team members) agree on the researchers' rights, responsibilities, and obligations, principles concerning authorship, and questions concerning archiving and accessing the data.*

According to the RCR Guidelines, violations of the responsible conduct of research include

- *denigrating the role of other researchers in publications, such as neglecting to mention them, and referring to earlier research results inadequately or inappropriately*
- *manipulating authorship, for example, by including in the list of authors persons who have not participated in the research, or by taking credit for work produced by what is referred to as ghost authors.*

Violations may be either research misconduct or disregard for the responsible conduct of research.

The principles regarding authorship must be agreed before the manuscript is submitted for publication. If a dispute arises regarding authorship after submitting the manuscript to a publisher and the issue cannot be resolved, it must be settled through an official RCR process. It may not be resolved subsequently, for example, by offering authorship of another publication in compensation.

## 3.2 Authorship in the researcher's CV

Being listed as an author gives a researcher credit, which they can list in their CV. In Finland, research organisations and research funding bodies require that application documents (application, CV, list of publications, portfolio) submitted to them or drawn up within their research communities fulfil the requirements for responsible conduct of research.

The Finnish Advisory Board on Research Integrity (TENK), Universities Finland (UNIFI), the Rectors' Conference of Finnish Universities of Applied Sciences (Arene) and the Academy of Finland have jointly drawn up a template for a CV that complies with good scientific practice. This model CV for researchers aims to provide guidelines for drafting an appropriate CV from the perspective of research ethics in a way that presents an individual's merits as comprehensively, truthfully and as comparably as possible.

In including their publication on their CV or in a list of publications, the researcher must also ensure that all the details relating to authorship (including the order in which authors are named) are as shown in the publication itself. If a researcher is suspected of embellishing or distorting his or her merits in a CV, other application documents or their translations, the matter may be dealt with as an alleged violation of responsible conduct of research under TENK's RCR Guidelines.

## 3.3 International guidelines

Many publishers have their own guidelines on authorship. The most widely known example is the *International Committee of Medical Journals Editors', ICMJE*, guidelines (known as the *Vancouver recommendations*), which recommend basing authorship on the following four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
2. Drafting the work or revising it critically for important intellectual content
3. Final approval of the version to be published
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

The purpose of the ICMJE recommendations is not to exclude potential authors. The recommendations state that all individuals who have substantially contributed to the conception or design of the work or the acquisition, analysis or interpretation of data should be offered an opportunity to participate in the review, drafting, and final approval of the manuscript based on the research and thus an opportunity to be named in the list of authors.

In spring 2017, All European Academies (ALLEA) published an updated version of *The European Code of Conduct for Research Integrity – Revised edition*. The Code of Conduct states the following regarding authorship:

- *All authors are fully responsible for the content of a publication, unless otherwise specified.*
- *All authors agree on the sequence of authorship, acknowledging that authorship itself is based on a significant contribution to the design of the research, relevant data collection, or the analysis or interpretation of the results.*
- *Authors acknowledge important work and intellectual contributions of others, including collaborators, assistants, and funders, who have influenced the reported research in appropriate form, and cite related work correctly.*
- *All authors disclose any conflicts of interest and financial or other types of support for the research or for the publication of its results.*

Additional guidelines, recommendations and literature on authorship are listed at the end of this recommendation.

## 4. TERMS ASSOCIATED WITH AUTHORSHIP AND ITS DISREGARD

### *Misappropriation*

Misappropriation is misconduct and it refers to the unlawful presentation of another person's result, idea, plan, observation or data as one's own research.

### *Open collaborative authorship*

In open collaborative authorship, several authors work on a research publication collaboratively in an open network. Often, all the collaborators are named in the list of authors.

### *Ghost author, ghostwriter*

This term can refer to two different things: A ghostwriter or ghost author can be a writer who has entered into an agreement to write on another person's behalf as an un-named author. Sometimes, the term is also used to refer to a person who should be named as an author due to their contribution but whose name is missing from the list of authors. Neither practice is in line with responsible conduct of research. See also *medical writer*.

