



**TUS**

**Technological University of the Shannon:  
Midlands Midwest**  
Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre Iarthar Láir

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## **TUS Authorship Policy 2025 - 2028**



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## 1.0 Introduction

This policy is devised to support responsible publication practices in line with the TUS Research Integrity Policy. It is aligned with accepted international norms and best practices as referenced throughout the policy.

Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work. The following document is intended to ensure that contributors who have made substantive intellectual contributions to a publication are given credit as authors, but also that contributors credited as authors understand their role in taking responsibility and being accountable for what is published.

This policy recognises that research publications/results are not confined to journal publications but include, for example, research data, metadata, protocols, code, software, and other materials, presentations, public engagement, and performance and exhibition. 'Authors' in this context refers to the persons generating the results in whatever form they take.

## 2.0 Purpose

This document outlines the Technological University of the Shannon: Midlands Midwest's policy on the authorship of research papers and other research results produced by members of the TUS community (academic staff, research staff, students, visiting and adjunct personnel, etc.), that are made available to the external community in a manner acknowledging the author's or authors' affiliation with the university. It covers the following: criteria for authorship; acknowledgement of the contribution of non-authors; order of authorship; responsibilities of authors; authorship dispute resolution; and a sample Authorship Agreement form.

For the purpose of this policy, we take the view that authorship can be associated with any scholarly or creative artefact that is created or co-created by one or more members of the TUS community and is published or otherwise made available to a wider audience in a manner acknowledging those authors' affiliation with TUS. Authorship provides a means of recognising an individual's contribution to a piece of intellectual work. As such it plays a key role in reputation building, academic promotion, and grant support for the individual, and in the visibility and reputation of the university. Given this, it is important that authorship practices in TUS accurately reflect individuals' contributions to the development of a given research publication/result.

The accepted norms for authorship and the styles required by the publishers of research vary across discipline. This guidance is not intended to replace any existing standards, but to provide an institution-wide framework under which such discipline-specific norms and styles are implemented and incorporate the right of each author of research to be credited for their work and to ensure that they understand their role in taking accountability for its dissemination.

This document whilst giving a guideline to the publication process is cognisant of other research policies and procedures of TUS, including those related with but not limited to:

- TUS Research Integrity Policy;
- [TUS Postgraduate Research Regulations](#);
- TUS Principles of Good Practice in Research;
- TUS Ethics Policy for Researchers;
- [TUS Intellectual Property Policy](#) (NDAs, Template Collaboration Agreements, Deeds of Adherence, and Invention Disclosure etc.).

### 3.0 Scope

This policy applies to all staff and all students at the university. This includes:

- a) All full-time and part-time employees of the university, including those on contracts of a permanent, pro-rata, casual, fixed-term or of an indefinite nature, as well as postdoctoral researchers, research assistants and research associates;
- b) All full-time and part-time students enrolled at the university including postgraduate research students,
- c) All individuals other than students and staff who engage in research or scholarly activities during their affiliation with the university;
- d) Individuals who hold honorary or adjunct positions, and visitors and contractors who are conducting research at, or on behalf of, the university;
- e) Alumni of the university and retired or past university staff in relation to an output of research undertaken in the university, or under the auspices of the university; and
- f) Research undertaken with all external collaborators.

All outputs of research and scholarly activities (\*excluding Intellectual Property (IP))

outputs) conducted under the aegis of TUS are covered by this policy.

*\*Researchers who create intellectual property should consult the university's relevant Intellectual Property Policy*

## 4.0 Definitions

### • Authorship Criteria

Authorship should honestly reflect an individual's actual contributions to the research output disseminated and should be limited to those individuals who have contributed in a meaningful and substantive way to its intellectual content. The university supports the recommendations of the [Committee on Publication Ethics](#) (COPE) and the recommendations of the [International Committee of Medical Journal Editors](#).

To be named as an **author** of a research output an individual must have met all the following four 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 disseminated; 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 co-authored outputs, each author must have met all four criteria, and all who meet the four criteria must be named as authors.

Examples of involvements in research that do not merit authorship on their own i.e., without meeting all four above authorship criteria:

- Being the principal investigator or supervisor of the research;
- Being the grant holder that funded the research;
- Being in a leadership position where the research was conducted;
- Being a data collector and simply providing the data used in the research output;
- Being a reviewer of the draft research output.

- **Lead/Primary Author**

In the context of multi-authored research outputs, the person who contributed most to the work across all four authorship requirements. In publications, co-lead authorship is accepted by the university in exceptional circumstances, if also accepted by the relevant dissemination channel or journal editor.

- **Corresponding Author**

The person who communicates with the journal editors or equivalent role/s within the relevant dissemination channel. Often (but not always) the Lead Author is also the Corresponding Author.

- **Contributor**

An individual who meets at least one but not all four of the criteria for authorship.

Authors are individually responsible to fairly acknowledge the full range of contributions that led to the disseminated research output, and to give specific regard to equality, diversity, and inclusion (EDI) in the university's research and scholarly activities.

