

Eliminating hepatitis C (EC) Australia

Authorship Guidelines

Date	Version	Change	Author
10/06/2023	1.1	Approved	EC Australia Technical Working Group leads

1. Introduction

The Burnet Institute adheres to principles of the National Health and Medical Research Council (NHMRC) [Australian Code for the Responsible Conduct of Research, 2018 \(The Code\)](#). The Code articulates the broad principles and responsibilities that underpin the responsible conduct of Australian research. This Authorship Policy is informed by the [NHMRC Authorship Guide 2019](#) and these guidelines are consistent with accepted principles endorsed by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

The Eliminating hepatitis C (EC) Australia Authorship Guidelines outline procedures for producing outputs (research articles, commentary pieces, external-facing reports, conference proceedings) that use data collated under the auspices of the EC Australia. The guidelines ensure people who contribute to EC Australia have an opportunity to lead or contribute to outputs and these outputs appropriately acknowledge individual contributions to EC Australia, including EC Australia Technical Working Group leads, Chief Investigators, Executive Committee members, Advisory Committee members, EC Australia project team, and implementing partners. Appropriate acknowledgement (either as named co-authors or as written acknowledgements) of all persons who have contributed and aims to ensure constructive collaboration and collegiality.

2. Concept sheet [Appendix 1]

All proposed outputs stemming from EC Australia must be described in a concept sheet (see Appendix 1 for template) to be reviewed and approved by EC Australia Technical Working Group leads (listed in Appendix 1). If post-approval changes are made to aims or analyses, concept sheets must be amended and submitted for additional consideration. No analyses other than that outlined in your concept sheet should be conducted.

For Workforce Development Projects, approval of a concept sheet and related outputs constitutes “approval” as described in section 9.2.3 of the funding contract.

3. Authorship criteria

To be listed as an author, individuals should have made a significant intellectual or scholarly contribution or were involved with the generation, analysis, or interpretation of data and reflect that authorship:

- is an honest contribution to research
- is assigned fairly, and consistently with established disciplinary practice.

Authorship (invitations and order) and any subsequent changes to authorship that occur should be communicated clearly and transparently between co-authors, and co-authors have the option of requesting assistance from EC Australia Technical Working Group leads to resolve any disputes arising.

All three conditions must be met to qualify as an author on EC Australia outputs:

1. Active contributions to study conception and design, acquisition of data, curation of data, and/or analysis and interpretation of data and/or drafting the output or revising it critically for important intellectual content; and
2. Final approval of the version to be published; and
3. 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.

4. Authorship responsibilities and guidelines

The following principles will guide authorship.

4.1 Concept sheets will be developed by the lead investigator (first author), in consultation with the senior investigator (last author) and potentially other co-authors. The lead investigator will propose an initial co-author list and order. For concept sheets developed by implementing partners, it is the responsibility of the lead investigator to ensure individuals that have made a significant intellectual or scholarly contribution or were involved with the generation, analysis, interpretation of data are invited to be co-authors.

4.2 The nomination of additional co-authors will take place during the initial concept sheet review process by the EC Australia Technical Working Group leads.

All EC Australia Technical Working Group leads will be invited to express their interest in co authorship, including Prof Margaret Hellard, Prof Joseph Doyle, Prof Mark Stoové and Dr Alisa Pedrana. At the stage of concept sheet review, Technical Working Group leads will discuss with the lead author, the role of senior authorship.

For outputs that are overarching, Members of the EC Australia Chief Investigators, Executive Committee and Advisory Committee with expertise or interest, who contributed significantly to the conceptualisation and/or design of EC Australia will be invited by the EC Australia Technical Working Group leads to join as co-authors.

For outputs that are component specific, EC Australia Technical Working Group leads will be invited to express their interest in co authorship.

For outputs that are Program specific, EC Australia Program Managers will be invited to express their interest in co authorship.

For outputs that have had substantial contributions from technical experts (data management, data analytics), those individuals will be invited to express their interest in co authorship.

Recognising that people most at risk for hepatitis C can also experience social marginalisation, researchers or representatives from community-based organisations that work with priority populations (e.g., Aboriginal and Torres Strait Islanders), are based in jurisdiction/s, and/or work in setting/s relevant to the proposed concept sheet, should be given the opportunity to be involved with the design, analysis and authorship of research pertaining to that population. The lead investigator will be responsible for facilitating such collaborations when deemed appropriate and with support from the Executive. If relevant, please refer to AH&MRC guidelines for ethical conduct in research with Aboriginal and Torres Strait Islander Peoples & communities:

<https://www.ahmrc.org.au/ethics-main-page/>

4.3 Once approved, the concept sheet (and any comments) will be returned to the lead investigator, along with the Authorship Guidelines. Lead and senior author will be asked to review Authorship Guidelines and ensure that all relevant co-authors are notified of the approved project and invited to collaborate and provide feedback at an early stage of the work.