Before the manuscript is submitted for publication, it should always be ensured that all the people who have participated in the research are aware of the people selected to be listed as authors and the order in which they are listed and that they approve this choice.

### *RCR, responsible conduct of research*

RCR is an abbreviation of responsible conduct of research. It means procedures that are endorsed by the scientific community, i.e. integrity, general meticulousness and accuracy in conducting research and in recording and presenting research findings and in evaluating



research and related findings, ethical data acquisition methods and respecting the work of other researchers. TENK monitors compliance with RCR in Finland and the guidelines it has drawn up, Responsible conduct of research and procedures for handling allegations of misconduct in Finland, known as the RCR guidelines, are published in Finnish, Swedish and English. An electronic version of the guidelines is on the website of the Finnish Advisory Board on Research Integrity and printed guidelines can be ordered from TENK free of charge.

#### *Self-plagiarism, autoplagiarism*

Self-plagiarism is a violation of the responsible conduct of research and refers to publishing the same research findings multiple times ostensibly as new results. However, it is completely permissible to use one's own, previously published, texts again provided that where the text in question was previously used or where it was published is referred to or cited in one way or another. Researchers must also cite their own published works on the same terms as other people's research (see plagiarism), and attention must also be paid to this in CVs and lists of publications, for example regarding translated versions.

If it is suspected that a researcher is exaggerating their own scientific and scholarly achievements in a CV or its translation, in a list of publications, the issue may be addressed as an alleged violation of responsible conduct of research in line with the guidelines of the Finnish Advisory Board on Research Integrity.

#### *Acknowledgements*

There are often people involved in research whose contribution is insufficient for them to be listed as an author. In such cases, they may be named in the acknowledgements or in the foreword. The input of research supervisors, examiners, commenters, funding bodies or technical research assistants may be credited in this way, for example.

#### *Honorary/guest/gift authorship*

Honorary authorship refers to a practice in which authorship is given "as a gift" to people whose contribution does not entitle them to be named in the list of authors. Sometimes, gift authorship is given in the hope of a gift in return, but the recipient does not always even know that they have been named and their name is only added to the list of authors to add scientific value to the publication. Sometimes, the situation is linked to a power dynamic, for example between a postgraduate student and a senior researcher. Giving authorship is not in line with responsible conduct of research. It is important to be aware that people who are named as authors in a publication are responsible for its content even where violation of RCR is suspected.

#### *Medical writer*

This term particularly refers to writers used for medical research who act as a technical editor of the manuscript. They have not usually made any other contribution to the research and are not named as authors.

### *Substantial contribution*

Many guidelines on authorship recommend that the right to be named in the list of authors only arises if the contribution towards the research has been *substantial*. However, the definitions of substantial vary depending on the discipline. In particular fields, it is typical for only actual writing of the publication to qualify people to have their names added to the list of authors, while in others, gathering material, analysis, conceptualising the research or work related to the research process requires being named in the list of authors. In some fields, a person's contribution can be considered substantial if their experience, knowledge, skills or other creative input has led to the scientific discovery presented in the publication.

TENK does not take a view on differences in defining what constitutes substantial contribution in different disciplines. However, it is important that agreement is reached at an early stage, especially in multi-disciplinary and international research projects in which assumptions on which contributions confer author status may differ. It is always worth raising the issue when new people join a research group, or the situation otherwise changes.

### *Disregard for the responsible conduct of research*

In Finland, disregard for the responsible conduct of research is classed as a violation of the responsible conduct of research. It is manifested as *gross negligence* and carelessness at different stages of the research process.

### *Plagiarism*

Plagiarism is misconduct. Plagiarism, or unacknowledged borrowing, refers to representing another person's research plan, manuscript, article or other texts or parts thereof, visual materials or translations as one's own. Plagiarism includes direct copying as well as adapted copying, which does not indicate the original author with a proper citation.

