



## **Authorship Guidelines for the Global OHNS Initiative**

### **For Single Institution or Small Group Projects:**

1. Authors will decide on role descriptions and have an explicit discussion regarding authorship prior to IRB submission to propose a general recommendation for first/co-first and last/co-senior authors. Authorship should be revisited and adapted as needed through the manuscript writing process. The first and last author will meet the following criteria. Additional authors will be listed in descending order of contribution. All final authors will meet International Committee of Medical Journal Editors (ICMJE) Criteria<sup>1\*</sup>
  - a. *First Author* - Involved in design of project, involved in collecting or analyzing data, write/majority contribution to draft of manuscript. Responsible for submitting revisions.
  - b. *PI* - active participation including providing feedback throughout project development and implementation, reviews final manuscript
  - c. The Global OHNS Initiative should be listed as an author (journal permitting). Language to explain this request can be found on the Global OHNS website. We recommend that every paper that list Global OHNS initiative as an author be submitted to for review by at least 1 member of the research team and 1 member of the executive team to prior to submission for final approval of alignment with our mission.
2. Co-first authorship is encouraged (if permitted by journal), particularly in HIC/LMIC collaborations. Contribution of co-first authors should be of comparable value, but amount of time dedicated may vary across different components of the project. Co-first authors should be given the opportunity to participate in all aspects of the project and will be provided mentorship by the senior author when expertise is a barrier to contributing. Co-first authors will decide prior to the data collection/IRB submission on their roles and submit a joint statement to the PI regarding the anticipated division of labor. All co-first authors are required to meet the criteria for the first author role detailed above.
3. Acknowledgements: Those who do not meet ICMJE Criteria and have contributed to the project must submit a form requesting to be listed in acknowledgements
  - a. Contributors who do not meet authorship criteria should be included in the acknowledgements section with the following language: *On behalf of the Global*

*OHNS Initiative, we would like to thank the following collaborators for their contribution:*

- b. Translators/interpreters, data collectors, local site leads, community health workers (CHWs) should be included in the acknowledgements if they do not satisfy the authorship criteria.
4. All authors are encouraged to include a reflexivity statement in all manuscript submissions. The reflexivity statement should provide a brief overview describing how research equity was addressed in alignment with the Global OHNS Authorship Guidelines. Please see below for prompts to guide the writing of the reflexivity statement.\*\*2-3
5. Regional Representation
  - a. All manuscripts are required to have at least one author from the country in which the study is conducted who satisfies authorship criteria. Global studies that span all regions should aim to have at least one member from each World Bank region, and 50% of authors should be from LMICs. Research teams are encouraged to consider extending authorship to non-academic collaborators who satisfy authorship requirements. When this is not possible, the reflexivity statement should describe why there is a lack of regional and/or income group representation.
  - b. Regional studies require either the senior or first author to be from the region
6. When possible, Open Access journals should be prioritized for manuscript submission.
7. For conference submissions, the first and senior authors will be given priority to attend. Team funding will be allocated to first or senior authors for whom funding would prevent attendance, and local authors will be prioritized. For international studies, funding priority is for LMIC authors, non-academic collaborators, and students/trainees (in that order).

### **For multi-site collaborative projects**

*Definition: Research conducted involving 3 or more collaborating institutions with a site lead at each collaborating institution*

1. All necessary partnership agreements (such as a Memorandum of Understanding) will be executed by the Global OHNS Initiative prior to initiating a collaboration.
2. Roles will be decided upon prior to involvement in the study by written agreement (see citation). These include:
  - a. Steering committee
  - b. Writing group
  - c. Regional leads (if applicable)
  - d. Local/Institutional lead
  - e. Local collaborators

- f. Data validator
  - g. Analysis group
  - h. Advisory group
3. Manuscripts will be published using a collaborative author format. Individual authors will be listed in the appendix by role and region/center. Collaborators can be listed in more than one role.
  4. All collaborators can list the publication on their CV using the following format: 'Last name First initial. (Role) Collaborative Group (Year published). Article title. Journal, Volume (Issue), Page(s).'
  5. Requirements for acknowledgements, reflexivity statements, regional representation, funding for conferences, and guidelines for inclusion of non-academic contributors are the same as stated above.

***\*ICJME Authorship Criteria:***

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. 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.

**\*\*Guiding Questions for Reflexivity Statement**

- a. How does this study address local research and policy priorities?
- b. How were local researchers involved in study design?
- c. How has funding been used to support the local research team(s)?
- d. How are research staff who conducted data collection acknowledged?
- e.
- f. How have members of the research partnership been provided with access to study data?
- g. How were data used to develop analytical skills within the partnership?
- h. How have research partners collaborated in interpreting study data?
- i. How were research partners supported to develop writing skills?
- j. How will research products be shared to address local needs?
- k. How is the leadership, contribution and ownership of this work by LMIC researchers recognised within the authorship?
- l. How have early career researchers across the partnership been included within the authorship team?
- m. How has gender balance been addressed within the authorship?
- n. How has the project contributed to training of LMIC researchers?
- o. How has the project contributed to improvements in local infrastructure?
- p. What safeguarding procedures were used to protect local study participants and researchers?

## References:

1. ICMJE | Recommendations | Defining the Role of Authors and Contributors. Accessed March 17, 2023.  
<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
2. Morton B, Vercueil A, Masekela R, et al. Consensus statement on measures to promote equitable authorship in the publication of research from international partnerships. *Anaesthesia*. 2022;77(3):264-276. doi:10.1111/anae.15597
3. Saleh S, Masekela R, Heinz E, et al. Equity in global health research: A proposal to adopt author reflexivity statements. *PLOS Glob Public Health*. 2022;2(3):e0000160. doi:10.1371/journal.pgph.0000160
4. Blencowe N, Glasbey J, Heywood N, et al. Recognising contributions to work in research collaboratives: Guidelines for standardising reporting of authorship in collaborative research. *Int J Surg*. 2018;52:355-360. doi:10.1016/j.ijisu.2017.12.019
5. Rees CA, Sirna SJ, Manji HK, Kisenge R, Manji KP. Authorship equity guidelines in global health journals. *BMJ Glob Health*. 2022;7(10):e010421. doi:10.1136/bmjgh-2022-010421
6. Sam-Agudu NA, Abimbola S. Using scientific authorship criteria as a tool for equitable inclusion in global health research. *BMJ Glob Health*. 2021;6(10):e007632. doi:10.1136/bmjgh-2021-007632