

# CCCTG Authorship Guidelines

---

## Objectives:

1. To provide Investigators of CCCTG endorsed-studies a framework to address issues of authorship of documents that emerge from these studies.
2. To ensure that all contributions to a project are recognized in a fair and transparent manner using pre-defined criteria.

## Why Authorship is Important:

In research, publication is important to disseminate findings of a study and share knowledge with others. Through the process of publication, the principal investigator assumes responsibility for the conduct of the project, including compliance with the regulations and policies of the institutions involved. Publishing is a requirement for academic promotion and is an index of productivity during peer review of grant applications. It is important to properly recognize the contributions of those engaged in scholarly endeavors, according to explicit criteria for authorship.

## How Authorship is Determined:

Authorship should be discussed with all members of the research/project team in the early planning phase of a project. Ideally, this discussion should be revisited periodically as the study progresses. For example, authorship should be discussed when there are changes in personnel and/or level of participation (e.g. students who may come and go for shorter periods of time). As a suggestion there is a check-list of activities for the team to consider and rank with initial startup of a project.

The International Committee of Medical Journal Editors\* (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; 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.

## **Who should be included in Authorship:**

In the spirit of inclusiveness, the Principal Investigator (PI) should provide opportunities to all site investigators, collaborators, trainees, analysts/statisticians and research coordinators to meet these criteria. Contributions that do not meet the authorship criteria noted above can be determined on an individual basis. Usually for contributors who do not meet the above criteria and have made a substantial contribution, their role can be explicitly recognized in another manner, for example, as a formal collaborator (for which a category of acknowledgment exists on PubMed® citations) or by a written acknowledgement (See Acknowledgements section below):

- The PI should be responsible for keeping track of all individuals who have made any contribution to the study.
- Team members who leave the study should keep the PI and team up to date with current contact information.
- Ultimately, decisions about who qualifies for authorship should be made by the PI, in reflecting on the ICMJE authorship guidelines.

## **Responsibilities of Authorship:**

### Principal Investigator (PI)

- The PI is responsible for discussions with all team members about potential authorship.
- It is the responsibility of the PI to ensure that all contributors to the study are listed as authors or acknowledged separately (e.g. co-investigators, students and other study support staff).
- The PI has the responsibility to negotiate with the co-authors, the time frame for completion of input and review of the manuscript, as with other aspects of the research.
- The corresponding author (often the PI but not necessarily) is responsible for submission of the manuscript to the journal. S/he will receive feedback from the reviewers and editors and respond to the input they may have, in coordination with the co-authors.
- When a document has been accepted for publication, it is the responsibility of the corresponding author to inform all co-authors in writing, and provide a citation for their curriculum vitae.

### Co-Authors

- Each study team member should keep the PI informed of his/her updated contact information, especially if s/he leaves the study.

## **CCCTG Authorship:**

For all publications from CCCTG-endorsed studies, the CCCTG should be cited as an author alone (“Canadian Critical Trials Group”) or the following reference “on behalf of the CCCTG” is added. This practice tends to be journal specific and instructions will be provided where necessary. Most journals will allow listing of the study group in the paper or in the appendix. Participating site members of the research study should be given the opportunity to meet authorship criteria by the PI. Being listed as a member of a research group (e.g. Hyp-HIT, PROSPECT investigators) is generally acceptable as co-authorship as long as it is followed by a note of your role in your CV.

**Suggestions: The Canadian Critical Care Trials Group, the Canadian Critical Care Translational Biology Group and the Canadian Critical Care Research Coordinators Group must be acknowledged in all publications from endorsed projects by inserting the following at the end of the authors list: “...on behalf of the Canadian Critical Care Trials Group” or “...on behalf of the Canadian Critical Care Translational Biology Group” or “...on behalf of the Canadian Critical Care Research Coordinators Group.”**

For each co-author, the PI should maintain a listing of their role. Examples include maintaining the study device or equipment used, creation and maintenance of database, collection and/or entry of data, and administrative/clerical support (arranging meetings and taking minutes).

When the group, such as the “PROTECT investigators” is listed as an author, then those individuals from the group who fulfill ICMJE authorship criteria are considered authors. Other members of the study team who do not fulfill ICMJE authorship criteria are typically now designated as **Collaborators** in PubMed®. This may include a member of the group who was a site investigator instrumental in conducting the study at a site, including assistance in enrolling patients, but who does not fulfill authorship criteria (“when a group name is included as an author, the respective group member names appearing in the article will be acknowledged as collaborators but not associated with authorship” -

[https://www.nlm.nih.gov/pubs/techbull/ma08/ma08\\_collaborators.html](https://www.nlm.nih.gov/pubs/techbull/ma08/ma08_collaborators.html))

## **Acknowledgements:**

Contributions that do not meet the authorship criteria (see the section above for “How Authorship is Determined”) can be determined on an individual basis. Usually for contributors that do not meet the above criteria and have made a substantial contribution, their role can be recognized in the acknowledgements. Examples of this are consultants (who are paid and outside of CCCTG), or perhaps individuals that have been involved with development of the study database and/or pharmacy support. The CCCTG/CCCTBG Grants and Manuscript Review Committee and the CCCTG/CCCTBG/CCCRCG internal reviewers must also be acknowledged in the manuscript.

**Suggestions: “The authors thank Drs. *CCCTG reviewer 1* and *CCCTG reviewer 2* and the Canadian Critical Care Trials Group Grants and Manuscripts Committee for helpful comments on our manuscript.”**

Financial Support and contributions shall be appropriately recognized in the acknowledgement section of the manuscript.

**Suggestion: “Supported by grants from (list organizations)”**

In addition, the CCCTG funding received from CIHR through the Community Development Grant should also be acknowledged.

**Suggestion: “The CCCTG received funding through the Community Development Grant from CIHR’s Institute of Circulatory and Respiratory Health”**

Assistance to CCCTG members, when requested, in operationalizing, interpreting and updating the guidance outlined in this document will first rest with the Grants & Manuscripts Review Committee, with assistance from the CCCTG Executive Director and subsequently the CCCTG Board of Directors.

We would like to thank Dr. Kusum Menon and Dr. Bram Rochweg of the CCCTG Grants & Manuscripts Review Committee for helpful comments on this document.  
Supported by CIHR.

\* Please access the ICMJE document for updates and details. [www.icmje.org/](http://www.icmje.org/)

**List of 41 tasks that could be considered for authorship** (adapted from: Goldsmith et. al, 2002)

---

**Task**

---

Originated idea

Impetus or initiative

Designed the project

Preparation

Planning meetings

Wrote the grant

Responded to granting agency questions

Conducted detailed literature review

Scored literature for methodologic quality

Sampling

Hired staff

Trained staff

Supervised staff

Attending meetings

Questionnaire design

Administering the survey

Interviewing subjects

Coding questionnaires

Contributed patients and their forms

Provided specialized methodological input

Managed data for study

Supervised analysis

Conducted qualitative analysis

Conducted quantitative analysis

Summarized the results

Interpreted the results

---

Registered the study for Meta Analysis

Wrote abstract for meeting

Prepared poster for meeting

Presented paper at meeting

Drafted/wrote manuscript

Edited/commented on manuscript

Revised manuscript

Saw final draft before submission

Approved final draft for submission

Responded to reviewer's concerns

Provided technical support

Provided financial support

Provided moral support

Prepared to take public responsibility

Willing to submit data to support the results in article

---