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Background

To meet the requirements of the [Australian Code for the Responsible Conduct of Research](#) (the Code) and the University of Adelaide's [Authorship Policy](#), all contributors to a publication must provide their consent to be named in association with that publication, prior to dissemination of research results in a public forum.

The Authorship Declaration form complies with the Code and Policy. The online form has built in workflow and reporting capabilities to ensure all authors and contributors are provided with the appropriate recognition for their contribution to the publication. Alternatively, an author can disagree or dispute authorship.

Role definitions

There are differing roles for users when creating an Authorship Declaration. Below is an explanation of each.

Corresponding Author

When there is more than one author on a publication, a corresponding author must be appointed. Their role is to manage the record of authorship and any communications with the publisher.

A corresponding author can create an Authorship Declaration and will subsequently be responsible for seeing the process through to finalisation of the Declaration. The corresponding author must be a staff member, affiliate or student of the University in order to initiate the Declaration.

Contributors

A contributor to a publication can be internal (staff, student or affiliate of the University of Adelaide) or external to the University.

Contributing Author

A Contributing Author (also known as co-author) is someone who has substantially contributed to at least two of the three authorship criteria listed in the form.

Acknowledgements

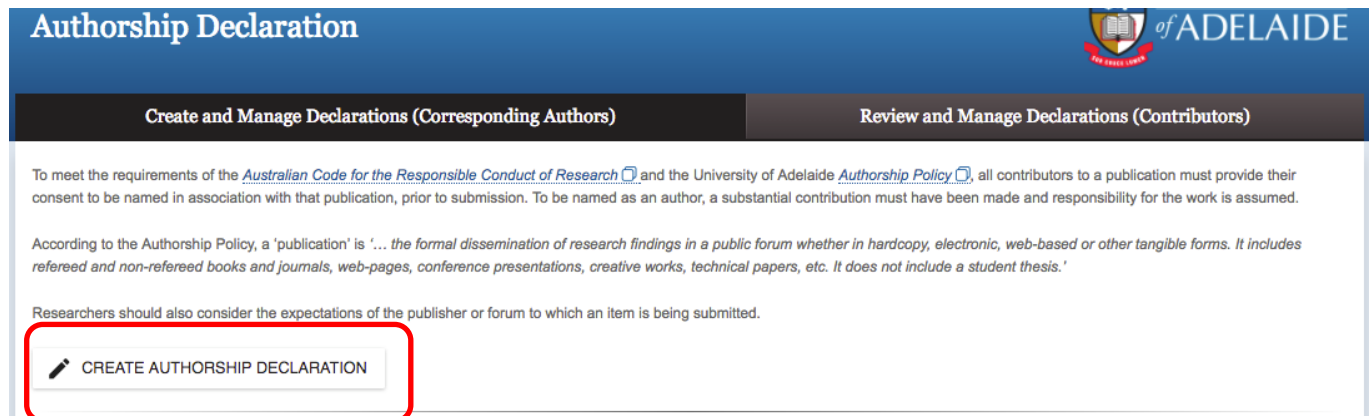
Someone who is listed as an Acknowledgement has not met the criteria for authorship, i.e. they may be an industry partner, donor, curator, provided technical assistance etc.

Creating a New Authorship Declaration

The URL for the Authorship Declaration is: <https://authorship.adelaide.edu.au/>

Note: Chrome is the preferred browser

1. Select '**CREATE AUTHORSHIP DECLARATION**' from the landing page.



Authorship Declaration

Create and Manage Declarations (Corresponding Authors) | Review and Manage Declarations (Contributors)

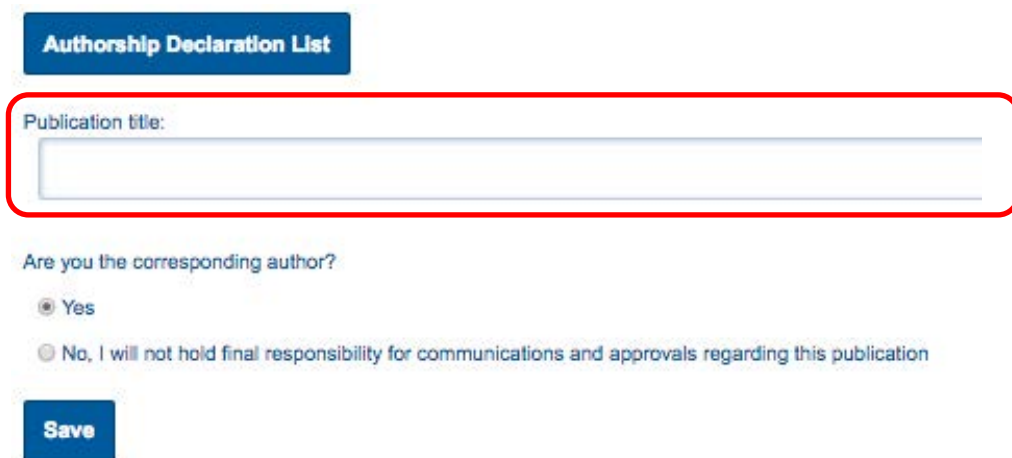
To meet the requirements of the [Australian Code for the Responsible Conduct of Research](#) and the University of Adelaide [Authorship Policy](#), all contributors to a publication must provide their consent to be named in association with that publication, prior to submission. To be named as an author, a substantial contribution must have been made and responsibility for the work is assumed.