The university recommends use of the [Contributors Roles Taxonomy \(CRediT\)](#)<sup>3</sup>, to clarify contributions to research outputs and to ensure all contributions are clearly and fairly recognised and recorded. CRediT offers authors and contributors the opportunity to share an accurate and detailed description of their diverse contributions to the disseminated work.

Acknowledging that the order of authors varies between disciplines and dissemination channels, authors are advised to refer to their targeted dissemination channel in the first instance for guidance on the order of authors list. It is the collective responsibility of the researchers who performed the work to identify the authors and contributors at an early stage of the drafting, based on the criteria of the dissemination channel to which the work will be shared.

## 5.0 Policy

### 5.1 Policy Details

Authorship implies responsibility and accountability for disseminated research outputs. Consequently, only those individuals who meet all four criteria in the definition of authorship should be listed as authors. As a rule, it is the collective responsibility of the

authors, to determine that all individuals named as authors meet all four criteria. Each author should be able to identify and verify the integrity of their contribution to the disseminated research output. Equally authors should have confidence in the integrity of the contributions of their co-authors. All authors must consent to be included in the authorship list. Equally, authors have the option to request that their name is withdrawn from the authorship list at any stage prior to final dissemination.

The following are **unacceptable practices**:

- *Honorary authorship* naming individuals as authors from a sense of obligation e.g., because they hold senior positions and may have helped secure funding or supervised the work.
- *Guest authorship* naming individuals as authors because of their respect or influence in the hope that this will increase the likelihood of dissemination or impact of the research output once shared.
- *Gift authorship* offering authorship to individuals in the hope that they will return the favour.
- *Ghost Authorship* not naming or acknowledging an author or contributor to conceal an influence that diminishes the objectivity of the content i.e. concealing an industry backing for the research.

Contributors who do not meet all four of the criteria for authorship should not be listed as authors but should be acknowledged by being identified by name in a contributor's appendix, a co-investigators appendix, or an acknowledgments section. All contributors who meet the first criterion in the definition of authorship, should be invited to participate in the review, drafting, and final approval of the research output in order to attain authorship.

It is strongly advised that research collaborators (including postgraduate research students and their supervisors) discuss authorship explicitly at an **early stage** of the research. As research progresses, all collaborators should discuss authorship, note the decisions made and adhere to these agreements. The person with overall responsibility for the research programme e.g. principal investigator or grant awardee, is responsible to authorise any publication or dissemination of results.

The criteria used to determine the order in which authors are listed should be identified and agreed collectively by the author group in advance of the dissemination.

The Lead Author is responsible to ensure the integrity of the authorship listing and that all those who should be included are included.



Disagreements about authorship or author order should be resolved by the authors before the research output is shared, e.g. shared with publisher, via exhibition etc.

If agreement cannot be reached about who qualifies for authorship or the order of listing, the head of the academic unit and the Head of Research should be requested to investigate in an effort to achieve a resolution locally. The head of the academic unit and the Head of Research may convene a panel of senior staff experts to advise on the matter, if required.

The full name of Technological University of the Shannon: Midlands Midwest and the relevant School/Research Department/Research Unit should be stated in all research outputs as per [TUS Affiliation and Funder Acknowledgement policy](#). An author should only list TUS as an affiliation if the research conducted under the aegis of TUS.

TUS encourages its research community of staff and students to obtain their own unique [ORCID](#) (Open Researcher and Contributor ID). ORCID plays a key role in the wider digital global infrastructure supporting researchers to share information globally.

Authors must not violate the terms of any collaborative research agreement in place between TUS and a third-party funder of the research. The terms may include right to review prior to wider dissemination and clauses on confidentiality.

Authors must acknowledge research funders in any research outputs, this may include mandatory use of a logo or specified text. The onus is on the principal investigator and their research team to ensure compliance with all of the terms and conditions in the collaborative research agreement.

Authors must comply with the [TUS Intellectual Property Policy](#). Where IP that may have a commercial application is identified, the onus is on the principal investigator and their research team to notify the Technology Transfer Staff for support to ensure that the IP remains confidential and is not disseminated for a limited period to enable the university to obtain appropriate protection.

Authors must comply with the [TUS Conflict of Interest Policy](#) and disclose any potential conflicts of interest within publications and disseminations of research as appropriate.

An author must notify/obtain written permission from individual contributors prior to

acknowledging them as contributors to the research output.

Authors are responsible to evaluate their own role fairly and transparently in the research output and agree the roles of their co-authors.

It is recognised that authors may need to cite their own previously published research outputs to effectively communicate new work. If citing previous work, authors are advised to do so appropriately.

When citing previous work, authors are advised to do so reasonably - avoiding excessive or inappropriate self-citation.

When publishing a research output in a journal publication, the Lead Author is responsible to coordinate the development of the research output from initial drafting through to final draft, obtain the authors and contributors consent to be included, notify the authors and contributors of the correspondences with the journal editors and retain all such correspondences. All authors should receive a copy of the final draft submitted for dissemination.

All authors are obliged to support the coordination and development of the research output in a timely fashion.

A sample Authorship Agreement is available in [Appendix 1](#), and we encourage the use of similar for all co-authored research outputs. A list of author responsibilities is provided in [Appendix 2](#).

