# 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:

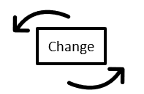
**Write the names of who we will thank for their help in the acknowledgements.** People we thank in the acknowledgements are not authors. We acknowledge or thank them for helping with the research.

|  |  |
| --- | --- |
| **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:

**Instructions:** talkabout why someone may become an author or no longer become one, why someone would be added to acknowledgements, why the author order might change, etc. For example, you might talk about how sometimes conferences require people to be registered for the conference and at the presentation to be an author.



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)