Authorship Policy

1 Purpose

To establish a framework to promote sound and ethical authorship practices by Research Workers.

2 Scope

This policy applies to all University Research Outputs and Research Activities.

This policy should also be read in conjunction with the Authorship Procedure, Authorship Dispute Resolution Procedure, the Research Code of Conduct Policy, the Intellectual Property Policy and Procedure, and the University's Statement on Peer Review.

3 Policy Statement

The University is committed to maintaining the highest standard of integrity in research, as outlined in the Australian Code for the Responsible Conduct of Research and the Research Code of Conduct Policy.

4 Principles

Authorship must only recognise a significant intellectual or scholarly contribution to a Research Output. An author is responsible for the integrity and accurate reporting of at least their significant intellectual or scholarly contribution to the research.

The University considers that authorship:

- must be an honest reflection of contribution to research; and

- should be assigned fairly and consistently; and

- should be communicated clearly and transparently between contributors to the research; and

- should be approached with a generosity of spirit while remaining true to the policy requirements; and

- should acknowledge contributions appropriately.

4.1 Authorship criteria

Authorship is attributed only when a Research Worker has made a significant intellectual or scholarly contribution to the research and is willing to take responsibility for the contribution, as defined in the Authorship Procedure.

4.2 Responsibilities

All authors have a responsibility to ensure that they follow the requirements set out in the Australian Code for the Responsible Conduct of Research and the Authorship Procedure.

4.3 Order of Authors

The order of the listing of authors will adhere to the established norms for the relevant field of research.

4.4 Author inclusion and exclusion

A Research Worker who qualifies as an author must not be included or excluded for authorship without written agreement as described in the Authorship Procedure.

4.5 Authorship disputes

Where a dispute arises between authors, it is to be resolved in accordance with the Authorship Dispute Resolution Procedure.

4.6 Plagiarism

Allegations of Plagiarism will be resolved in accordance with the Research Code of Conduct: Management of Potential Breaches Procedure.

5 References

Australian Government. (2007). *Australian Code for the Responsible Conduct of Research.*

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Subordinate Schedules	
Accountable Officer	Deputy Vice-Chancellor (Research and Innovation)
Responsible Officer	Deputy Vice-Chancellor (Research and Innovation)
Policy Type	Executive Policy
Approved Date	24/7/2015
Effective Date	24/7/2015
Review Date	24/7/2018
Relevant Legislation	Australian Code for the Responsible Conduct of Research
Related Policies	Acceptable use of ICT Resources Policy Intellectual Property Policy and Procedure Privacy Policy Records and Information Management Policy Research Code of Conduct Policy
Related Procedures	Authorship Dispute Resolution Procedure Authorship Procedure Research Code of Conduct: Management of Potential Breaches Procedure
Related forms, publications and websites	Statement of Authorship and Location of Data Form (under development) University Statement on Peer Review
Definitions	**Terms defined in the Definitions Dictionary** Academic Misconduct Academic Misconduct involves providing aid or assistance in relation to, creating or making, obtaining or acquiring, or using information, services or equipment that may unfairly give a Student an unauthorised advantage relative to other Students with regard to a Formal Examination or other Assessment Item. 'Unauthorised advantage' includes any advantage not identified for the Formal Examination or Assessment work. Academic Misconduct includes but is not limited to Collusion, Plagiarism, contract cheating, impersonation of a Student or University Employee, and Failure to

Comply with Formal Examination or Assessment Instructions.

[Collusion](#)

Unauthorised collaboration on assessable work with another person or persons.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Failure to Comply with Formal Examination or Assessment Instructions](#)

Includes but is not limited to a failure to comply with any published or displayed instruction relating to a Formal Examination or Assessment Item, or with any reasonable instruction given by an invigilator.

[Head of School/College](#)

An academic staff member responsible for the administration of the Course offerings in one or more discipline areas.

[Plagiarism](#)

An attempt to obtain undeserved advantage by taking and using any person's ideas and/or manner of expressing them in order to pass them off as one's own original work by failing to give appropriate acknowledgement. This includes material from any source - published and unpublished works - as well as one's own work used for another purpose (i.e. Assessment Item, publication etc.).

[Research Activities](#)

Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

[Research Output](#)

A publication, report or creative output, including but not limited to:

journal articles, conference contributions, chapters, reports, books, performances, artefacts, patents/trademarks, exhibitions, scholarly edition, software, compositions, internet publications, design, presentations, grant applications, etc.

Research Worker

Any person/s involved in Research Activities at, or on behalf of the University. This includes, but is not limited to Employees, Students, visiting scholars, research partners, research affiliates, holders of Honorary or Adjunct positions and research ethics committee members.

Student

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

University

The term 'University' or 'USQ' means the University of Southern Queensland.

Definitions that relate to this policy only

Keywords	
Record No	14/2210PL