### *Predatory publications*

Predatory publications refers to journals or other publications that appear to be scientific publications but fail to uphold the responsibilities of a science publisher, such as peer review. Their operations are based on aggressive marketing and charging the authors for fees.

### *Conflicts of interest*

Sources of financing, conflicts of interest or other commitments relevant to the conduct of research are announced to all members of the research project and reported when publishing the research results. Researchers also refrain from all research-related evaluation and decision-making situations when there is reason to suspect a conflict of interest.

### *Copyright*

The concept of authorship under copyright is related to the appearance of the work. The underlying idea is not protected. The original author is the person whose creative input has influenced the creation of a work, for example a publication or an art work, in a format that can be observed (Copyright Act section 1). According to the Finnish Copyright Act, authorship can largely be agreed. It may sometimes be difficult to draw a distinction between the outer appearance or form of a work and the non-protectable ideas. It is also therefore best to agree copyright separately.

Because copyright protects the outer appearance of the work, an abstract idea cannot as a general rule receive protection through copyright. From the point of view of responsible conduct of research, however, authorship is wider and extends beyond the form or appearance of the work to also cover the contents and the ideas of research. For example, stealing a research idea or citing a published text without citing the original source can be seen as misappropriation or plagiarism, also when the text is not quoted word for word as a copy of the original.

### *Order of authors*

The importance of the order in which authors of a co-authored article are listed varies depending on the discipline. Depending on the discipline, the emphasis may be on the first and/or the last author in the list, for example. Often, the researcher named first is the one who has done the vast majority of the work, and the last is the work supervisor or the principal investigator. In other fields, authors may be listed in alphabetical order.

TENK recommends following the practices accepted by the discipline and approved by the scientific community, making sure that all the authors are aware of the order chosen and have all approved it. Agreeing the order in advance is particularly important in multi-disciplinary and international projects due to the different practices in different fields.

### *Contributorship and other responsibilities*

Sometimes, a publication has been produced by such a broad and multi-disciplinary group that it is unreasonable to demand that everyone takes responsibility for research integrity in every part of the research. One way of making the authors named in the list of authors responsible only for their own part of the work is to list each author's contribution to the research at the start. If the authors are listed according to their contributorship, it is important that at least one author takes responsibility for the whole publication (see guarantor). Appendix 3 shows an example of Åbo Akademi University's electronic form which enables the order in which authors are listed and their contributorship to be agreed before submitting the manuscript to a publisher.

### *Editing*

Editing may refer to technical modification of the text and a content-related/scientific contribution. In the context of scientific works of compilation, it should be agreed on a case-by-case basis, possibly as early as at the start of the project, what contribution

entitles a person to be named either as an editor, editor-in-chief or member of the editorial board and their contribution to be noted, for example in the acknowledgements.

#### *Corresponding author*

Corresponding author refers to a person who manages interaction with the publisher. Their contact information is provided with the published article, and it is their responsibility to ensure that information flows between the publisher and other authors. Use of the term varies in different disciplines and a corresponding author may also act as a *guarantor*.

#### *Guarantor*

Guarantor refers to an author who takes main responsibility for the content of the whole publication. The guarantor is especially important in multi-disciplinary or otherwise extensive co-publications in which individual researchers cannot be assumed to be able to evaluate the work of all the authors. The role is usually taken by the head of the research group or another researcher in a senior position. See also *corresponding author*. Each researcher is responsible for ensuring that the research community also complies with responsible conduct of research practices on authorship issues. In research groups, it is important to ensure that those at the start of their research careers are aware of the binding rules of the research community.

#### *Misconduct*

Research misconduct refers to misleading the research community and often also to misleading decision-makers. This includes presenting false data or results to the research community or spreading false data or results in a publication, in a presentation given in a scientific or scholarly meeting, in a manuscript that is intended to be published, in study materials or in applications for funding. Furthermore, misconduct refers to misappropriating other researchers' work and to representing other researchers' work as one's own.

