**Co-author agreement**

***Overall goals and vision***

We have agreed to collaborate in scientific research and publish our results in a scientific paper (or perhaps several papers). We agree to the following guidelines as we work together toward this goal. This agreement ends after the paper is published, data are archived, and media inquiries conclude.

We enter into this agreement voluntarily, and we can leave the agreement voluntarily as described below.

***Who will do what?***

Team members are expected to make contributions as specified during the formation of the Team. These responsibilities might include developing or delivering an intervention, data collection and management, analyzing data, contributing to implications and discussion for future directions, and writing the paper.

The paper will be led by an acknowledged Project Leader (often the principal investigator, research group leader, or graduate supervisor). The Leader will facilitate decision-making and communication among the Team. The Leader may be the person who started the project, who invited members to join the Team, who is expected to do the most work on the project, or who is head of a research group. In some cases, particularly for small groups, the Project will be managed through collective decisions or some other method.

Once the Team is formed, any decisions on adding new co-authors or Team members should be made by consensus rather than individual decisions. Often, this decision will be made during a Team meeting or via email introducing why the individual is needed on the Team and allowing time for feedback and consensus among existing Team members.

Data for this project belong to the Team for the purposes of this paper. Data will be managed by the people who generate them and shared as needed for analysis.

***Authorship, credit, and responsibility***

Authorship will be limited to those who have made substantial contributions to:

1. conception and design, or analysis and interpretation of data;
2. drafting the article or revising it critically for important intellectual content;
3. final revision of the version to be published.

If a member of the Team does not contribute substantially as initially agreed, that person will be removed as a co-author, as determined by the Leader in consultation with the Team. Examples of this are contributing to program delivery as an educator or student (e.g., paid for time) and not contributing to the empirical impacts of the intervention. For those who assist in data management and collection, but not analysis, interpretation, or writing, an acknowledgement is more appropriate.

The Leader will determine the order of authorship for the co-authors based on contributions to the project. The Leader is often the first or last author.

* The first author is the person who has made the most significant intellectual contribution to the work, in terms designing the study, acquiring and analyzing data from experiments, and writing the manuscript.
* The last (senior) author takes overall responsibility for the manuscript and is often the corresponding author. For example, if the senior author is the PI of the intervention, but is overseeing a graduate student who leads the paper, the PI would be the corresponding author. This is a practical decision as the student will likely have an email/contact information change sooner than the PI.
* It is typical that first, second, senior author are the key roles on the manuscript. The remaining author order is usually by level of contribution or alphabetical order.
* Finally, it is also possible for one author to serve both as first author and senior author. This typically happens when the other authors do not yet have substantial research experience.

***Corresponding author***

* Regardless of the decision, only one author (usually first or senior) will be designated to serve as the corresponding author; this is the individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process.
* During the revision process, the corresponding author is usually contacted with requested revisions as well as proofing. Please ensure that the Team understands the order of who will address what for file management.

If appropriate to the journal, the acknowledgements of the paper will describe each co-author's specific contributions. The contributions of other collaborators who are not co-authors will also be described in the acknowledgements.

All co-authors share some degree of responsibility for the entire paper as an accurate, verifiable research report. Co-authors are responsible for the accuracy of their contributions, but may have only limited responsibility for other results.

All co-authors must give their permission for publication prior to submission of each version of the paper.

All co-authors can give presentations of this paper after publication, using material in the paper and dataset, providing they reference the paper and their co-authors. All co -authors must be aware of the abstract submission and citation and be informed along the way (submission, acceptance, presentation). CO AUTHORS MUST HAVE PERMISSION FROM ALL CO-AUTHORS **BEFORE** SUBMITTING FOR CONFERENCE PRESENTATION. Prepare in advance if the submission portal requests co-authors to verify/create accounts, etc. If the co-author fails to do this in advance, the work cannot be submitted or presented.

If any co-author is contacted with media inquiries relating to this paper, please direct them to the corresponding author (unless the inquiry is specific to your role/contribution to the paper). Press releases should include the names and contact information of all co-authors. Team members should acknowledge the contributions of other co-authors during interviews and encourage reporters to contact them.

**Contingencies and communication**

The Leader will manage Team communication by organizing regular communications, such as email updates or phone calls. The default might be one communication per month, with more frequent communications when necessary.

All Team members agree to reply to emails and phone call concerning the project, especially drafts of the paper, within a reasonable period of time, such as within two business days.

During manuscript preparation, Team members will agree on a method of saving and sharing manuscript drafts. For example, all drafts are often saved for future reference (with dates and initials for identification). Team members will also agree on a process for manuscript editing that maintains previous content. For example, track changes may be used to suggest edits without deleting Team members’ content.

All Team members agree to notify the rest of the team prior to sharing the manuscript with people outside the Team. Team members will be given a chance to comment prior to sharing.

No Team member can block publication of the paper except because of concerns related to scientific soundness — e.g., the data collection, analyses and presentation were done incorrectly. Concerns related to policy, management, or scientific implications are not grounds for a co-author to block publication. If a majority of Team members believe the paper should be published based on sound science, the paper will move forward. Every reasonable effort should be made by the Leader and others to reach a consensus on moving forward with a publication.

Team members may voluntarily remove themselves from the project, and from co-authorship, at any point if they no longer have time for the project or they disagree with some aspect of the project or paper. If a Team member voluntarily leaves the project or is asked to leave the Team because they are opposed to the paper being published, the Team members and Leader will need to discuss with the dissenting member if his/her contributions can still be used, and perhaps described in the Acknowledgements, or will have to be removed from the paper.

Team members are free to develop their own collaborations and directions using the ideas and data in the paper, once it is published. Team members should make every reasonable effort to inform each other when starting new collaborations and spin-off projects that result from this paper. In practice, the Team members may continue to work together on follow-up projects, but this needs to be discussed among the group, and should not be assumed.

**Conflict of interest**

All Team members will disclose to the Team any real or perceived conflicts of interest related to this project and paper.

All Team members will disclose to the Team whether they or any close family members or associates will benefit financially from this project and paper.

**Determining roles on the project**

We recommend that the Team determines potential outcomes and role clarity at the onset. These are working drafts and orders, but changes would need to be discussed and consensus reached.

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| Project/Intervention | Research Question | Lead | Deliverable | Working Title | Target Journal | Working author order |
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