According to the Authorship Policy, a 'publication' is '*... the formal dissemination of research findings in a public forum whether in hardcopy, electronic, web-based or other tangible forms. It includes refereed and non-refereed books and journals, web-pages, conference presentations, creative works, technical papers, etc. It does not include a student thesis.*'

Researchers should also consider the expectations of the publisher or forum to which an item is being submitted.

CREATE AUTHORSHIP DECLARATION

2. Enter your **Publication Title** in the free text area.
3. Select 'Yes' at the next question to indicate you are the Corresponding Author or select 'No' and enter the details for the person who will fulfil that role.



Authorship Declaration List

Publication title:

Are you the corresponding author?

Yes

No, I will not hold final responsibility for communications and approvals regarding this publication

Save

Adding Publication Information

This page collects relevant information about your publication.

1. Complete the fields with free text.
2. To enter the date, select either the date calendar button or '**For submission on**' and choose the date you anticipate your publication will be submitted to the external publisher.

The screenshot shows the 'Authorship Declaration' form. At the top, there are buttons for 'Authorship Declaration List' and 'Need Help?'. Below is a progress bar with three stages: 1 DRAFT (active), 2 APPROVAL, and 3 FINALISED. A message states: 'The Authorship Declaration is in draft. Provide publication information including title, publisher, contributors and more.' The form contains several input fields: 'Publication title:', 'To be submitted/resubmitted to:' (with a placeholder 'For example: journal name, publisher, conference, website'), and 'School:'. The 'For submission on:' field is highlighted with a red box and contains a date selector button showing '13/11/2017' and a calendar icon.

3. Attach your documents e.g. manuscript the contributors are approving, by either selecting the '**Drop files here to upload**' link or by dragging files directly into the grey box.

This screenshot shows a portion of the form, including the 'School:' field, the 'For submission on:' field with a date selector showing '19/01/2018', and the 'Corresponding author: Ursula Frances Cusack (a1193199)'. Below this is the instruction 'Attach documents - for example, final version of a manuscript or other publication. All file types are accepted.' At the bottom, a large grey box contains the text 'Drop files here to upload', which is highlighted with a red box.

Adding Contributors

1. The details of the corresponding author will automatically be populated in the Contributors section on the following page.

Authorship Declaration

1 DRAFT — 2 APPROVAL — 3 FINALISED

The Authorship Declaration is in draft. Provide publication information including title, publisher, contributors and more.

Publication title:
Pipeline Condition Assessment

To be submitted/resubmitted to:
For example: journal name, publisher, conference, website

School:

For submission on:
19/01/2018

Corresponding author: Ursula Frances Cusack (a1193199)

Attach documents - for example, final version of a manuscript or other publication. All file types are accepted.

Drop files here to upload

Contributors

Add the names of all contributors to the publication and select their contributions using the check boxes.

A contributing author is someone who has substantially contributed to at least two (2) of the three (3) activities listed below.

Search for University contributors by using their name or University ID.

Drag and drop the contributors to the order in which you want them to appear on the publication.

Type	ID	Name	Email	Affiliation	Contributing Author	Acknowledgements
Internal	a1193199	John Example	john.example@adelaide.edu.au	University of Adelaide	<input type="checkbox"/> Conception <input type="checkbox"/> Analysis <input type="checkbox"/> Drafting	

2. To add an internal contributor, select '**Add University Contributor**'. If you make a mistake, or no longer require this option, use the red X to remove it.
3. To add an external contributor, select '**Add External Contributor**'. If you make a mistake, or no longer require this option, use the red X to remove it.

Contributors

Add the names of all contributors to the publication and select their contributions using the check boxes.

A contributing author is someone who has substantially contributed to at least two (2) of the three (3) activities listed below.

Search for University contributors by using their name or University ID.

Drag and drop the contributors to the order in which you want them to appear on the publication.