#### *Label for peer-reviewed scholarly publications*

The peer-review label is a trademark registered by the Federation of Finnish Learned Societies which Finnish science publishers can use to denote articles and books they have published that have undergone a scientific peer-review process. The label shows that peer review of the publication in question has been carried out in line with the quality and ethical requirements of the international scientific community (see also predatory publications).

## 5. CHECKLIST FOR PARTICIPANTS IN A RESEARCH PROJECT TO AGREE AUTHORSHIP

### 5.1 When planning the research

#### *Agree the principles of authorship*

The rights, responsibilities and obligations of the parties involved in the research project must be agreed in a manner approved by all parties immediately at the start of the project. The authors of publications that will arise from the research are often not yet known and it is not always possible to agree the order of the authors who will be named in the list of authors at the start of the research, for example. The principles of authorship can, however, be agreed before the research work begins.

The agreement should be checked and supplemented as the project progresses. Responsibility for the agreement rests with the head of the project or the project's principal investigator. When agreeing authorship, attention must be paid to ensuring that there is no conflict with responsible conduct of research.

The agreement may be free-form and a memorandum of the agreement is to contain at least:

- the parties involved in the project, the date of signature and period of validity
- what contributions conferring authorship, contributorship or editorship mean in the project
- on what basis a person is named in the acknowledgements or is credited in other ways
- on what principle the order of authors listed is decided.

The authorship and contribution of participants in research work can be evaluated using the table in Appendix 1, for example.

#### *Be prepared for disputes*

Disputes should be resolved before the manuscript is submitted for publication as in the worst case they lead to investigations of violation of responsible conduct of research (RCR). Write down how to act in the event of potential disputes. If a difference of opinion arises regarding authorship, help to resolve it can be requested, for example, from the research organisation's research integrity adviser. Make sure that all participants in the project are familiar with the principles of responsible conduct of research.

#### *Write a data management plan*

The rights to use and manage the material gathered in the research and to possibly archive or otherwise store it in the longer term, citing the material, possible further use, or destruction after the research is complete may be agreed in a separate agreement. The research material may also be associated with copyright factors. Further information on

data management can be found, for example in the [Data management guidelines](#) maintained by the Finnish Social Science Data Archive.

#### *Discuss the project publication schedule and possible publication channels*

The members of the project will have different motives for publication. For some, the schedule may be affected by the progress of a dissertation, for example. It is also good to be aware that not all publications use ethically sustainable publication processes. In Finland, publishers that regularly publish scientific publications can apply for a peer-review label which shows that peer review of the publication in question has been carried out in line with the quality and ethical requirements of the international scientific community.

## 5.2 During the research

#### *Agree the order of names in the list of authors*

Where applicable, agree whose names will be included in the list of authors and in what order. Make an agreement in writing in advance and separately for each publication. Check the actual contribution at the publication stage. Make sure that each person participating in the project as a researcher, person in charge or assistant is aware of what is agreed regarding authorship to the publications to be produced during the project. For example, the example table in Appendix 2 can be used as an aid when agreeing authors. Appendix 3 shows an example of Åbo Akademi University's electronic form which enables the order in which authors are listed and their contributorship to be agreed.

#### *Check and supplement the agreement drawn up at the start of the research project*

The principles concerning authorship should be raised when new people join a research group, or the situation otherwise changes. Responsibility for maintaining the discussion rests with the head of the research group or the principal investigator.

## 5.3 At the research publication stage

#### *Make sure that everyone approves the choices*

Before submitting each manuscript version for publication, check that all the contributors to the research are aware of the list of authors and approve it, and the people mentioned in the acknowledgements, and any editors and the order in which they are listed.

Agree who will act as a *corresponding author*, liaising between the authors and the publisher.

Make sure that each of the authors named in the list of authors has approved the final version of the manuscript to be submitted for publication. Approval may be by e-mail, for example, so that it can be checked subsequently.

