

ACADEMIC_Authorship Policy_042

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Policy Purpose

The purpose of the authorship policy is to establish standards and procedures for authoring scientific work.

Source / Authority

This policy was developed by the Office of the Vice President for Academic Affairs, and is responsible for overseeing the implementation of the policy.

Who should know this policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Human Resources
- Student
- All Employees



Policy Description

This policy includes the standards and procedures that must be adhered to by all academic members of the university as well as graduate and undergraduate students in respect to scientific authorship.

Definition

Academic Members: Professors, associate professors, assistant professors, lecturers, teaching assistants and the like, as well as postdoctoral fellows and research assistants.

Academic Work: Any original artistic or literary work such as research paper, article, book chapter, book, report, etc., or any work referred to in Qatar Law No. 7 of 2002 “Protection of Copyright and Related Rights”.

Honorary Author: A person who is included within the authors and has not contributed to the production and publication of the academic work and does not meet authorship criteria.

Ghost Author: A person who performs major part of the academic work for a fee and his/her name is not listed as an author.

Consultant: A person with academic or scientific experience whose role is only to provide advice and solutions to the research problems for the research team during the implementation of the research project. The consultant is not the author. The consultant cannot claim intellectual property rights related to the research project. Accordingly, the consultant does not meet the authoring criteria.

Main Author: The person who leads an academic work and makes the largest contribution to it compared to other co-authors. The main author meets authoring criteria and shall ensure that the authoring standards apply to the authors involved as well as the final approval of the research and its preparation for publication. In addition, he/she and the other co-authors have full responsibility for the integrity of the academic research.

Co-author: The person who participates in the preparation of an academic work and meets the criteria of authorship, and with the rest of the authors, has full responsibility for the integrity of research.

Policy Statements

1. Academic members of Qatar University must abide by the ethical principles and standards adopted internationally regarding the integrity of scientific research and publication.
2. The honesty and fairness shall be observed for the contribution of the participating researchers.
3. The standards of authorship at Qatar University apply to all disciplines and all academic members, as well as to research provided for academic promotions and/or used in the annual performance appraisal system.
4. Academic members wishing to collaborate with other researchers inside or outside the university in research projects should agree in the early stages on how to make decisions about the distribution of intellectual property, the order of authorship, and any other related matters. The agreement must be documented in writing to avoid disagreements.

5. Academic members must follow the professional standards prevailing in their fields to determine the order of the authors in the production and publication of the joint academic work. The order of authors in disciplines that do not have professional standards is determined by the amount of work contributed by each researcher. In all cases, all parties participating in the academic work shall agree on the order of their names listed in academic work.
6. **Authoring Criteria:** The researcher who composes and publishes an academic work (article, report, book, book chapter, etc.) must achieve the following criteria:
 - a. Significant contributions to the idea and design of the academic work or in the collection, analysis and interpretation of data.
 - b. To contribute substantively to the formulation, editing or revision of the academic work.
 - c. To be able to clarify his/her contribution to the academic work and to defend it.
 - d. Approval of the final version of the academic work for publication.
7. **Recognition of contributions from third parties:** Contributions that do not meet the criteria for authorship must be recognized independently in the academic work.
8. **Scientific authoring and publishing for students:**
 - a. Graduate and undergraduate students must adhere to ethical principles and internationally accepted standards regarding the integrity of scientific research and dissemination.
 - b. Academic members must respect the students' rights to their intellectual contributions, and their right to publish the results of their research and research projects or in the registration of intellectual property. Academic members must also acknowledge the contributions of students to academic works and include them as authors whenever they meet the criteria for authorship.
9. **Unacceptable scientific authorship:**
 - a. No author shall be included in the production and publication of the academic work if he/she does not meet authoring standards.
 - b. The general supervision (administrative) of a group of researchers or assistance in the provision of funding or the provision of technical administrative support alone shall not be considered as meeting authorship criteria and his/her name may not be included as co-author in the production and publication of the academic work.
 - c. The inclusion of the honorary author as co-author is immoral and constitutes a violation of this policy.
 - d. The use of the ghost author is immoral and constitutes a violation of this policy.
 - e. Consultants or experts may be used in the production of the academic work, provided that his/her name is not included as an author as he/she does not meet the criteria of authorship.

- 10. Author's Order:** The authors' order responsibility lies with the main author and must be based on the actual contribution to the production and publication of the academic work. All authors must sign a written agreement that determines the order of authors before publication of the academic work.
- 11. Authorship disputes:** It is the responsibility of the main author, after consultation with the co-authors involved, to consider and decide on any disputes concerning the authorship and the order of authors. If authors cannot resolve these disputes, the resolution of the dispute shall be referred to the direct supervisor following approved administrative channels. The policies and procedures of the funding agency may be used if the dispute with authors of research funded by non-university research agencies.
- 12. Research funding:** The main author and co-authors must acknowledge in the text of the academic work the source of funding in accordance with funding agency requirements.
- 13. Affiliation:**
- a. The main author and co-authors of Qatar University must mention Qatar University as an affiliation in all academic works.
 - b. The affiliation of an academic member with another academic institution other than Qatar University in the production and dissemination of academic works is a clear violation of QU policies and regulations.
 - c. Academic member (during the first six months of his/her work at Qatar University) may mention another affiliation in the production and dissemination of academic works under two conditions:
 - i. Obtain the approval of College Dean before publication.
 - ii. Qatar University is mentioned as the first affiliation.
 - iii. Excludes researches and publications that are being published before joining Qatar University.
 - iv. Departing academic members from Qatar University must mention Qatar University as an affiliation in all academic works during the first six months after leaving Qatar University.
- 14. Conflicts of Interest:**
- a. Sole authors, main authors and co-authors must ensure that the academic work does not conflict with the policies of professional conduct and conflict of interest at Qatar University. They must also avoid any situation that may involve a conflict of interest between their personal interests and the interests of the University.
 - b. Authors shall take all appropriate scientific procedures and methods in the production and dissemination of academic works, and shall ensure the accuracy of reports, statistics, data and results.
 - c. The inclusion of any inaccurate or misleading information about research activity within CVs, grant applications or employment applications is immoral and violations to university policies.

- d. It is not permissible to publish several academic works dealing with the same results, unless these academic works contain mention of other relevant academic works. Author who submit the same academic works to more than one publisher, or provide one or more similar or substantially similar academic works to publishers must inform the publishers that he/she is presenting such works.
- e. Any violations of this policy shall be subject to Qatar University's Professional Conduct Policy