

Authorship, etiquette, and collaboration

April 26, 2023

**How to
Get Published**

Webinar Series

 **SAGE** journals

 **SAGE**
Publishing

Presenting your team



Jessica Offenberger



Adya Misra



Michael Matthews



Maria Tissot

Send us your questions!

Send in your questions via the **Q&A Box**
on your screen. →



sagepub.com/authorgateway



Authorship

- Made a substantial contribution to the concept or design of the work; or in the acquisition, analysis or interpretation of data
- Drafted the article or revised it critically for important intellectual content
- Approved the version to be published
- Participated sufficiently in the work to take public responsibility for appropriate portions of the content
- All others should be listed in the acknowledgement section



Resources to Determine Authorship



- ICMJE
- APA
- CRediT
- COPE

Authorship – Pause to Consider



- Editors generally do not have a bias against single author publications. However, Editors may consider certain factors when evaluating a single-author publication.



Acknowledgments

- Helped with acquisition of funding
- Collected data
- Provided and cared for study patients
- General supervision of research group
- Provided technical editing of the manuscript



Author Order & Roles



- First / Lead Author
 - Primary author
 - Carries out the research
 - Takes responsibility for writing and editing
- Last Author
 - Most senior person
 - Oversaw the project
 - Maybe funded the project
- Corresponding Author
 - Responsible for communication with journal staff
 - Signs the contributor agreement on behalf of all authors



ORCID

- Many journals require you to login with an ORCID iD upon submission
- Creates a permanent, clear and unambiguous record of research and scholarly communication by enabling reliable attribution of authors and contributors
- ORCID links researchers seamlessly with their contributions across disciplines, borders and time



Why Collaborate?



- Value and credibility
- Support
- Promotion
- Experience
- Relationships

Exercise Caution

- All authors should agree on who will be listed on the publication
- Outline roles and expectations before starting the research
- Facilitate clear communication
- Maintain consistent tone and voice of article
- Ensure all authors embrace academic integrity – in current and past work
- Consent must be provided by all contributing authors



Etiquette

- Be respectful of all authors cited and persons to whom you refer
- Do not reveal any personal information about persons mentioned that is damaging or hurtful
- Follow the instructions to authors
- Return revisions and page proof requests on time
- Address queries to the best of one's ability