The final authorship list and order for each output will be reviewed and approved by the EC Australia Technical Working Group leads based on contributions to the analysis and manuscript and in publications any authorship list should be followed by 'on behalf of EC Australia'. If any author is unhappy with the authorship list or order, the principles of open communication and collegiality will be adopted to allow for immediate resolution. These concerns must be discussed and resolved before submission for publication.

4.4 The lead investigator will be the manuscript lead. They will be responsible for drafting the abstract and/or manuscript, circulating it for review, collating feedback, and finalising it for submission. They will also be responsible for finalising the list of co-authors (in consultation with the senior author) and ensuring that all co-authors follow the EC Australia Authorship Policy. The Manuscript Lead or senior author will act as the corresponding author, unless another research team member is deemed more appropriate.

4.5 A minimum of 10 working days will be provided for co-authors to review any outputs (manuscript, report) and authorship prior to submission. A minimum of 5 working days will be given for an abstract/conference proceeding. The lead investigator and senior author will be responsible

for ensuring all reasonable attempts are made to contact co-authors and remind co-authors to fulfil the Author Criteria outlined above. Co-authors will be offered to be included in Acknowledgements if they cannot fulfil the requirement of authorship and can provide written consent to be acknowledged.

If there is no electronic written response after reasonable attempts, the co-author will be removed from the manuscript.

4.6 All authors will be notified of the submission and provided with an electronic copy of the submitted document (abstract, manuscript, poster, presentation). For peer-reviewed manuscripts, all authors will be provided with a copy of a revised manuscript if changes are made during the review process and given 5 working days to review and approve any changes made.

Once published, all authors will be provided with an electronic copy of the output, a copy-edited version, and citation once published.

All outputs, including but not limited to conference abstracts, posters, manuscripts, commentaries, reports, presentations must be emailed to the EC Australia Project Manager (ecaustalia@burnet.edu.au).

5. Standard statements

5.1 Study name

All outputs will include the study name *Eliminating hepatitis C (EC) Australia* in the abstract and the body of the paper.

5.2 Funding

The following relevant acknowledgements of funding should be included:

“EC Australia 2019 -2022 was funded by the Paul Ramsay Foundation.”

“EC Australia 2022-2022 Health Promotion Component activities were co-funded by the Australian Department of Health.”

“EC Australia 2023 – 2027 is funded by the Burnet Strategic Investment Scheme.”

All publications with a Burnet Institute lead or senior author must have the following statement:

“The authors gratefully acknowledge the contribution to this work of the Victorian Operational Infrastructure Support Program received by the Burnet Institute.”

Co-authors are responsible for including their specific acknowledgements of funding, and conflicts of interest.

5.4 Acknowledgments

5.4.1 Standing Acknowledgement of EC Australia contributors.

For all outputs, please include the following standard acknowledgement of EC Australia contributors:

“The authors gratefully acknowledge the contribution of the EC Australia Executive Committee and Advisory Committee members and the EC Australia Project Team to this work.”

5.4.1 Acknowledgement of additional contributor

Contributors who do not meet the authorship criteria listed above should not be listed as authors but instead acknowledged. Examples of activities that do not constitute authorship include acquisition of funding, general supervision of a research group or administrative support, technical editing, and language editing and proofreading. First authors are responsible for obtaining written permission from contributors to be acknowledged from all specified individuals as acknowledgement may imply endorsement of the manuscript’s data and conclusions.

6. Open access publishing fees

The lead author’s institution will pay the cost of open access publications, unless otherwise agreed among authors or in consultation with the EC Australia Technical Working Group leads.

7. Non peer review outputs

Non-journal outputs such as infographics, reports, policy briefs, and media briefs are encouraged to accompany peer-review outputs or to convey findings to the general community, government, and or where peer-review publication of findings are not envisaged. However, care must be taken to ensure non-peer review publication of findings does not precede peer-review publication, unless otherwise approved and agreed by the EC Australia Technical Working Group leads. In cases where it is desirable to share findings in a format such as a policy brief in a timely manner, conflict with any potential peer-review publications drawing upon the same findings can be avoided by restricting non-peer review output to internal circulation (within an organisation or government department) only. Such outputs can then be made public (e.g., on a website) once peer-review publication is either achieved or ruled out. All non-peer review outputs should include a suggested citation.

8. List of Appendices

8.1 ECA manuscript concept sheet _Template

8.2 ECA membership list