



Scientific Publication Policy, Rights and Obligations @SZN

Stazione Zoologica "Anton Dohrn"
Istituto Nazionale di Biologia, Ecologia e
Biotecnologie Marine

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Overall principles for contributing to Scientific publications

All scientists and personnel of any kind and position of the **Stazione Zoologica Anton Dohrn** involved in scientific publications must adhere to the following principles:

1. The corresponding author must have the approval of all other listed authors for the submission and publication of all versions of the manuscript.
2. All the people who have been included in the list of authors have made an actual independent and significant scientific contribution to the manuscript.
3. The work submitted in the manuscript is original, has not been published elsewhere and is not presently under consideration of publication by any other journal other than oral, poster or abstract formats.
4. The material in the manuscript has been acquired according to ethical standards (either in terms of use of MOGMs and/or use of protected species/habitat) and has been approved by the legally appropriate ethical committee (if requested for the specific study case).
5. The article does not contain material copied from anyone else without their written permission (in such a case the copied parts must be explicit, and the original authors recognised).
6. All the material, which derives from the prior work, also from the same authors, is properly attributed to the prior publication through a proper citation.
7. If one or more of the above principles are not complied with, the authors have a duty to notify the Stazione Zoologica and the Journal as soon as possible, so that the manuscript can be withdrawn.

When a scientist must be included in a list of Authors

Several guidelines have been defined by a number of scientific institutions¹. Participating in a list of authors means providing an intellectual contribution. If the contribution is limited to technical data or data analysis or a service, no claims can be made to be included in the list of Authors. However, in the case a purely technical contribution is provided, the technician or the service must be recognised in the "Acknowledgments".

Publishing a scientific paper means contributing to a number of activities, which include (but are not limited to):

1. Idea (who defines the topic and develops the scientific hypothesis of a manuscript)
2. Sampling design
3. Collection of samples or probe design or equivalent

¹ ASA, American Statistical Association NIH Committee on Science Conduct and Ethics, Guidelines for the conduct of research in the intramural research programs at NIH, 1997. <http://www.nih.gov/campus/irnews/guidelines.htm> (accessed on 23 July 2003). Committee on Publication Ethics, Guidelines on good publication practice, in: The Cope Report 2002, 2002, pp. 48–52. http://www.publicationethics.org.uk/cope2002/pdf2002/21330_pp48_52.pdf (accessed on 6 May 2003)



4. Analysis and processing of the samples
5. Data analysis (including statistical analyses and drafting of the figures)
6. Bioinformatic analysis
7. Writing of the manuscript (the scientist/s that write)
8. Provided resources or financial support

Being a Co-Author of a manuscript (i.e., presenting the results of a scientific research) means:

- a) that all the co-authors must provide a significant contribution on at least two of the above listed of activities (see the list reported above) requested to prepare a scientific work; e.g., providing a substantial contribution to the conception or design of the work or the acquisition, analysis, or interpretation of data for the work);

AND

- a) drafting the work or revising it critically for an important intellectual content;

AND

- b) providing the final approval of the version to be published;

AND

- c) agreeing to be accountable for all aspects of the work also by ensuring that issues related to the accuracy or ethics of any part of the work are appropriately investigated and resolved.

Guidelines for identifying the position of the co-authors in the authors' list of a scientific paper:

Although there is no standard agreement on the criteria for establishing the author order list, the ICMJE² suggests that the order of authorship should be a joint decision of the co-authors. The DSCH³ and others expect that the writer of the first draft who made the most important work effort is the first author, and the senior co-author responsible for the work is the last author. Authorship order, according to ASA, preferably should be by degree of intellectual contribution.

- a) The position of the author in a list of co-authors indicates the importance of its contribution.
- b) The first Author is the one proposing the study and defining the objectives or the person providing the most important experimental and/or intellectual contribution to the manuscript.
- c) The last Author is the one providing a significant intellectual contribution to the definition of the ideas/objectives of the work. He/she contributes significantly to the writing and, generally, provides the financial support to the study.

² ICMJE, International Committee of Medical Journal Editors;

³ DCSD, Danish Committees of Scientific Dishonesty;



- d) From the second author to the name before the last author, the position is defined according to the overall contribution of the various authors to the research conducted and to the intellectual contribution to writing.
- e) The corresponding Author is usually the senior Author that provides the intellectual design. The corresponding Author is responsible for the manuscript content, its outreach, responds to any query about its content, and provide the interface with external users and with the publisher. Co-corresponding authors can be included only in the case the complexity of the manuscript does not allow the corresponding Author to manage all aspects of its content.

Additional information useful to define the role and contribution of a co-author

In detail, as far the participation of a scientist in a publication is concerned, the following rules can be applied⁴:

- f) the participation as co-author of a manuscript is possible independently from the specific professional position of the scientist (either as a Master or a PhD student, Post doc or fellows of any kind or a technician, technologist/researcher or a research director).
- g) The Heads of lab or the Directors should not take advantage of their position, asking their name to be included in all papers of the research group/lab/Dept.
- h) If a PhD student conducts in an autonomous manner his/her PhD research, his/her name must appear in all publications produced during the PhD work, and as first name if he/she is able to lead the writing in an independent and qualified way.
- i) The specific role/contribution of an author must be explicit in the submission and agreed among the co-authors (e.g., authors' contributions: A.B. and C.D. conceived the study. A.B., B.C., C.D. and E.F. conducted laboratory analyses. H.I. carried out bioinformatic analyses. L.M. elaborated temperature data. A.B., B.C. and D.E. wrote the manuscript. M.T., E.R. and A.R. critically read and contributed to finalise the manuscript). All authors contributed to the critical revision of the manuscript and approve its final form.
- j) The funding utilized for conducting the research must be always acknowledged in the publication since the first submission.

Solution of controversies

If 2 or more authors do not agree on their respective role/position in the list of co-authors of a manuscript the Ethical committee of the Stazione Zoologica should be charged of the decision after interviewing the interested scientists and acquired the desired information.



⁴ There is no universally agreed upon definition of authorship. The criteria defining authorship for biomedical and environmental/ecological journals have been delineated and appear to be generally practiced.