Ethics & Responsibility



Only submit to one journal at a time



Duplicate publication is likely to result in a retraction



Observe copyrights and obtain necessary permissions



Ensure work is original and written by the author team



Ensure all data or images are representative of original fundings



Clearly disclose any conflicts of interest (COI) and funding

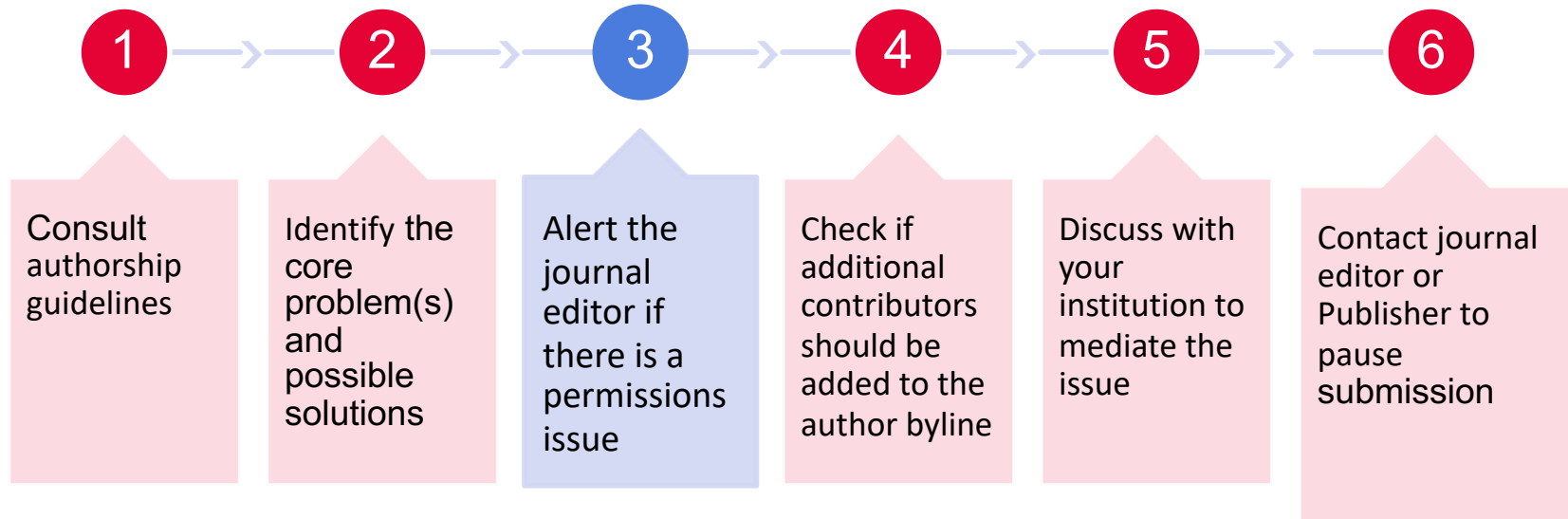


Adhere to all research ethics, especially when human participants or animals are involved

How to Resolve Authorship Disputes



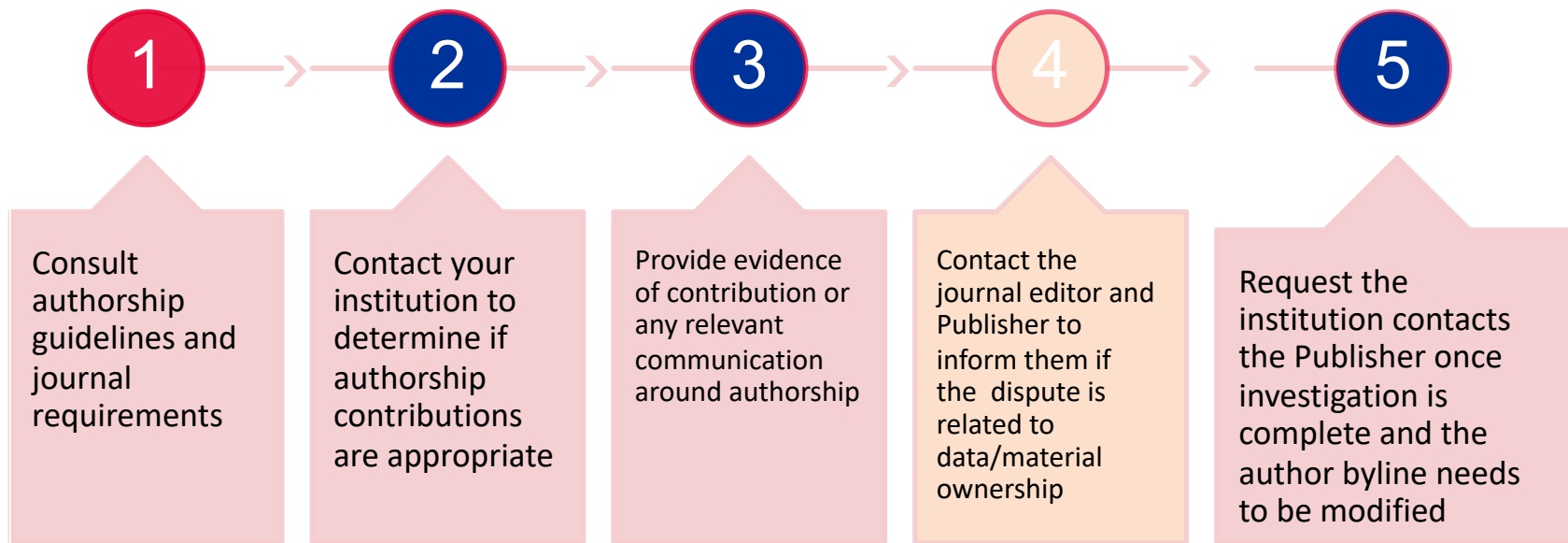
Pre-publication disputes



How to Resolve Authorship Disputes



Post-publication disputes



****NB:** Journal Editors/ Publishers rely on institutions to clarify authorship contributions

Name change policy

- Sage now has a formal policy to allow for post-publication name and pronoun changes for any reason.
- This includes, but is not limited to, name changes because of
 - Marriage
 - Divorce
 - gender affirmation
 - religious conversion
- Sage will not publish a correction notice, nor require any form of proof or supporting documentation.

