



Research Team Memorandum of Understanding

Authorship and Acknowledgement

Version date: 15 June 2017

These Memorandum of Understanding documents are intended to guide the work of the Trans Youth CAN! Study. While each team member agrees in principle with the Memorandum of Understanding, it is considered a set of 'living documents', which may be revisited and revised throughout the life of our project.

Statement on Fair Credit for Contributions

The Trans Youth CAN! Team is committed to fair credit for work resulting in publications, presentations or other research products, which includes ensuring that all team members who meet criteria for authorship or acknowledgement are credited, and that those who do not are not. Toward this end, the team will track contributions to building the overall research project, and individual authorship teams will track contributions toward an individual product of the research.

As a general strategy, the team endorses limiting authorship to those who clearly make substantial contributions sufficient to meet the International Committee of Medical Journal Editors criteria (or criteria for specific journals where a manuscript is submitted) for peer-reviewed publications. We endorse more relaxed criteria for presentations and other forms of project work. We support a policy of maximum opportunity for team members to initiate, lead and contribute substantively to production of research results, based on interests, background knowledge, and desire for capacity-building.

Authorship Process

Any team member may submit a Concept Sheet to propose a new analysis (see Concept Sheet Template), and this should include a project lead author and provisional authorship and contributor lists. The lead author is the one responsible for drafting, editing and finalizing the manuscript or product. When reviewing the Concept Sheet, the Steering Committee may suggest additional members for the authorship team. The provisional authorship team should include the PIs, and any staff who will be making major contributions to writing or data analysis. Team members may consult in advance with the PIs or other members of the team regarding establishing a group with appropriate expertise for a particular project. As the project progresses, those on the authorship list must be given opportunities to meet the authorship requirements. The authors list and order is subject to change, with the final list based on actual

contributions rather than intended contributions. Those who have made contributions that do not meet the authorship criteria will be acknowledged for their contribution to the work. In the case that the team cannot reach an agreement regarding authorship, the lead author will consult with members of the authorship team and make a final decision.

Contributing team members and their respective institutions will be listed by magnitude of contributions, and those who have not contributed directly will be acknowledged with the addendum "on behalf of the Trans Youth CAN! Study Team," where a journal allows this. Where allowed, this addendum should hyperlink to an alphabetical list of any other Trans Youth CAN! research team members not yet credited.

Authorship Criteria for Academic Articles

Authors must meet all International Committee of Medical Journal Editors (ICMJE) criteria for authorship (or the criteria for the journal the manuscript is submitted to, if clearly specified), and all team members who meet the criterion must be credited as such. Authorship will also require meeting any particular requirements imposed by the journal to which a manuscript is submitted. According to the ICMJE, an author is responsible for all of the following:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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 the case that an author doesn't wish to be named, they may withdraw their name from authorship prior to publication, and may opt to be acknowledged as a contributor.

Contributors are those who contributed to the project without meeting all four criteria for authorship. Contributors must be acknowledged by name in the Acknowledgments section of a paper. The ICMJE criteria describe contributors as follows: "Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified (e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients", "participated in writing or technical editing of the manuscript")."

Acknowledgments must also include this statement: The Trans Youth CAN! Study Team would like to acknowledge and thank the trans youth and their families who have generously shared their time and experience with us. The Trans Youth CAN! Study was funded by the Canadian Institutes of Health Research (Funding Reference Number 148641)."

Trainee authors commit to producing publishable manuscripts or other research products as agreed upon at the start of their project. In order to create a situation wherein trainees may take on important work that meets key project aims, the work must be completed and released, and not just used for research training purposes. Trainees (supervised by research team members)

who use Trans Youth CAN! data for a thesis commit to producing a submittable manuscript (or manuscripts) within six months of thesis completion (but preferably earlier). It is recommended that manuscripts be written in parallel with a thesis, rather than afterward. Trainees doing non-thesis work (e.g. residents) will set a project end date; if a manuscript is not produced by the project end date, the team will allow six additional months for the trainee to complete. In the event a trainee is unable to produce the manuscript(s) within this timeframe, the supervising team member commits to rapidly completing the manuscript(s) for submission or to reaching agreement with the authorship team on another team member to take on this leadership role. In this case, if substantial writing or reanalysis is required, the supervisor/leader may assume first-authorship, with the trainee as second author.

Authorship Criteria for Presentations, Reports, and other KTE Forms

Those who made substantive contributions should be included as authors, other than those who provided only useful feedback or other very minor forms of input. All research team members and Trans Youth CAN! Study contributors (including site teams and students) should be listed on a slide at the beginning or end of presentations, along with the study partner institutions and funder. A slide will be maintained and updated by the PI and Project Coordinator. There is no expectation to list the entire team on other types of research products, where space or format do not allow (e.g. pamphlets).

ⁱ International Committee of Medical Journal Editors
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html> (on 23 May 2017)