SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

This checklist provides guidelines for researchers to use to determine appropriate authorship attribution for scholarly works. The checklist should be used to pro-actively determine if researchers working on a project will meet the definition of an author as provided in SIUE's Authorship Dispute Policy 1M12.

Check "yes" next to each element of the project the researcher was involved in. Check "no" next to any element the researcher was not involved in. To qualify as an author, a researcher must typically have been involved in at least one element in each of the three sections below. Where a researcher does not meet this requirement, they can still qualify for an acknowledgment per the Authorship Dispute Policy.

If researcher roles or contributions shift during the course of a project, this document should be revised as soon as possible to reflect the change in potential attribution.

Name   **Date**

My Position

Institution

Intellectual Contribution

1. Conception & Design   Yes   No
Creation, development or evolution of research goals,
design, methodology, and/or ideas.

Notes

---

2. Investigation   Yes   No
Carried out research and/or investigation processes, e.g.,
performed experiments, or data/evidence collection

Notes

---

3. Research Materials   Yes   No
Procurement or arrangement of needed research materials
including participants, laboratory instruments, animals,
software or other computing/analysis resources.

Notes

---

4. Analysis   Yes   No
Application or selection of data analysis, syntehsis,
or interpretation techniques/tools.

Notes

---

5. Software   Yes   No
Development, implementation, testing and/or application of
programming tools, computer applications, computer code/
algorithms.

Notes

6. Data Administration
Selecting, organizing, sorting and/or maintaining research data, and any computer applications required to interpret the data.

Notes

	Yes	No

7. Management & Supervision
Responsibility for oversight and/or leadership of the research activity or group including any planning, coordination, execution, management and presentation.

Notes

	Yes	No

Drafting and Revision

8. Visualization
Preparation, creation, presentation, and/or other contribution of the published work, figures, or other images.

Notes: (please note which figures you contributed to)

	Yes	No

9. Original draft
Contribution to presenting and/or writing part or all of the initial draft or subsequent drafts prior to publication submission.

Notes

	Yes	No

10. Review & Revision
Preparation, contribution and/or presentation of the published manuscript, e.g., responding to review or commentary or making revisions during the publication process.
Notes

	Yes	No

Approval and Publication

11. Verification
Validation of the research data/experiments and its overall reproducibility.
Notes

	Yes	No

12. Final Approval
Approved the final version of the scholarly work for publication.

Notes

	Yes	No

Pi Signature

Researcher Signature

_____

_____

PI Name (Printed)

Researcher Name (Printed)

This checklist is indebted in part to The Ohio State University.