

# Commerce Faculty Authorship Guidelines<sup>1</sup>

To be read in conjunction with the UCT Authorship Practices Policy at <http://www.commerce.uct.ac.za/Commerce/Information/research.asp>)

## 1.1 Definition of a publication

A *publication* is any document produced by a member of staff or student in the Faculty of Commerce, including project reports (and interim project reports), monographs, peer-reviewed and non-peer reviewed articles and publications in electronic media.

## 1.2 Authorship and Co-Authorship

The Faculty of Commerce defines authorship as *substantial* participation in the writing of a publication. Substantial participation includes:

- a) writing;
- b) analysis *and* interpretation of data
- c) drafting or revising the article critically for important intellectual content
- d) in appropriate instances of empirical research, conception and design.

Where substantial contributions (as defined above) are made by several persons to a common project, they will be *joint authors of the product*. Each author should have participated sufficiently in the work to take responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Authors should be able to provide a description of what each contributed. All others who contributed to the work who are not authors should be named in the Acknowledgements, and what they did should be described.

### *Order of author names on a jointly authored document:*

a) Different levels of contribution: the person who has made the greatest contribution to the paper (often the project leader) is to be listed first with remaining authors listed in order of their contribution.

b) The same level of contribution: normally the person who led the production of the document is listed first. Remaining authors will be listed alphabetically. Where there is no principal author, all names are to be listed alphabetically, and where all authors are regarded as having made an equivalent contribution, this should be noted in the author credits.

### *Authorship Agreement:*

Authorship is a matter that should be discussed between colleagues at an early stage in a project, and reviewed whenever there are changes in participation. The project leader must initiate this discussion. The agreement may be altered by mutual consent during the course of the project.

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<sup>1</sup> Adapted from Faculty of Law Authorship Guidelines

### 1.3 Student – Staff- Supervisor Co-Publication

The conditions listed in clause 2 above apply in the first instance. In the case of a co-authored publication by a student and her/his research supervisor that is substantially based on the student's dissertation or thesis the student will normally be the first author. This condition may be waived if the student plays little or no role in the preparation of the work for publication. In such instance, the student will be the second author.

### 1.4 Acknowledgement of contribution to a research product

It is good practice to acknowledge those who contribute to a publication. The Faculty should follow an inclusive principle of acknowledgement as far as is possible. The significance of the contribution of those who are acknowledged should be signalled.

Activity worthy of such acknowledgement includes advising on statistical analyses, collecting or entering the data, modifying or structuring a computer simulation, and recruiting participants.

Researchers who hire research assistants, supervise directed student projects, or accept research assistance from volunteers should provide them with a copy of these guidelines and clarify in advance what duties will be expected and whether authorship will be awarded, irrespective of whether the assistant is paid or not.

### 1.5 Disputes

Disputes concerning any aspects of authorship described above should in the first instance be resolved between the researchers concerned. Where this is not possible, the head of the department or research grouping within which the principal researcher or student is based is responsible for attempting to facilitate a mediated settlement. If this mechanism fails, or where there is a conflict of interest, the matter may be referred to the Commerce Faculty Ethics in Research Committee. This Committee may refer the matter to the University's Senate Ethics in Research Committee.

For the UCT **Conflict of Interest Policy** document, see <http://www.uct.ac.za/about/policies/>