

Guidelines on Acknowledgment and Authorship

Implementation Date: November 3, 2005
Modification Date: May 30, 2013 by PRC Advisory Committee
Modification Date: June 2018

Purpose

To ensure that Pharmaceutical Research Computing (PRC) staff members are acknowledged for their contributions to studies, reports, and presentations.

Policy

PRC staff meeting the criteria for inclusion will be appropriately acknowledged or listed as coauthors in abstracts, presentations, manuscripts or reports resulting from their contribution as a research project team member. The PRC website will include citations of published manuscripts and reports where PRC staff members are acknowledged.

Procedures

1. Acknowledgment

- When PRC staff members provide their services for a study that results in abstracts, presentations, manuscripts or reports within 2 years of the project close date, it is the responsibility of the principal investigator (P.I.) to make sure that the participating PRC staff members are appropriately credited for their contribution with either acknowledgements or co-authorship. Examples of PRC services include creation of analytic files, crosswalks, dictionary or algorithm, analysis, and writing.
- In cases where deliverables (e.g., dictionary, algorithm, analysis files) are used for future studies, an acknowledgment of PRC's contribution should be included in presentations, manuscripts or reports.
- Suggested acknowledgment:
Name and Degree (MS, PharmD, PhD, etc)
Job Title
Pharmaceutical Research Computing
University of Maryland School of Pharmacy

2. Authorship

- Criteria for authorship are determined by the School of Pharmacy (SOP) Policy on Ethical Scholarly Publication, in line with UMB's Policy on Authorship¹. In general, authorship credit should be based on
 - a. Substantial contribution to conception and design; or acquisition of data, analysis or interpretation of data; and
 - b. Drafting the article or revising it critically for important intellectual content; and

- c. Final approval of the version to be published; 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.
- According to the School of Pharmacy Policy, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting and final approval of the manuscript.
 - If included as coauthors on manuscripts, PRC staff will not bill the P.I. time to:
 - a. Proofread manuscripts at the sentence and word level to find and correct typographical errors and mistakes in spelling in text or tables, complete forms, and sign-off on manuscript revisions. The time spent working on a project in this capacity will be assigned by PRC team member to Manuscript Preparation under Non-Billable PRC Hours in BillQuick. PRC team members are encouraged to participate in assisting with supporting PI's in writing/preparing manuscripts.
 - If included as coauthors on manuscripts, PRC will bill the P.I. on an hourly basis, not to exceed \$1500 per manuscript:
 - a. For writing any part of a manuscript and reviewing critical intellectual content. This type of review is beyond the sentence and word level described above and would not be part of PRC billable work. Reviewing the manuscript for focus, organization and/or development of an entire section (e.g., Methods) or the entire manuscript would be dependent on the PRC staff being invited by the PI to participate and PRC staff being willing to participate on their own time either as a volunteer or as part of their individual development goals.
 - Any new analyses requested in regard to a manuscript will be billed to the P.I.
 - A copy of the published abstracts, manuscripts, reports and/or citations should be sent to the PRC Director. The citations will be included in the publication section of the PRC website <https://www.pharmacy.umaryland.edu/centers/prc/services/publications.html>

¹ Section III - 1.11(D) UMB Policy on Authorship and Scholarly Publications (August 1, 2015)