Research Authorship Policy

Section 1 - Background Information

(1) The attribution of authorship is a requirement for all research outputs including the traditional publications, such as journal articles, books, chapters, conference papers, as well as web-based publications, multi-media, works of art, performances, and software and compositions.

(2) Staff must be mindful of the requirements and obligations in relation to author attribution under this Policy. It is the responsibility of researchers to adhere to this policy as well as the Australian Code for the Responsible Conduct of Research 2018.

Section 2 - Definitions

Term	Definition
Author	Is a person who has made a substantial intellectual contribution to the authorship of a research output and whose name is cited as the creator or co-creator of the output. To be named as an author, the person must be able to take responsibility for the part of the work to which they contributed.
Authorship	According to the Australian Code for the Responsible Conduct of Research 2018, authorship is based on substantial contributions in a combination of: 1. conception and interpretation of research data; 2. analysis and interpretation of research data; 3. drafting significant parts of the work or critically revising it so as to contribute to the interpretation.
Executive Author	The designated author responsible for liaison with publishers, communication with all authors, ensuring the recording of the author agreement, and maintenance of all authorship records.
COPE	Committee on Publication Ethics

Section 3 - Policy Purpose

(3) The purpose of this Policy is to provide the criteria for authorship, and the responsibilities and procedures surrounding authorship of research outputs, and to minimise disputes about authorship and to provide resolutions if they do arise.

Section 4 - Policy Statement

(4) This Policy is consistent with the Australian Code for the Responsible Conduct of Research 2018, and informs ACU researchers of the criteria for authorship, their corresponding responsibilities and obligations and related procedures.

Section 5 - Application of Policy

(5) This Policy applies to all researchers under the auspices of ACU including academic staff, research assistants, students, as well as ACU honorary appointments. It is applicable to all research outputs including journal articles, books, chapters, conference papers, web-based publications, software, multi-media, works of art, performances and compositions.

Section 6 - Criteria for Authorship

(6) To be named as an author, a researcher must have made a significant intellectual contribution to the authorship of the research work and to be able to take responsibility for at least part of the work. All eligible authors on a research work are to be acknowledged in the author by-line. No authors are to be excluded without their written permission.

(7) Only those who have contributed to generating the publication are listed as an author. As a first step to a co-authorship agreement, authors need to formally agree in advance of publication on the order of authorship. Any changes to this agreement should be formally noted. The Executive Author is responsible for recording the co-authorship agreement.

(8) For co-authorship with a student, the authorship list will normally show the student as first author. However, this can change by mutual agreement, depending on circumstances (e.g. the paper would not have been published were it not for the particular skills of the supervisor). Students who are co-authors, but no longer enrolled at ACU are to be included on the publication as an author.

(9) Consistent with the COPE position statement on Authorship and AI tools, AI tools should not be listed as Authors. AI tools cannot meet the requirements for authorship as they cannot take responsibility for the submitted work. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements.

(10) Consistent with the Research Publication Policy, all ACU staff will list ACU as their affiliation and attribute the appropriate funding body where relevant. Due recognition in the research output of the contribution of non-authors is strongly encouraged.

(11) Any person who has not provided a substantial intellectual contribution to the research cannot be included as an author, but may be recognised for other contributions. The following are examples of contributions which on their own do not constitute a right of authorship:

a. holding a position such as head of school, or department or any position of authority or being friends with the author;
b. providing a technical contribution but no other intellectual input to the project or research output (e.g. publication);
c. collecting data;
d. higher degree research student supervision; and/or
e. providing financial support or assistance in sourcing financial support.

Section 7 - Responsibilities of Authors

(12) It is the responsibility of researchers to adhere to the Australian Code for the Responsible Conduct of Research 2018, to this Policy, and to any related research policies including those of funding bodies such as the Australian Research Council (ARC) and the National Health and Medical Research Council (NHMRC). Where research data is

sourced from external providers, author attribution for this data is to be consistent with provider requirements.

(13) The Executive Author is responsible for ensuring that all publication meta-data are recorded in a manner consistent with the Research Data Management and Governance Policy and the final version of the output is recorded as part of ACU's HERDC research publications collection.

Section 8 - Further Assistance

(14) Any staff member who requires assistance in understanding this Policy should contact their Associate Dean, Research in the first instance.

Section 9 - Review

(15) Unless otherwise indicated, this Policy will still apply beyond the review date.

Section 10 - Associated Information

(16) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	22nd April 2025
Review Date	22nd April 2030
Approval Authority	Governance Officer
Approval Date	22nd April 2025
Expiry Date	Not Applicable
Responsible Executive	Abid Khan Deputy Vice-Chancellor (Research and Enterprise)
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