



FNU AUTHORSHIP POLICY

Prepared by: OPVCR

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Contents

1.0 Scope.....3

2.0 Definitions3

3.0 Principles3

4.0 Authorship Criteria4

5.0 Responsibilities4

6.0 Authorship Procedure.....5

7.0 Authorship disputes.....5

8.0 Plagiarism allegations that primarily relate to author exclusion.....5

9.0 Approval Agency5

10.0 Revision Log6

11.0 Policy Sponsor6

12.0 Contact Person6

1.0 Scope

This policy aims to assist the University to develop and maintain authorship policies that facilitate the recognition of significant intellectual or scholarly contribution to research output and reflect that authorship:

- a. is an honest reflection of the contribution of research.
- b. is assigned fairly and consistently with established disciplinary practice.
- c. acknowledges clearly and transparently the contributions from each author.

This policy applies to all FNU research outputs, including journal articles, books, book chapters and refereed conference papers; outputs including patents, trademarks, designs, creative works, performances, recorded works, exhibitions, and events.

2.0 Definitions

Author/s Any person(s) or researcher(s) either individually or jointly contribute to intellectual or scholarly research output and undertake responsibility for the contribution as stipulated in the FNU Authorship Policy.

Research Outcome Scholarly, creative, and systematic work produced to enhance the stock of knowledge in a particular field that has been reviewed and is of publishable quality. The research outcomes can be a thesis, journal article, books, chapter/s, and refereed conference papers, including patents, trademarks, designs, creative works, performances, recorded works, exhibitions, and events. The research outcomes can be further validated, tested, retested, and replicated.

Researcher Academic staff, honorary staff, HDR candidates, visitors, and affiliates engaged in research at the Fiji National University.

Candidate Researcher A candidate engaged in research at the Fiji National University

Corresponding author A research output with more than one author, whereby with agreement, a corresponding author shall be nominated who shall also be responsible for communicating between the publishers and managing communication between the co-authors, and maintain records of authorship agreement.

Senior Academic An experienced researcher holding a senior academic position.

OPVCR Office of the Pro Vice Chancellor Research.

URC University Research Committee.

3.0 Principles

3.1. Authorship must perceive a considerable commitment to the research outcome. A researcher is in charge of the integrity and precise detailing of a considerable commitment to the research outcome. In deciding this policy, the University requires that authorship:

- a. is a genuine reflection of the contribution to research output.
- b. is assigned honestly and reliably.
- c. is understood clearly and transparently between contributors to the research outcome.
- d. is approached with generosity and stay consistent with the approach prerequisites.

4.0 Authorship Criteria

- 4.1 Authorship is credited when researchers make a substantial contribution to research output and are willing to take responsibility for the work they contributed. Researchers would qualify as authors if they made a substantial contribution to the research publication/output.
- 4.2 Authorship of research outcomes is an issue that should be discussed at an early point in a study/ project between the researchers and evaluated whenever changes in involvement or contribution occur.
- 4.3 A person who is qualified as an author must not be excluded without their written agreement, and a record of the agreement must be kept.
- 4.4 Authorship agreement record must include a description of the contribution that each author made to the research outcome. The lead researcher must file the authorship contract record.
- 4.5 Authorship must not be credited when a researcher has not made a substantial contribution to a research output or is hesitant to take responsibility for their contribution.
- 4.6 Contribution to the research output that does not meet the authorship criteria must be acknowledged appropriately.
- 4.7 Where a potential author has not responded in a reasonable time, the corresponding author should create and maintain a record of the decision made on behalf of the authors and assist in any subsequent review of the circumstances of publication. When compelling circumstances render it impossible, the remaining authors must endorse the version to be published.
- 4.8 Authors of web-based publications must be identified in the publication and must take responsibility for the content of the publication, including any copyright materials contained therein.
- 4.9 For all publications arising out of candidate (research student) research, the candidate is always the first author followed by the senior supervisor and secondary supervisor.
- 4.10 Candidate researchers own the copyright of their thesis.

5.0 Responsibilities

- 5.1 An author takes responsibility for the research output/publication that they have contributed to.
- 5.2 All authors to research outcomes are required to prove the integrity and accuracy of the research that they contributed to.
- 5.3 In the case of more than one author of a research outcome, all the authors should come to an agreement on the order of names that will appear on the research outcome based on their contribution to the outcome/publication.

Where the convention dictates in the discipline, and there is more than one author of the research outcome, it is necessary to identify a senior author to manage and supervise the research outcome. The senior author or the lead researcher shall ensure that all contributors to the research outcomes are recognised based on their contribution.

6.0 Authorship Procedure

- 6.1 The procedures of authorship are:
- Only a significant contribution to the study outcome is recognised.
 - The author shall be liable for the integrity and accuracy of their contribution to the research outcome.
 - Researchers should be fully aware of authorship demands and accountability.
- 6.2 Researchers are urged to discuss authorship at the start of the study between prospective co-authors and contributors to study outputs and as quickly as collaborative conditions or research changes.
- 6.3 Authorship discussion can be informal and should include all potential co-authors and discipline-specific aspects of authorship. This includes the expectation of individuals and the collaborations, the expected outcome of the research, the research outputs that will be generated, the role and interest of the researchers' contribution, who will be the author and the corresponding author, the author order, who will be the senior author and the sharing of equal co-authorship.
- 6.4 Researchers are urged to record conversations that changes in authorship are likely to occur throughout the research project. For example, copies of correspondence can serve as a record of emails outlining the discussion and the decision taken. All researchers engaged in the research project should be made accessible to this record.
- 6.5 All authors must agree in writing on the authorship of the research outcome prior to peer review for refereed research publications, or public record appearance for non-refereed research outcomes and must explain in writing their contribution to the research outcome.

7.0 Authorship disputes

- 7.1 When a dispute arises between the authors, College Deans and the Office of the Pro Vice Chancellor Research (OPVCR) shall be informed in writing to resolve the dispute.
- 7.2 Disputing parties shall resolve the matter through direct dialogue, while senior researchers and College Deans shall act as mediators in the conflict.
- 7.3 Parties to a conflict over authorship shall make every sensible effort to resolve the dispute in a timely, fair, coherent, obviously communicated, and honest manner.
- If mediation fails, the dispute might represent a substantial deviation from accepted practice, and the dispute shall be transferred to the University Research Committee or the Pro Vice Chancellor Research.
- 7.4 The sides to the conflict shall maintain records of mediation outcomes after a direct dialogue, or mediation has been resolved.

8.0 Plagiarism allegations that primarily relate to author exclusion

All authors are required to accurately acknowledge the work of others in all research outcomes.

Allegation of plagiarism that is based on the removal of an author from research, excluding an author that made a substantial intellectual contribution to the research outcome, or an author has been used without permission or authority, will be determined by the OPVCR and URC.

9.0 Approval Agency

FNU Senate

10.0 Revision Log

This table will be used to insert dates of the different versions made on the policy

Version	Date of Approval	Comment
1.0	11 December 2019	Approved by FNU Senate
2.0	2 March 2021	Approved by FNU Senate

11.0 Policy Sponsor

Pro Vice Chancellor Research

12.0 Contact Person

The following person may be contacted in relation to this policy:

[EO-PVCR](#)

Office of the Pro Vice Chancellor Research

Fiji National University

Phone: +679 3394000 Extension: 2042