

ZIAUDDIN UNIVERSITY
GUIDELINES, POLICIES AND PROCEDURES

Policy Title	Authorship Policy
Policy Number	026
Date of Original Approval	
Approved By	Academic Council
Date of Revisions	Nil
Contact	ORIC Department

INTRODUCTION:

Ziauddin University fosters an academic environment which enables and inspires the researchers to determine the authorship for scholarly work in the form of research publications, grants, and others. This policy will outline the criteria that must be met in order to qualify for honoraria for publications.

PURPOSE

Authorship for scientific research and scholarly publication is one of the most important indicators of academic performances at universities, and the number of publications are one of the key factors affecting the promotion of faculty members. Therefore, the pressure to publish in journals can sometimes lead to conflict regarding credit and order of authorship.

SCOPE

This policy is designed for those who are associated with ZU as faculty members, researchers, students and employees, and for collaborators from outside the university, to resolve any potential dispute over authorship of publications.

RESPONSIBILITIES:

Core committee which comprises Director Research, Director ORIC, Dean FHS and a QEC member recommend the case to the Academic Council for approval.

ZIAUDDIN UNIVERSITY

AUTHORSHIP POLICY

For ZU Faculty Members, Staff, Researchers and Students

POLICY STATEMENT

- i. Order of authorship must be discussed at the beginning of work.
- ii. Authorship policy is meant to determine the authorship for scholarly work in the form on research publications, grants, and others. It is applicable to publications which include but not limited to case studies, review articles, meta-analysis, abstracts, and conference and poster presentations.
- iii. It should be ensured that the published work has the names of only those who contribute significantly to the work and who feel responsible for the results.
- iv. When a publication is based on student work, due prominence is given to student in the list of co-authors according to established guidelines.
- v. The order of authorship should not be affected by the fact that the researcher was paid for his research or scholarly contribution or by his institutional hierarchy.
- vi. In order to become an author, one should have made significant and measurable contributions to the designing of the project, data collection, interpretation and analysis. Writing the manuscript or its critical review also entitles one for authorship.
- vii. Advisory role over data collection and entry, statistical analysis, collecting or entering data can be notified via acknowledgment, or possibly authorship depending on the basis of contribution.
- viii. Authors should have read the final manuscript before publication and take responsibility of data interpretation and analysis made into it.
- ix. When multiple authors in a publication are involved, the order of names should be on the basis of contributions made by individuals, with the most significant contributor listed as the first author.
- x. The first author can be a postgraduate student if enrolled in a degree program culminating in thesis, or someone who has a role in conception or designing of the study.
- xi. More than one first author is acceptable, but it should be mentioned in the paper that both contributed equally.
- xii. If the issue of order of authorship arises, then the research supervisor/principal investigator should resolve any dispute.
- xiii. ZU Faculty needs to be the corresponding author. Corresponding authors should keep all other authors informed in case of revisions made in the manuscript before it is finally published.
- xiv. Honorary, gifted or irrelevant authorship is prohibited and discouraged.

- xv. Those who have made some contribution to the research part, but not to the writing of paper at all, should be mentioned in the acknowledgment of the paper
- xvi. All funding agencies whether internal or external should be properly acknowledged but they are by no means entitled for authorship.
- xvii. Manuscript submitted for publication from the thesis/dissertation by an academic researcher or student has already acquired approval from RAC/CRC and ERC. However, faculty publications for promotion etc. require approval/exemption from ERC only without RAC/CRC track.
- xviii. Work undertaken at ZU should be clearly stated, if an author submits a manuscript and publishes after leaving ZU or a student who has left the program after graduation.
- xix. Those who are affiliated with ZU such as faculty, researchers, students, employees or volunteers cannot publish data owned by ZU without permission from university authority.
- xx. All authors (ZU Students, Faculty, Researchers) must acknowledge Ziauddin University as their affiliation in the publication.