

1.1 Authorship Policy

1.1.1 Policy Statement

Authorship implies accountability and responsibility for scholarly publication. The authorship policy refers to all processes related to publication processes and explicitly determines the person to be credited as author on basis substantive intellectual contributions to a paper. This policy provides a guideline to the author and helps them to understand their role in taking responsibility and being accountable for what is published. This policy is not restricted only to the author but also includes contributions of each person having participated in a submitted study, at least for original research. The purpose of developing criteria for authorship is to clearly distinguish authors from other contributors.

1.1.2 Authorship criteria

The ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
- Drafting the work or revising it critically for important intellectual content
- Final approval of the version to be published
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify the role and contribution of co-authors and should have confidence in the integrity of the contributions of their co-authors.

ICMJE also states that: "Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take the responsibility for the integrity of the work as a whole, from inception to published article."

1.1.3 Objectives

The basic purpose of this policy is to establish uniform authorship requirements

The policy should be followed by all researchers affiliated with the Rawalpindi Medical University (RMU) & allied hospitals and also by all Partner universities working in collaboration with RMU & allied hospitals.

1.1.4 Authors sequence

Author

- An author is an individual who has made substantial intellectual contributions to a scientific investigation
- Authorship sequences should be decided in the early phase of the planning of research work. Each author should be clear about his/her share of work which should be decided by a mutual understanding of all authors. Each author must be prepared to take the responsibility for the assigned task with complete ownership.

The first author (Principal investigator)

The first author (Principal investigator) is the one responsible for the conception and design of the study. The principal author should have a major contribution to the overall research process

Corresponding Author

The corresponding author will be the one affiliated with Rawalpindi Medical University & allied hospitals and should have a permanent position within the University. The corresponding author should be nominated after mutual consensus between all authors and will be responsible for all sorts of communication required during the

publication process. The corresponding author will be responsible for all editing and corrections suggested by reviewers and keep all authors on board during this process.

Multiple authors

For multiple authors, the sequence of names of the author should represent the contributions made by each of them. All authors must have written documentary proof of their scholarly contribution which can be asked from them at any stage.

1.1.5 Intellectual Property of RMU & Allied Hospitals

"Work was undertaken at Rawalpindi Medical University& Allied Hospitals" should be specified even if an author submits a manuscript and publishes it after leaving RMU. This also implies a student who has left the program after graduation.

Under no circumstance should anyone affiliated with RMU& Allied Hospitals, whether as an employee, student, or volunteer; publish data owned by RMU, or RMU & Allied Hospitals faculty without permission from the owner of the data.

Research work of undergraduate students /CPSP PGTs /MD/MS students must be published under the affiliation with Rawalpindi Medical University& Allied Hospitals.

Under no circumstance should anyone affiliated with RMU& Allied Hospitals, whether as an employee, student, or volunteer; publish data owned by RMU, or RMU & Allied Hospitals faculty without permission from the owner of the data

1.1.6 Collaborative research projects

In collaborative research projects, it is mandatory that all researchers have read University Intellectual right policy carefully and agreed to all its constituents and has signed the intellectual property Performa and bound to provide written documentary evidence of it.

In such joint projects, the researcher must have read and complied University Ethical Review Policy, authorship policy, and research misconduct policy.

Every research work has to be present before the Ethical Review Board and Ethical approval should be sought before the initiation of the project.

Ghost/honorary Authorship: Ghost author is one who does not fulfill the criteria of authorship or the one whose name is included in authors without mutual consensus.

1.1.7 Dispute Resolution

To avoid dispute authorship should be determined before the initiation of research through mutual agreement between all authors.

If a dispute arises over authorship, its resolution should be sought professionally through mutual consultation with all researchers.

The principal investigator will be held responsible for dispute resolution among team members

Despite all above-mentioned measures if dispute remained unresolved then following measures then relevant departments may be approached in the following order:

- Director ORIC
- Dean of the Department
- The competent authority (whose decision will be final and binding on all parties)

If the paper is being processed and submitted for publication and all the above mentioned measures fail to resolve the dispute then journal editor may be communicated in writing.

1.1.8 Declaration of the source of funding

All sources of funding must be acknowledged appropriately, whether internal or external funding.

Sources of support for the work, including sponsor names along with explanations of the role of those sources if any in study design; collection, analysis, and interpretation of data; writing of the report; the decision to submit the report for publication; or a statement declaring that the supporting source must be mentioned in clear terms

1.1.9 Conflict of Interest

A conflict of interest exists when professional judgment concerning a primary interest (such as patients' welfare or the validity of research) may be influenced by a secondary interest (such as financial gain). Perceptions of conflict of interest are as important as actual conflicts of interest. Since scholarly writing and research publication has great influence promotion criteria of faculty and overall university ranking, so it can be a potential source conflict regarding authorship credit. Other sources may include monetary benefits like honorarium, patents, employment, and others.

It should be mandatory to declare a conflict of interest at the time of submission.

1.1.10 Ethical Approval

No manuscript can be submitted for publication if ethical approval or exemption of the study has NOT been obtained. The Principal Investigator of the study should obtain ethical approval or exemption (where applicable) for the study.

1.1.11 Alteration

These guidelines will be reviewed periodically by ORIC-RMU can be customized as and when required.