

Introduction

SATVI carries out many clinical studies in collaboration with local and/or international partners. Given the complexities of the contributions that individuals make towards such studies, it is important to define how authorship status is allocated on arising publications. This document describes the criteria and expectations related to authorship, including the order or position of authors. Whenever possible, the policies in this document should be used to guide authorship, however, there is room for negotiation under specific circumstances.

Authorship policies

1. SATVI authors should be placed first and last on papers reporting clinical, epidemiological and/or immunological research completed at SATVI.
2. The person who leads the investigation, analysis and interpretation of results and, importantly, who writes the manuscript, should be placed as first author.
3. The PI of the study should be placed as last author.
4. Whenever two persons have contributed similar amounts to a manuscript, shared first (or last) authorship should be considered. Again, writing the manuscript is a very important criterion for determining authorship order in this scenario. It should be noted that when listing publications in CVs, the order of the names of shared authors can be interchanged.
5. Given that authorship on papers is an excellent motivating factor for personnel, which encourages ownership and commitment to our research and rewards contributions, liberal criteria for inclusion of involved persons as authors is encouraged.
6. If the person who completed the research project has left SATVI but is not committed to writing the manuscript, someone else will be assigned to write the manuscript and this person will assume first authorship.
7. Findings, results or experiences of research done at SATVI sites are a product of the clinical research infrastructure, environment and setting created by SATVI. Papers reporting such findings should list the SATVI Director and other key management personnel that have made the research possible.
8. Since most SATVI projects involve external collaborators, some of whom have expectations of authorship, discussions about authorship with these collaborators should take place early in the process of project implementation and reviewed/discussed when necessary.
9. Where external collaborators have expectations of first or last authorship status, these would need discussion but ideally, a joint first or last author arrangement, which includes a SATVI staff member, should be negotiated.
10. For multicentre studies, at least co-authorship of a SATVI staff member should be the norm. First and last authorship should be negotiated depending on the size of the contribution made by SATVI and who the PI/granholder is and, for sponsored studies, whether the sponsor has an interest in authorship or not.

11. Contingent on significant contribution, visiting students at SATVI should be allowed first authorship status for work done at SATVI, but under the mentorship of an academic team leader/ academic staff member, who would be last author.
12. Where authorship is invited through an external source external to SATVI, the inclusion of other SATVI staff members as co-authors is not required.