



Authorship Policy

Introduction

This policy is designed to provide clear and transparent guidelines for determining authorship and contributions in the context of an article based dissertation at the School of Social Work (SSW), McGill University. The policy aims to uphold the principles of fairness, transparency, and ethical conduct in academic research, ensuring that all contributors receive due credit for their work. This SSW authorship policy offers additional specificity to that which is outlined by Graduate and Postdoctoral Studies (GPS) at McGill University. When reviewing the additional guidelines offered in this SSW authorship policy, please remember that all papers included in a doctoral thesis must be first-authored by the submitting student. If multiple students have been involved in a paper only one student (the first author) can include the paper in their thesis.

How to determine if a planned paper qualifies for inclusion in a manuscript-based thesis:

A manuscript must receive prior approval from the students' thesis committee to be included in the thesis. This approval can come from the approval of a manuscript-based thesis proposal if sufficient details of the planned paper is included in the proposal. In most cases, the specifics of a paper become clearer after data has been collected and/or analyzed. Hence it is expected that once the plans for a paper are more clearly developed, a detailed outline of the paper including proposed authorship should be reviewed and approved by the thesis advisory committee before it can be included in the thesis.

Principles of Determining Authorship:

It is a general assumption that supervisors and active committee members will meet the criteria for co-authorship outlined below in one or more papers included in the thesis. Reading and commenting on paper drafts, discussing paper conceptualizations, and assisting with data interpretation are roles doctoral committee members typically play in the formation of a doctoral thesis. The principles outlined below can be used to guide discussions about authorship so that the expectations are clear to all parties. These discussions should be initiated by the doctoral supervisor during the manuscript approval process.

Authorship Criteria

1. **Substantial Contribution:** Authors must have made a substantial intellectual contribution to the development and execution of the research. This includes involvement in designing the study, data collection, analysis, and interpretation of results.
2. **Drafting and Reviewing:** Authors are responsible for drafting the manuscript and revising it critically for intellectual content. All authors should participate in the review and approval of the final manuscript.
3. **Accountability:** Authors are jointly accountable for the accuracy and integrity of the work. They must be able to defend and explain the research methods, results, and conclusions.
4. **Agreement:** All authors must agree to their inclusion in the manuscript and have reviewed and approved the final version of the article.

The disciplinary and regional context should also be considered in all discussions of co-authorship (e.g. importance of sole authorship for the student's career plans, implication of



multiple authors for the student's career plans). In cases wherein supervisors or committee members are not included as co-authors in a paper appearing in a thesis, they should nonetheless receive acknowledgement as **contributors**.

Order of Authors

The student who is including the manuscript in their thesis **MUST** be first author which means they must be the person leading the conceptualization, design and interpretation of results of the included paper. Students, supervisors and committee members should discuss relative contributions and other academic norms when reaching decisions about co-authorship (e.g. the custom of listing a supervisor or PI last, using alphabetical ordering for co-authors).

Dispute Resolution

In the event of disputes regarding authorship or contributor roles, the involved parties are encouraged to resolve the issue through open and constructive dialogue. If a resolution cannot be reached amongst the parties, the matter may be referred to the Director of the PhD program or to the Associate Dean of Graduate and Post Doctoral Studies for further mediation and guidance.

Review and Revision

This authorship policy will be reviewed periodically to ensure its continued relevance and effectiveness. Changes or updates may be proposed by members of the School of Social Work and will be subject to PhD program committee review and School council approval.