#### *Remember responsibility for research integrity*

Remind authors of the responsibility for research integrity that authorship brings. All authors are fully responsible for the content of a publication unless otherwise specified. Each person should make their own critical assessment of whether the criteria for authorship are met with respect to their own contribution and whether they should give permission for the use of their name. State any conflicts of interest of the authors.

## 5.4 At the end of the research project

### *Take care of the data created during the research*

Agree how the data collected during the research is to be safely stored during the research period and what will happen to it once the research is over. Make sure that the material is stored or destroyed appropriately in terms of data protection. Regarding storing material for further use, see the Data management guidelines maintained by the Finnish Social Science Data Archive.

### *Authorship should also be stated when communicating with a wider audience*

Make sure that authorship is correctly stated in conference presentations and in teaching or when communicating research to an audience wider than the scientific community, e.g. in social media.

## GUIDELINES, RECOMMENDATIONS AND LITERATURE

### Guidelines and recommendations

- ALLEA – All European Academies: The European Code of Conduct for Research Integrity, revised edition, 2017 <http://www.allea.org/wp-content/uploads/2017/03/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017-1.pdf>
- COPE: Committee on Publication Ethics: Code of conduct and best practice guidelines for journal editors, 2011 <https://publicationethics.org/resources/code-conduct>
- Council of Science Editors (CSE): White Paper on Promoting Integrity in Scientific Journal Publications, Authorship and Authorship Responsibilities, 2012 <https://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/2-2-authorship-and-authorship-responsibilities/>
- International Committee of Medical Journals Editors, ICMJE: Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, 2016 <http://www.icmje.org/icmje-recommendations.pdf>

- Office of Research Integrity: Authorship Guidelines, 2010  
<http://www.uaf.edu/ori/responsible-conduct/authorship/>
- Academy of Finland: Model for list of publications, 2017:  
<http://www.aka.fi/julkaisuluettelo/>
- Swiss Academies of Arts and Science: Authorship in scientific publications. Analysis and recommendations, 2013 <http://www.akademien-schweiz.ch/en/index/Publikationen/Archiv/Richtlinien-Empfehlungen.html>
- Copyright Act <http://www.finlex.fi/fi/laki/ajantasa/1961/19610404>
- Finnish Social Science Data Archive: Data management guidelines  
<http://www.fsd.uta.fi/aineistonhallinta/en/index.html>
- Finnish Advisory Board on Research Integrity (TENK), Universities Finland UNIFI ry, Rectors' Conference of Finnish Universities of Applied Sciences Arene ry and Academy of Finland: Template for researcher's curriculum vitae, 2013  
[http://www.tenk.fi/sites/tenk.fi/files/CV\\_english\\_270613.pdf](http://www.tenk.fi/sites/tenk.fi/files/CV_english_270613.pdf)
- Finnish Advisory Board on Research Integrity (TENK): Responsible conduct of research and procedures for handling allegations of misconduct in Finland. Guidelines of the Finnish Advisory Board on Research Integrity, 2012  
[http://www.tenk.fi/sites/tenk.fi/files/HTK\\_ohje\\_2012.pdf](http://www.tenk.fi/sites/tenk.fi/files/HTK_ohje_2012.pdf)
- Finnish Advisory Board on Research Integrity (TENK) and Universities Finland UNIFI ry: Supervision of doctoral dissertations and their review process in Finland with a special emphasis on research integrity. Recommendations to universities by the Finnish Advisory Board on Research Integrity and Universities Finland UNIFI, 2016  
[http://www.tenk.fi/sites/tenk.fi/files/TENK\\_UNIFI\\_recommendations\\_supervision\\_of\\_doctoral\\_dissertations.pdf](http://www.tenk.fi/sites/tenk.fi/files/TENK_UNIFI_recommendations_supervision_of_doctoral_dissertations.pdf)

