

# **Authorship Agreement Template**

*\*As indicated in the University’s authorship policy (RSCH-VP-008), when research, scholarship and creative activities are collaborative, it is important for all parties to discuss and agree on authorship and credit as early in the development process as is possible, particularly in multi-disciplinary and multi-institutional contexts. Use of this template is encouraged but not mandatory and agreements should be revised as project roles change.*

Date: \_\_\_\_\_\_\_\_\_\_ Nature of the Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., original research, review article, scholarship, meta-analysis, secondary analysis, creative activity).

Tentative Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target venue for dissemination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., journal, conference presentation, poster, monograph, performance, display).

Collaborator #1:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated authorship/byline role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., first/lead, corresponding, second, third, etc., last)

Which primary tasks will you perform?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., project design/conception, data collection, data analysis, manuscript drafting, critical editing of manuscript, presentation/performance)

Anticipated completion date of primary tasks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Collaborator #2:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated authorship/byline role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., first/lead, corresponding, second, third, etc., last)

Which primary tasks will you perform?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., project design/conception, data collection, data analysis, manuscript drafting, critical editing of manuscript, presentation/performance)

Anticipated completion date of primary tasks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Collaborator #3:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated authorship/byline role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., first/lead, corresponding, second, third, etc., last)

Which primary tasks will you perform?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., project design/conception, data collection, data analysis, manuscript drafting, critical editing of manuscript, presentation/performance)

Anticipated completion date of primary tasks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Collaborator #4:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated authorship/byline role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., first/lead, corresponding, second, third, etc., last)

Which primary tasks will you perform?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., project design/conception, data collection, data analysis, manuscript drafting, critical editing of manuscript, presentation/performance)

Anticipated completion date of primary tasks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Non-author contributors to be acknowledged:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contribution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contribution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contribution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contribution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist

Have all parties:

1. Examined the authorship policy (if any) of the target venue?
2. Read USM’s Authorship Policy (RSCH-VP-008)?