Table of Contents
1 Purpose of the guidelines ................................................................. 3
2 Expectations when using Illawarra Health Information Platform data .................................................. 3
3 What constitutes authorship? .......................................................... 3
4 Order of authorship ........................................................................ 4
5 Managing authorship ...................................................................... 4
6 Acknowledgements ........................................................................ 4
7 Unacceptable inclusions of authorship ............................................ 4
8 Authorship disputes ........................................................................ 5
9 Declaration of interests ................................................................... 5
10 Submission ..................................................................................... 5
References .......................................................................................... 5
1 Purpose of the guidelines

1.1. Illawarra Health Information Platform (IHIP) is a data repository available as a resource for research and evaluation projects which may be instigated by clinicians and researchers employed by IHIP partners. In addition, external parties may also wish to access the data available in IHIP.

1.2. The IHIP Research Partnership was developed to support researchers and clinicians to carry out high quality, collaborative research by providing assistance in: developing research question(s), research methods, search parameters, ethics’ applications, data analysis and interpretation; and the dissemination of study findings as reports, peer-reviewed journal articles and/or conference presentations.

1.3. These guidelines are relevant to reports, journal articles and conference presentations which make use of IHIP data. The guidelines have been based on those adopted by the Australian Health Services Research Institute, University of Wollongong\(^1\), as well as the Journal of the American Medical Association (JAMA) authorship guidelines\(^2\).

2 Expectations when using Illawarra Health Information Platform data

2.1. When IHIP data have been used for research purposes, it is expected that there will be at least one author from the Centre for Health Research Illawarra Shoalhaven Population (CHRISP) on the research publication.

3 What constitutes authorship?

3.1. Authorship is attributed to persons responsible for the intellectual content of a publication. To be named as author, a researcher must have made a substantial intellectual contribution to the publication and be able to take responsibility for at least that part of the publication to which they have contributed.

3.2. To qualify for authorship, you must check at least 1 box for each of the 3 categories of contributions as listed in Table 1.

Table 1 Authorship criteria

<table>
<thead>
<tr>
<th>I have made substantial contributions to the intellectual content of the paper as described below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check at least 1 of 2 below</td>
</tr>
<tr>
<td>☐ conception or design</td>
</tr>
<tr>
<td>☐ acquisition, analysis, or interpretation of data</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>2. Check at least 1 of 2 below</td>
</tr>
<tr>
<td>☐ drafting of the manuscript</td>
</tr>
<tr>
<td>☐ critical revision of the manuscript for important intellectual content</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>3. Check at least 1 below</td>
</tr>
<tr>
<td>☐ statistical analysis</td>
</tr>
<tr>
<td>☐ obtaining funding</td>
</tr>
<tr>
<td>☐ administrative, technical, or material support</td>
</tr>
<tr>
<td>☐ supervision</td>
</tr>
<tr>
<td>☐ no additional contributions</td>
</tr>
<tr>
<td>☐ other</td>
</tr>
<tr>
<td>You must check at least 1 box for each of the 3 categories of contributions.</td>
</tr>
</tbody>
</table>

Source: JAMA (http://jama.jamanetwork.com)
4 Order of authorship

4.1. In most cases, the order of authorship should be based on the intellectual input provided by each of the authors. The author who made the most significant intellectual contribution should be listed first. Subsequent authors are then listed in order of decreasing intellectual contribution. The senior author may be listed in the last position. Only in exceptional circumstances can a lead author submit a manuscript without written agreement from each listed author. An author who agrees that a report, journal article, or conference presentation is ready for submission agrees with the listed order of authors.

5 Managing authorship

5.1. The authorship of a publication is a matter that should be discussed among participants at the earliest stages of a research project and be re-assessed at any time that there is a change in participation.

5.2. Where a publication has several authors, one should be appointed lead author. This person is given the responsibility of recording authorship, managing the drafting process and is usually the corresponding author, managing communications about the publication with the publisher.

5.3. The lead author should ensure that all authors acknowledge their authorship in writing (an email will suffice when an original signature is not practical) prior to the publication being submitted for consideration by a publisher.

5.4. A person must be either included or excluded from authorship with negotiation and the agreement of all persons concerned, unless in exceptional circumstances. The lead author must offer authorship to all people who meet one or more of the authorship criteria listed in Section 3.

6 Acknowledgements

6.1. Where a person has not made a significant intellectual contribution but has nevertheless made a significant contribution, it is appropriate that their contribution is acknowledged. These contributions usually include support functions such as designing and maintaining equipment, administrative support, technical writing, data collection and data entry. The usual practice is for these contributions to be cited in an acknowledgments section or in a footnote. Such acknowledgments must be determined by agreement between all of the authors.

6.2. The recipient of the acknowledgement should be informed prior to Publication.

6.3. Any publication that arises from the use of IHIP data (sourced from ISLHD and or other sources) and/ or IHIP linkage protocols will acknowledge IHIP, the source(s) of the data and/ or linkage protocols.

7 Unacceptable inclusions of authorship

7.1. Authorship should not be offered to those who do not meet one or more of the criteria for authorship listed in Table 1 above. Honorary authorship is not acceptable. For example, none of the following activities would constitute authorship in themselves:

• being head of unit, head of department, Dean or a Student supervisor;
• being friends with the authors;
• providing technical contributions without any intellectual input to the publication, project or research;
• successfully obtaining funding for the project or publication;
• providing previously published materials; or
• providing routine assistance to some aspect of the work.
8 Authorship disputes

8.1. Authorship disputes should seek to be resolved by the IHIP Executive Steering Committee.

9 Declaration of interests

9.1. The financial and other support provided by the Illawarra Shoalhaven Local Health District must be stated in all publications.

10 Submission

10.1. CHRISP staff will not prepare, or submit, a publication using IHIP data without the agreement of the CHRISP director.

10.2. The lead author should ensure that the final pre-submission draft of any derivative works will be submitted to the IHIP Project Reference Group for review.

10.3. The lead author should ensure that a copy of the pre-publication draft will be provided to the IHIP Executive Steering Committee at least two weeks prior to public release, where possible, including a summary of the study for publication on the CHRISP website.

References