

Commerce Faculty Authorship Policy

The aim of this authorship policy is to promote the publication of research in a manner that fosters collaboration and rewards research efforts. Although authorship practices differ from one setting to another, and individual situations often require judgment, variation in practices should be within these basic guidelines, which are based on accepted international norms.

Scope of policy

This policy covers all publications produced by any member of faculty or student registered in the Faculty of Commerce. A *publication* is defined as any document, whether paper based or electronic.

General principles

1. Researchers in the Faculty of Commerce are encouraged to follow an inclusive approach to acknowledgement.
2. Published research should clearly indicate the significance of contributions by accurately reflecting the relative contributions of the individuals involved, regardless of their relative status. Authors should decide the order of authorship together and all authors should participate in writing the manuscript by reviewing drafts and approving the final version.
3. All persons listed as authors on a publication must have made an intellectual contribution to the work reported in the publication. Typically, authorship credit is reserved for persons who have made a *substantial* contribution to the study. Contributions that do not warrant authorship credit should be acknowledged in a note or statement of acknowledgements. Activity worthy of such acknowledgement includes advising on statistical analyses, collecting or entering the data, modifying or structuring a computer simulation, and recruiting participants.
4. 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.
5. In the event of a dispute, the parties involved should attempt to resolve the dispute themselves. If the dispute is not resolved between the parties then the Head of the entity within which the principal researcher is based should be asked to arbitrate. If this is not acceptable to either of the parties, the matter should be referred to the Faculty Ethics Committee. Final appeals may be lodged with the University Ethics Committee.