## Literature

- Albert Tim, Wager Elizabeth. How to handle authorship disputes: a guide for new researchers COPE Report. 2003:32–4  
[https://publicationethics.org/files/2003pdf12\\_0.pdf](https://publicationethics.org/files/2003pdf12_0.pdf)
- Louhiala Pekka, Saloheimo Pertti, Launis Veikko. Kuka on kirjoittaja? Lääketieteellinen Aikakauskirja Duodecim 2014;130(3):198-9  
<http://www.duodecimlehti.fi/lehti/2014/3/duo11476>
- Marušić A, Bošnjak L, Jerončić A. A systematic review of research on the meaning, ethics and practices of authorship across scholarly disciplines. *PLOS One*. 2011;9; e23477:1–17  
<http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0023477>
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## APPENDIX 1. TABLE AS A TOOL FOR CONSIDERING AUTHORSHIP

The table below can be used when planning a co-publication in order to consider the different roles associated with authorship and how these are to be rewarded. Example boxes checked as a guideline.

WHAT KIND OF CONTRIBUTION CONFERS AUTHORSHIP OF A SCIENTIFIC PUBLICATION (boxes checked as a guideline)	NAME IN LIST OF AUTHORS	NAME AS EDITOR OR MEMBER OF EDITORIAL BOARD	NAME IN ACKNOWLEDGEMENTS	NAME IN FOOTNOTE, ETC.	NAME IN CAPTION	NAME NOT MENTIONED	OTHER METHOD
Project design	x						
Obtaining funding			x				
Principal investigator/head of the research group	x		x				
Member of the research group	x						
Gathering/producing material	x		x				
Conducting interviews	x		x				
Analysing material	x						
Transcription, etc. technical production of interview material						x	
Writing the text to be published	x						
Commenting on the manuscript			x				
Editing the text		x					
Photography			x		x		
Other illustrations			x		x		
Translation			x				
Dissertation supervision			x				
Other contribution							

## APPENDIX 2. EXAMPLE OF CREATING A LIST OF AUTHORS

The signatories agree that the authors of the manuscript submitted for publication are the people listed below in the order presented. The signatories also assert that to their knowledge there are no people missing from this list of authors whose contribution to the manuscript could be considered worthy of authorship status.

The authors listed and the order in which they are listed may be provisionally discussed and agreed as early as the initial stage of the research. Names and their order should be checked in line with the contribution provided before submitting the finished manuscript. All the signatories should approve the choice made.

Guarantor	
Name of manuscript	
Name of publication series or publisher	

NAMES OF AUTHORS AND THEIR CONTRIBUTIONS								
	Name	Writing/editing the text	Research conception/design	Producing research material	Analysis/interpretation of material	Other contribution, specify	Date	Signature
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

## APPENDIX 3. ÅBO AKADEMI UNIVERSITY'S AUTHORSHIP MODEL

Åbo Akademi University has adopted this form for agreeing authorship (screenshot 1.12.2017).

### Åbo Akademi University - Authorship Model

Filling out the form can be continued, provided that you tick the box and enter your e-mail address at the end of the form before you make a partial submission.

Authorship
Article (heading): <input type="text"/>
Sent to (journal): <input type="text"/>
Contributor 1
Name <input type="text"/>
Contribution <input type="checkbox"/> Conception <input type="checkbox"/> Design <input type="checkbox"/> Acquisition of material <input type="checkbox"/> Analysis of material <input type="checkbox"/> Interpretation of material <input type="checkbox"/> Drafting of the article <input type="checkbox"/> Revising the article <input type="checkbox"/> Final approval (all) <input type="checkbox"/> Other (specification below)
Other substantial contribution (specify): <input type="text"/>
Date of decision: <input type="text"/>
Corresponding author / Project leader - Name <input type="text"/>
Corresponding author / Project leader - Position/Title <input type="text"/>
Corresponding author / Project leader - E-mail <input type="text"/>
Partial submission
<input type="checkbox"/> I wish to save the form and continue using the link that will be sent into email I give
Email address <input type="text"/>
Proceed
<input type="button" value="Save"/>