# Decisions about Authorship for a Sharing Product

[project logo or short title]

**Title of thing your team will share:**

**What we are making** (for example, a video, presentation, or paper)**:**

**To be an author, I need to do all 3 of these things:**

* Help plan or do the research;
* Be responsible for the research;
	+ Answer questions about the research;
	+ Take responsibility for research ethics;
* Help make the thing we are sharing.

If I did or am doing all 3 of these things, I can be an author.

## My to-do list to be an author for this product is:

|  |  |  |
| --- | --- | --- |
| **To-do****A checklist with all items checked off.** | **Support I will get****Two people talking.**  | **Due date/Timeline****A calendar and a clock.** |
|  |  |  |
|  |  |  |
|  |  |  |

##  Authors:

Write the names of the authors in order they will be listed [add more rows if needed].

|  |  |
| --- | --- |
| **Order**  | **Name** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Acknowledgements:

**Write the names of who we will thank for their help in the acknowledgements.** People we thank in the acknowledgements are not authors. We acknowledge or thank them for helping with the research.

|  |  |
| --- | --- |
| **Name** | **What we are acknowledging them for** |
|  |  |
|  |  |
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|  |  |
|  |  |

Remember to ask these people if it is ok for them to be named in the acknowledgements section.

## Changes to the Product:

If we need to change this plan about authorship, we will talk about it. Reasons we might change this plan include:

* Someone new joins the team
* Someone doesn’t do the work they planned to do
* Someone does a lot of extra work
* A conference or journal has different rules for authorship

## Signature Page

If you agree, please sign below:

 Signature Date

If you don’t want to sign, but still agree, let someone know and they will write down the date you agreed.

 Project leader signature Date

Inspired by [University of North Carolina at Charlotte Graduate School document](https://gradlife.charlotte.edu/wp-content/uploads/sites/1099/2024/03/FINAL-Authorship-Agreement-Supplement.pdf?fbclid=IwY2xjawGZ13hleHRuA2FlbQIxMAABHbM53m2lIJTj-F5b-jZlvAHtjKBxwlGkQzLn4FPxB6dyFSkJzClGdGA9zQ_aem_gw2aUAJtWeJ2sTT60IPnHA)