

RESEARCH INTEGRITY AUTHORSHIP PROCEDURE

Procedure Section:	Student and Academic Support Services	Effective Date:	May 27, 2025
Policy Owner:	Vice President, Academic and Student Experience	Last Revised:	April 4, 2025
Policy Administrator:	Director, Academic Experience	Review Scheduled:	Every 4 years
Approver:	Dean’s Council Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. PROCEDURES

The intent of this procedure is to outline the expectation and actions necessary to ensure the appropriate authorship of research and scholarly activity output. It also identifies the mechanism by which individuals and organizations can raise concerns about authorship practices at Keyano College.

1. AUTHORSHIP OF OUTPUTS RESULTING FROM RESEARCH & SCHOLARLY ACTIVITIES

Appropriate authorship of research and scholarly papers and other project outputs (e.g., presentations, academic articles, podcasts, etc.) is essential to ensuring the integrity of research and scholarly activities.

- 1.1 Authorship should be limited to those individuals who have contributed in a meaningful way to the intellectual content of research and scholarly activity outputs. All authors are responsible for accurately evaluating their roles in the project and that of their co-authors to ensure that authorship is attributed according to these standards in all publications for which they will be listed as an author. Co-authors must have been directly involved in all of the following criteria:
 - a. Planning and contribution to some component (conception, design, conduct, analysis, or interpretation) of the work that led to the paper or interpreting at least a portion of the results;
 - b. Writing a draft of the article or revising it for intellectual content and final approval of the version to be published. All authors must review and approve the manuscript before it is submitted for publication, at least as it pertains to their roles in the project.
 - c. Each co-author is responsible for considering their role in the project and whether that role merits attribution of authorship. Co-authors must review and approve the manuscript, at least as it pertains to their roles in the project.
- 1.2 Every output should have a designated lead author. The lead author is typically the person who has performed or explicitly directed the work being reported on in the respective article. This may or may not be the Principal Investigator for the research or scholarly activity being reported on. When the lead author is not the Principal

Investigator, they must have explicit, written permission from the Principal Investigator to author the work. The lead author is also often the person who has prepared the first draft of the manuscript. If challenges are encountered, the matter will be brought to the Vice President, Academic for consideration. The lead author will usually serve as the corresponding author. The lead author is responsible for:

- a. Ensuring all other authors meet the requirements for authorship;
- b. Ensuring the integrity of the work itself; and
- c. Responding to any allegations of misconduct or misrepresentation in the work should they arise.

1.3 For those who do not meet the requirements for authorship but who have provided a valuable contribution to the project, output, or work must be acknowledged for their contribution as appropriate to the publication. The acknowledgements must include the partner companies and organizations and funding agencies in general, as well as the project being reviewed and approved by the *College's Research Ethics Board and/or Animal Care and Control Committee*, if applicable, and be in line with funding agencies guidelines.

1.4 Research administrators such as Research and Innovation staff or financial services personnel, cannot be authors unless they have provided technical inputs to the project or paper or have participated in the project being reported as co-researchers or collaborators. Authorship on outputs of projects conducted in collaboration with external organization and industry partners will follow the individual agreement between the partner and the College. Further:

- a. College researchers and students may present or publish aspect of a project after receiving prior written authorization by the respective partner. The partner will receive the presentation, publication, press release, or any other knowledge dissemination activity materials to assist in deciding, provide suggestion and grant approval.
- b. If the presentation, publication, or output concerning a collaborative project is approved, individuals from the Partnering Organization who meet the criteria for authorship will be included as authors.
- c. Industry or corporate representatives or others retained by industry or corporation who contribute to a publication and meet the requires for authorship or acknowledgment must be appropriately listed a contributors or authors on the article and their industry and/or corporate affiliation must be disclosed in the publication.

To avoid confusion and conflict, discussions about authorship and attribution should commence early in the development of any collaborative publication. Ideally, rules and expectations regarding authorship should be established and documented as part of project-related contracts at the start of any new research and scholarly initiative.

1.5 For disputes that cannot be resolved amicably, individuals should seek the guidance of the Research and Innovation staff and, in particular, the Director or their delegate.

1.6 If someone is concerned about how authorship was determined for a research or scholarly activity output, they should first raise their concern to the lead author. If direct communication with the lead author is impossible or places the individual at risk, the individual should contact the Research and Innovation Director, or their delegate, with their concern.

B. DEFINITIONS

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| (1) | College: | means Keyano College. |
| (2) | Allegation: | means a claim or assertion in writing that someone has breached the code of Conduct to the College or the Agency. |
| (3) | Integrity: | means the quality of being honest and having strong moral principles; moral uprightness. |
| (4) | Research: | means as an activity designed to test a hypothesis, permit conclusions to be drawn and develop or contribute to generalizable knowledge, using scientific methods and standardized protocols. Generalizable knowledge consists of theories, principles or relationships, or the accumulation of information on which they are based, that can be corroborated by accepted scientific methods of observation and inference. |
| (5) | Researcher: | means as a person who anticipates undertaking or in any way being engaged with research of any type involving human participants; conducts academic or scientific research on behalf of Keyano College. For example, but not limited to, full-time or part-time employees, contract employees, unpaid associates, volunteers, students, industry partners, etc. |
| (6) | Scholarly Activity: | means a creative work that is peer reviewed and publicly disseminated. There are several basic forms of scholarship, which are: discovery of new knowledge; development of innovative technologies, methods, materials, or uses; and Integration of knowledge leading to new understanding. |

C. RELATED LEGISLATION

- *Access to Information Act*
- *Copyright Act*
- *Post-Secondary Learning Act*
- *Protection of Privacy Act*

D. RELATED DOCUMENTS

- Breach of Research Integrity Procedure
- Integrity in Research and Scholarly Activity Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/14/2025	New Procedure	All	Research Chair, Scholarship of Teaching & Learning	Director, Academic Experience