1	Type: Internal	ID: a1193199	Name: John Example	Email: john.example@adelaide.edu.au	Affiliation: University of Adelaide	Contributing Author: <input type="checkbox"/> Conception <input type="checkbox"/> Analysis <input type="checkbox"/> Drafting	Acknowledgements:
2	Type: Internal	Search person: Enter name or University ID			Affiliation: University of Adelaide	Contributing Author: <input type="checkbox"/> Conception <input type="checkbox"/> Analysis <input type="checkbox"/> Drafting	<input type="checkbox"/>

4. To add the type of contribution the contributor made, select from the options:
 - a. Conception: conception and design of the project.
 - b. Analysis: analysis and interpretation of research data.
 - c. Drafting: drafting significant parts of the work or critically revising it so as to contribute to the interpretation.

The screenshot shows a form titled 'Contributors' with instructions to add names and select contributions. A table lists a contributor: Charles Darwin, ID: a1148048, Email: charles.darwin@adelaide.edu.au, Affiliation: University of Adelaide. To the right, under 'Contributing Author' and 'Acknowledgement', there are checkboxes for 'Conception', 'Analysis', and 'Drafting'. A red box highlights these checkboxes. Below the table are buttons for 'Add University Contributor' and 'Add External Contributor'. At the bottom left, a red box highlights the 'Save and Exit' button.

5. To move contributors to assign author order, select the toggle on the left and drag and drop a row.
6. Once contributors have been added, the author order has been assigned and the relevant contributions have been added, the following options are available to the Corresponding Author:
 - a. **Submit for Approval:** The Corresponding Author will receive an email confirming their form has been submitted to all contributors listed on the form for approval. All contributors listed on the form will receive an email notification advising an action is required of them.
 - b. **Cancel Authorship Declaration:** Will cancel the form.
 - c. **Save and Exit:** Will save the form and return user to the landing page; the form will be saved in the **Drafts** list.

This screenshot shows the same 'Contributors' form but with a different contributor: John Example, ID: a1193199, Email: john.example@adelaide.edu.au, Affiliation: University of Adelaide. The 'Contributing Author' and 'Acknowledgement' checkboxes are also present. At the bottom, a red box highlights three buttons: 'Submit for Approval' (blue), 'Cancel Authorship Declaration' (red), and 'Save and Exit' (grey).

Note: If there are errors in your form, the form will not save until the errors have been corrected. Red text will indicate where there is an error.

7. The Contributing Authors and Acknowledgements will receive an email notification advising they have been added to an Authorship Declaration. A link within the email provides direct access to the Authorship Declaration where they have the option to Accept, Dispute or Decline (see Contributing Author instructions).
8. If at any time you need to refer to the Authorship Policy, you can get direct access to it by using the **'Need Help?'** button.

Responding to an Authorship Declaration

1. The form automatically accepts the Declaration for the Corresponding Author.
2. If you have been listed on a Declaration as a Contributing Author or Acknowledgement, you will be notified by email. Click link in email to go directly to the Declaration.
3. On the Declaration, you will be required to indicate whether you accept the Authorship Declaration by selecting one of the following responses:
 - a. **Accept:** if you agree with the Authorship Declaration.
 - b. **Dispute:** if you do not agree with the Authorship Declaration.

Note: 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.
 - c. **Decline:** if you would like the corresponding author to remove you from the Authorship Declaration.
4. Once you have selected your response, select '**Submit Approval Response**'.

Finalising an Authorship Declaration

It is not possible to finalise an Authorship Declaration if a contributor has responded with a **dispute** or a **decline**.

When a contributor has Disputed or Declined an Authorship Declaration, the Corresponding Author will be notified by email, prompting them to discuss the response with the contributor. The link within the email will take the Corresponding Author directly to that particular Authorship Declaration. The reason provided by the co-author for the **dispute** or **decline** will be stated in that email and also in the Declaration itself.

When the dispute/decline is resolved, the Corresponding Author can select '**edit authorship declaration**' and amend the Declaration accordingly. The Declaration will need to be re-submitted to contributors for approval.

When an Authorship Declaration has been accepted by all co-authors, the Corresponding Author can select the '**Finalise Authorship Declaration**' button.

This will create a read-only version of the form which will appear under the **Finalised** list on the landing page where it is stored as a record. Contributors will also be sent an email copy for their files.

Further Support

There are some helpful Frequently Asked Questions and Introduction Video available to view on the Research Services, [Authorship Declaration](#) page.

Contact Us

For further support or questions relating to the Authorship Policy, review the support materials on the [Research Services Website](#) or contact the [Research Integrity Officer](#).

For technical issues, please contact [Research Technology Support](#) by email or phone on x37799.

Appendix 1 – Process Map

