

**DHR HEALTH INSTITUTE FOR RESEARCH & DEVELOPMENT
POLICY AND PROCEDURE**

SUBJECT: Authorship Guidelines Policy	Policy #: CRP-1002
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DEPARTMENT: DHR Health Institute for Research & Development	EFFECTIVE: 02/19
	APPROVED BY: Sohail Rao, MD, D.PHIL, President & Chief Executive Officer (Institutional Official, OHRP, DHHS)
	REVIEWED/REVISED: 02/19, 02/20, 11/20, 01/21, 04/21, 05/21

Purpose:

The purpose of this policy is to promote the mission of DHR Health Institute for Research & Development (“**INSTITUTE**”) to create new knowledge and facilitate in its timely dissemination for the benefit of the community. In the service of this mission, the **INSTITUTE** is committed to ensure that the authorships on any electronic and print material (such as abstracts, posters, case presentation, book chapters, manuscripts, patents, etc.) following standard guidelines.

Authorship should be based on the contribution provided by each author who has made a significant scientific contribution to a study. Credit of authorship has important academic, social and financial implications and is bound by guidelines, which aid in preserving transparency during writing and publication of research material so as to prevent violation of ethics.

Applies To:

This policy applies to the following potential research investigator; Physician staff employed by RMF and its affiliates; staff employed by DHR Health and its affiliates; faculty, fellows, residents, students of academic institutions with a current affiliation agreement with DHR Health Institute for Research & Development; and Development; staff and physicians of non-academic institutions with a current affiliation agreement with DHR Health Institute for Research & Development; Physicians with privileges to practice medicine in DHR Health, Physicians and staff employed by Starr County Memorial Hospital and its affiliates; faculty, fellows, residents, students of academic institutions with a current affiliation agreement with Starr County Memorial Hospital and its affiliates; staff and physicians of non-academic institutions with a current affiliation agreement with Starr County Memorial Hospital and its affiliates; Physicians with privileges to practice medicine in Starr County Memorial Hospital and its affiliates.

Scope:

This policy applies to all employees of DHR Health; DHR Health Partners; Renaissance Medical Foundation; Staff and Clinical Research Scientist, **INSTITUTE**; and **INSTITUTE’s** academic and non-academic partners and collaborators.

Definitions:

This list is not intended to be exhaustive.

- A. “**SCIENTIST**” means any investigator, resident or fellow of DHR Health, Renaissance Medical Foundation and/or its partners acting within the course and scope of engagement with the **INSTITUTE**. The **INSTITUTE** may, from time to time, require others under contract to **INSTITUTE** or participating in **INSTITUTE** activities or functions to be subject to this policy as if they are **INSTITUTE’s** Personnel.
- B. **INSTITUTE** affiliates means DHR Health, Renaissance Medical Foundation and partners with whom the **INSTITUTE** has a management agreement and/or professional services agreement.
- C. “**INSTITUTE** Resources” means any facility including funding, data, equipment, and material, or any other **INSTITUTE** or its affiliate’s asset available to a person as a result of that person’s affiliation with the **INSTITUTE**, which would not be available to a person unaffiliated with **INSTITUTE** on the same basis

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POLICY STATEMENTS:

For the purpose of this policy, the **INSTITUTE** will follow the guidelines of the International Committee of Medical Journal Editors (<http://www.icmje.org/icmje-recommendations.pdf>)

REFERENCES:

- Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals. International Committee of Medical Journal Editors. 2018; 1-19
 - <http://www.icmje.org/icmje-recommendations.pdf>
- Bennett DM, Taylor DM. Unethical practices in authorship of scientific papers. Emerg Med, 2013 Jun; 13(3); 263-70