Deceased authors – what do I do?

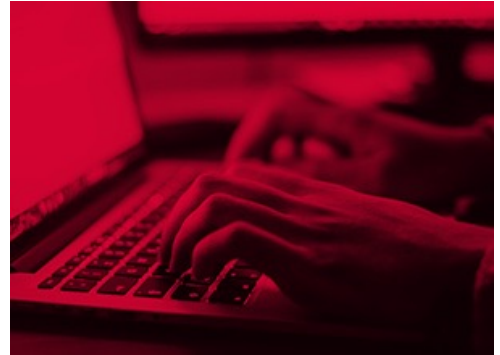
- My co-author died after we submitted the manuscript and before it was accepted. Can the article still be published?
 - Journal will usually have a modified form for use where one of the co-authors has died. Because the author was alive when it was submitted, we have some implied consent for the publication through the co-author's participation/awareness of the submission
- My co-author died before we submitted the manuscript for publication. Can I still submit the manuscript?
 - Ask for the heirs/family to agree to the publication
 - Have documentation ready that illustrates the role of each author in preparing the manuscript
 - Provide documentation of the deceased author's intent to publish the article

How to Get Published

Webinar Series

 SAGE journals

Including images in your research paper may be the best way to present information, but image integrity is essential in academic publishing. On **May 24**, we will investigate ways to ensure your research is presented correctly so that it will pass a rigid quality control by editors and are published in an ethical way.



How to Get Published

Webinar Series



2023 Program

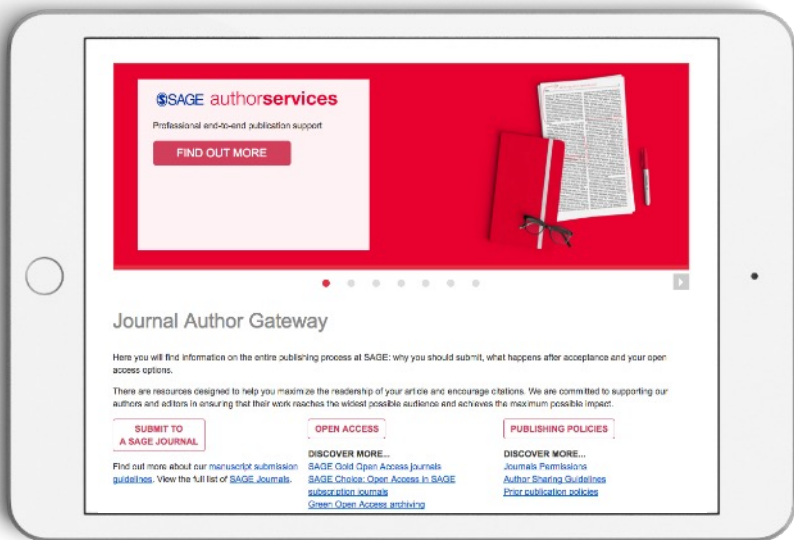
May 24 – Image integrity

June 21 – How to secure funding

July 19 – Guidance for Researchers from Lower Income Countries

Find out more: <https://uk.sagepub.com/en-gb/eur/how-to-get-published-webinars>

SAGE Journal Resources



- Dedicated space for author support and services
- Visit for additional How to Get Published resources and answers to common author questions
- Learn which version of your paper you can share, where and when
- SAGE Chinese Author Gateway features translated materials

View all resources [here: bit.ly/ppdSAGE](https://bit.ly/ppdSAGE)

Thank you!

Questions?