## 5.2 AI and Authorship

TUS supports the COPE position statement on '[Authorship and AI Tools](#);

*“AI tools cannot meet the requirements for authorship as they cannot take responsibility for the submitted work. As non-legal entities, they cannot assert the presence or absence of conflicts of interest nor manage copyright and license agreements. Authors who use AI tools in the writing of a manuscript, production of images or graphical elements of the paper, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the paper how the AI tool was used, and which tool was used. Authors are fully responsible for the content of their manuscript, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.”*

## 6.0 Compliance

It is the responsibility of all individuals within the scope of this policy to comply with this policy.

Non-Compliance of the Authorship Policy is considered a breach of Research Integrity and will therefore be subject to the 'Procedure for Managing Research Integrity Misconduct', as set out in the TUS Research Integrity Policy.

## References

- 1) All European Academies (2023). [European Code of Conduct for Research Integrity Revised Edition, Berlin.](#)
- 2) Committee on Publication Ethics (2022). [Authorship and Contributorship.](#)
- 3) [Contributors Roles Taxonomy \(CRediT\).](#)
- 4) Committee on Publication Ethics (2023). [Authorship and AI tools position statement.](#)
- 5) HEA (2022). [HEA Principles of Good Practice Within Irish Higher Education Institutions.](#)
- 6) International Committee of Medical Journal Editors (2022). [Defining the Role of Authors and Contributors.](#)
- 7) National Research Integrity Forum (2024). [National policy statement on Ensuring Research Integrity in Ireland.](#)
- 8) Open Researcher and Contributor ID ([ORCID](#)).
- 9) TUS (2022). [Affiliation and Funder Acknowledgement policy.](#)
- 10) TUS (2022). [Conflict of Interest Policy.](#)
- 11) TUS (2022). [Intellectual Property Policy.](#)
- 12) TUS (2025). Research Ethics Policy.
- 13) TUS (2025). Research Integrity Policy.
- 14) TUS (2023). [Postgraduate Research Regulations.](#)

## Appendix 1 Sample Authorship Agreement



### Sample Authorship Agreement

**Research project:** .....

**Selected publication outlet:** .....

**Title of publication:** .....

**Proposed order of authors for this publication** (add rows as required):

1.	
2.	
3.	
4.	
5.	

**The corresponding author for this publication is:**

.....

**Details of authors' contributions** (add rows as required):

Author 1	
Author 2	
Author 3	

Author 4	
Author 5	

**Confirmation of agreement of authorship, and to the listing order in the above publication** (add rows as required):

Author 1	Signed	Date
	Name	
Author 2	Signed	Date
	Name	
Author 3	Signed	Date
	Name	
Author 4	Signed	Date
	Name	
Author 5	Signed	Date
	Name	

**All authors should maintain a copy of this completed form for their records.**

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## Appendix 2. Author Responsibilities

### Author Responsibilities

In addition to the benefits of recognition as an author of an artefact authorship carries with it certain responsibilities; in this section we outline these responsibilities.

### Lead/Primary Author Responsibilities

- a) must discuss with all authors and contributors how their contributions will be acknowledged. This dialogue should result in the completion of a document, which lists the author names in their order of appearance on the paper/artefact and should be signed by all (TUS-affiliated) authors. The main purpose of this document is to act as an informal agreement between the authors – the intention is to avoid harmful disputes regarding authorship. The primary author should retain the original signed copy of the form, and all his/her co-authors should be given a copy;
- b) must be able to identify the contributions of each of his/her co-authors;
- c) must understand the general principles of all the work undertaken and be able to explain and defend the work in public or scholarly settings;
- d) must seek the approval of other authors for the final version of the artefact that will be published or otherwise disseminated to the wider community;
- e) where appropriate, must ensure that data and/or artefacts used in the preparation of the work is retained, in a suitable manner, for a suitable period of time.
- f) where appropriate, should be available to describe in detail to other researchers the methodologies used to generate and/or analyse/interpret data and/or artefacts used in the preparation of the work;
- g) where appropriate, must liaise with publishers, the TUS research office, and other relevant actors, regarding intellectual property issues associated with the generation or public dissemination of the work undertaken;
- h) in the case of a funded research program, must liaise with the principal investigator to ensure that any specific obligations related to the research funding agreement and the university's intellectual property policy, as published and in effect at the that time, are complied with;
- i) must lodge an electronic copy of the published paper, Author Accepted Manuscript, or a pre-print thereof, in the TUS institutional repository, in accordance with the TUS Open Access Policy

**All Authors Responsibilities**

- a) should be able to explain and defend the work, particularly that which they themselves contributed, in public or scholarly settings;
- b) must agree with the general conclusions and interpretations of the work, as indicated by their approval of the final version of the artefact to be published or otherwise disseminated to the wider community;
- c) must ensure that where ideas, concepts, or text of others are used, that appropriate citations are provided;
- d) Where relevant, must ensure that the thesis or conclusions forwarded in the work are not contradicted by any pertinent data that the authors are aware of and that are not discussed in the work.