



Teaching for Learning Network

Guidelines for Authorship

These guidelines are based on those adopted by BERA (1992) and NFER (1979).

Authorship

- Authorship should be determined on the basis that all project participants, regardless of status, who have made a substantive and/or creative contribution to the generation of a publication are entitled to be listed as authors. Examples of creative contributions are: writing first drafts or substantial portions; significant rewriting or substantive editing; contributing generative ideas or basic conceptual schema or analytic categories; collecting data which requires significant interpretation or judgement; and interpreting data.
- First authorship and order of authorship should be the consequence of relative leadership and creative contribution.
- The production of first drafts for a substantial part of a publication or the preparation of tables/graphs with detailed interpretive notes constitute grounds for authorship, even though, for example, the final writing of the publication might be the work of another project member.
- Only in exceptional circumstances might authorship be merited by those who have made little or no written contribution to a publication, for example, where members play a major role in advising on methodological issues, or collecting and analysing data or in the day-to-day running of the project.
- Where there is no single major contribution to a publication except in the co-ordination, supplementation or revision of the writings of members of the project team, the attribution of the publication should take the form of a citation of the project team, listed after the project director in alphabetical order with an editorial role ascribed to the co-ordinator.
- Where a person has acted as a compiler of articles obtained from various sources she/he should be named as Editor.

Order of Authors

- In cases where a publication has two or more authors the following guidelines should be applied to the wording and layout of the title page:
 - The first author to be cited should be the person who has made the major written contribution.
 - Where the contributions and levels of appointment are similar the authors' names should be cited in alphabetical order.



- Where the authors' contributions are similar but one is the project director the order 'Project Director and A.N. Other' may be used.
- Where one of the contributors has made the considerably greater contribution the form A with B may be applied. Where there are more than two authors the order A and B with C, for example, should be applied.

Acknowledgements

- Where articles which arise from the work of the project team are prepared for publication in journals, acknowledgement should be made (e.g. in a footnote) by the author(s) of the article to the other members of the team and to the Cambridge – MIT Institute
- Teaching materials, training guides, self-evaluation instruments and materials exemplifying innovative practice should be attributed to the individual(s) or institution that developed them. However, if they have been adapted specifically for use within the CMI-TfLN, the project should be acknowledged also.

References

British Educational Research Association (1992) *Ethical Guidelines*.

Cresswell, M., Gerrard, S., Gorman, T., Hill, S., Reid, M., and Taylor, M. (1979) *Report of the NFER Committee on Authorship*.