

Guidance on Authorship in Scientific Publications for Researchers of the J. Heyrovský Institute of Physical Chemistry of the CAS

The publications in scientific peer-reviewed journals is a fundamental way of presenting the results of scientific research. In publication and authorship, as in all other aspects of research, researchers are expected to follow the good research practices as given by [Code of Ethics for Researchers of the J. Heyrovský Institute of Physical Chemistry of the CAS.](#)

This Guidance on Authorship includes specific principles of good conduct in publication and authorship considering the specific situation in subjects related to the research scope of the institute.

SCOPE AND APPLICATION

This Guidance applies to all employees and students of the J. Heyrovsky institute. The institute fully endorses the practice in publication in accordance with [The European Charter for Researchers.](#) The purpose of this Guidance is to promote the highest ethical publication principles and to prevent unfair practices. Any attempts to improperly exert pressure or influence actions or decisions that are not in agreement with this Guidance should be dealt with as early as possible in the process of preparing of any publications.

GENERAL PRINCIPLES

All researchers involved in work leading to a publication should agree on:

- authorship
- recognition of other contributions
- acknowledgment of funding
- declaration of any conflicts of interest

It is recommended that these questions are discussed in advance preferably before commencing the study. In case of any changes, these need to be discussed and agreed upon without unnecessary delay. Research funds should be used efficiently, and previous research should not be repeated unless necessary for the verification, supplementation or comparison.

The authors should strive for publication in high quality peer-reviewed international journals.

DETERMINING AUTHORSHIP

An author is a person who has made a substantive intellectual contribution to the published work. In our institute the **right to authorship** stems from any of the following:

- conception of the project from which the publication results;
- a substantial contribution to the conception or design of the studies and experiments and their realization;
- the acquisition, analysis, interpretation or modelling the data for the studies;
- drawing up the publication or its substantial review or revision.

Note that situation when ghost-authors contribute substantially but are not acknowledged is not acceptable. Minor language editing does not substitute significant contribution.

All authors take public responsibility for the content of the published work. Thus they should be sufficiently involved in all three of the following aspects:

- contribution to one of the components of the work (planning, conception, design, conduct, analysis, or interpretation);
- writing the manuscript or revising it for intellectual and scientific content;
- final approval of the version to be submitted or published after revisions.

All authors must accept the following:

- responsibility for the completeness and verifiability of the results and for their undistorted interpretation; especially concerning the part in accordance with their role
- accountability for all aspects of the work ensuring that questions related to the accuracy or integrity of any part could be appropriately investigated and resolved.

All authors are fully responsible for the content of a publication, unless otherwise specified.

Order of authors. All authors should agree on the order in which the authors are listed. Comprehensive rules about the order are not specified. Wherever possible, the decision should be made as early as possible before starting the drafting the paper. The following principles should be considered.

The first author is usually the person who has performed the central work that led to the publication. The first author can also be named as the corresponding author. In some journals, it is possible to assign two names as joint first authors.

Each co-author is responsible for considering whether his or her role merits attribution of authorship. All co-authors should get an opportunity to review and approve the manuscript before submitting it for publication.

The corresponding author is ultimately responsible for ensuring that all authors meet the requirements for authorship as well as ensuring the integrity of the work itself. The specific role of the corresponding author is to ensure that all authors are duly informed about the publication process and to communicate with the publishers and the readers. Usually the principal investigator of a project of which the work is a part is the corresponding author.

For authorship the following roles are **unacceptable**:

- "Guest" authors, who make no discernible contributions, but are listed to help to increase the chances of publication;
- "Gift" authors, whose contribution is based solely on a tenuous affiliation with a study. Heads of department do not have automatic right to authorship.

ACKNOWLEDGEMENTS

Individuals who do not meet the requirements for authorship but who have provided a valuable contribution to the work should be acknowledged for their contributing role as appropriate to the publication. Authors acknowledge important work and intellectual contributions of others, including collaborators, assistants. The individuals who provided technical or analytical assistance should be acknowledged but not listed as authors. All grant, contract or gift funding related to the work must be acknowledged, including the specific project number.

AUTHORSHIP DISPUTES

Determinations of authorship roles are often complex, delicate and potentially controversial. To avoid confusion and conflict, discussion of attribution should be initiated early in the development of any collaborative publication. For disputes that cannot be resolved amicably, individuals should seek the advice of the ombudsman of the institute at the earliest possible stage.

AFFILIATION

Individuals who meet the criteria for authorship should be included as authors irrespective of their institutional affiliations. The affiliations should correspond to where each author's contribution was done. This obligation also applies to short-term contracts and internships. If an author has subsequently moved, the current address may also be stated. Publications with dual affiliations are only allowed when specifically justified, for example when the work is a part of a university degree study duties. All publications resulting from the work at the institute must be approved by the head of department or by vice-director for science according to [Direction SM-09 Treatment of intellectual property](#) .

The following documents were used to formulate this Guidance:

- [The European Charter for Researchers](#), © European Communities, 2005; ISBN 92-894-9311-9;
- [Code of Ethics for Researchers of the Czech Academy of Sciences](#), INTERNAL NORMS OF THE CAS, KAV–2952/SVR/2016 Addendum No. 3 from 22 December 2016;
- [Elsevier Ethics in Research & Publication](#), 2017;
- [Guidance on Authorship in Scholarly or Scientific Publications](#). Yale University, 2019;

- [Publication and authorship](#). RESEARCH INTEGRITY: An introduction to the responsible conduct of research. University of Oxford, 2017;
- [How to handle authorship disputes: a guide for new researchers](#). Committee on Publication Ethics (COPE) Report 2003.

This document was prepared as a part of the 'Rozvoj kapacit ÚFCH JH, v. v. i. pro výzkum a vývoj' project (contract No. CZ.02.2.69/0.0/0.0/16_028/0006251), funded by the MEYS and the EU – European Structural and Investment Funds in Operational Programme Research, Development and Education.