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Publications may have one or more authors. Each research study presents a particular set of circumstances that should be considered when deciding about authorship, and different publications from a single study may themselves present different circumstances. In general, to qualify as an author, significant participation in at least three of the following criteria should be established:

- Contribution of research ideas
- Leadership in the study
- Design of experimental procedure, model, or protocol
- Responsibility for acquisition and/or analysis of data
- Interpretation of results of the data analysis
- Writing (drafting, revising) the manuscript
- Approval of the final manuscript
- Ability to defend part or all of the publication related to the professional discipline
- Acceptance of responsibility for final manuscript

For example, a minimal requirement may be active participation in conception and design or analysis, interpretation of the data, and writing (drafting, revising) the manuscript. In addition, authors must be able to defend part or all of the publication related to the professional discipline.

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parties should agree to the authorship lists and the ordering. Artificial Intelligence may not be an author.

If the designation of a lead or senior author for any publication is necessary, then the choice should be based on

- overall leadership, guidance, and responsibility,
- substantive contribution to the key original ideas,
- active participation in interpretation of the results and the preparation of the manuscript, and
- ability to technically defend all aspects of the work.

The lead, senior, or corresponding author must accept responsibility for the final manuscript.

A lead or senior author is the most likely candidate to be a corresponding author. When that is not the case, the choice of the corresponding author should be based on seniority among the remaining authors.

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## Authorship Policy

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Where practicable, the decision regarding the order of listed authorship should be made collectively by the individuals involved in the study. The order of authors on a publication will depend on various circumstances. These can include, but are not limited to, journal requirements (e.g., ceilings on the number of named authors allowed), the traditional conventions of different disciplines, and special situations involving collective authorships (e.g., by committees). Guidelines to address these situations are noted below.

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- Institutional and other requirements were met for protecting human or animal subjects used in the research; and
- Possible conflicts of interest (e.g., industry relationships or support) are disclosed or acknowledged.

The corresponding author (if different from the lead author) has the primary responsibility for addressing all these issues.

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Where practicable, the decisions about authorship (for one or multiple publications) should be made collegially and collectively by those individuals involved in the study. These decisions should be made as early as possible in the study but no later than the time at which responsibilities are assigned for the preparation of a manuscript for a paper, book, book chapter, monograph, etc. In most cases, final authorship should be decided after completion of the first draft.

## Authorship Policy

Primary responsibility for initiating such discussions rests with the individual who made the principal contribution to the research study. In cases in which that person has no intention of publishing the results or has left RTI, and provided that the client has not placed a restriction on publication, then any person involved in the research may assume responsibility for authorship. Consideration should be given to former colleague(s) who may wish to retain a role in authorship.

The research collaborators shall evaluate the authorship criteria and make preliminary decisions on authorship. These decisions may need to be revised based on actual contributions to the book or article. The lead, senior, or corresponding author should ensure that all deserving individuals are included in the list of authors.

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