



POLICY/PROCEDURE

Title: Publication Policy			Policy No: Sheet No. 1 of 8
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

PURPOSE:

The purpose of this policy is to provide guidance to Hamad Medical Corporation staff for determining the qualifications for authorship, authorship criteria, guidance for authors, determining author order and assigning appropriate credit in research report. It also outlines roles and responsibilities and summarizes ethical considerations of authorship.

This policy is meant to be used whenever a determination needs to be made about whether an HMC staff qualifies to be listed as an author and also to help guide resolving conflict with relation to authorship credits.

1.0 POLICY STATEMENT:

Publications resulting from research, supported or otherwise approved and regulated by the Research Committee at HMC, are to go through a stringent procedure to facilitate the creation and dissemination of accurate, clear, easily accessible and ethically appropriate reports from biomedical, socio behavioral and basic research.

2.0 DEFINITION:

- 2.1 **Author:** Any individual who has made a substantial contribution to the conception and design, acquisition of data or analysis and the interpretation of data, drafted the article or revised it critically and approved the final version of the manuscript to be published.
- 2.2 **Authorship agreement:** An agreement made within the research team about who the authors of a manuscript would be, well in advance of writing the manuscript.
- 2.3 **Contribution statement:** A statement prepared by the research team giving a short description of each person's (author or contributor) contribution to the research and the manuscript.
- 2.4 **Corresponding author:** One of the authors decided on by the research team, who would take on the responsibility of getting the research team together, prepares the authorship statement form and the contribution statement, getting the form signed by all the authors and sending a copy of the form along with the prepared manuscript to the Medical Research Center for approval. The co authors are those authors on the authorship agreement statement who help make decisions sufficiently early enough about the aims of a manuscript, keep the contents of the manuscript on track keeping in view the aims and objectives of the research and the main messages the paper wishes to convey, makes intellectual contributions to the data analyses, contributes to the interpretation of the results, reviews each draft of the manuscript, approves the final submitted manuscript and takes public responsibility for the content and results of the manuscript.
- 2.5 **Duplicate submission :** Manuscripts that are simultaneously being considered for publication by two different journals
- 2.6 **First author:** The first author of a manuscript is that individual who has the primary responsibility of preparation of the manuscript (in consultation with the co authors) to the publishing of the paper,



POLICY/PROCEDURE

Title: Publication Policy			Policy No: Sheet No. 2 of 8
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

conducting or supervising the data analyses or interpretation of the results and being most familiar with the final product . In many instances, the first author would function also as the corresponding author. Archiving, documenting and safe keeping of all data and files would be the responsibility of the first author. In short the first author would be the coordinator of the team of co authors.

- 2.7 **Ghost authorship:** A person whose name has not been included in the list of authors even though he or she has contributed intellectually to the research or the writing of the manuscript that is omitting the names of authors who have made a major contribution to a paper. Their substantial contribution being concealed, they are called "ghost authors".
- 2.8 **Gift authorship:** A person who has been gifted authorship, in spite of not having contributed intellectually to the research or the writing of the manuscript. They might hold positions like head of departments or mentors to the first author or students whose names are listed as authors to get them started on their academic careers.
- 2.9 **Guest authorship:** Those authors in a manuscript, who are offered authorship by virtue of their being experts in the field of the research, even though they have neither conducted nor written the manuscript. Many research teams indulge in this practice under the notion of increasing the chances of their manuscript being accepted for publication in prestigious or highly refereed journals. Eg :The inclusion of the names of the heads of department or senior faculty members from HMC or other institutions to lend a stamp of authority on the paper or the inclusion of the name of a colleague in the hope that the colleague would do the same.
- 2.10 **HMC – Hamad Medical Corporation**
- 2.11 **MRC- Medical Research Center**
- 2.12 **Honorary authorship:** An author who has been afforded authorship even though he does not meet the criteria for authorship. This would include both the gift and the guest authors.
- 2.13 **Redundant / Duplicate/ dual publication:** A publication which overlaps in a major part of its content with one already published or in the electronic media

3.0 SCOPE :

This policy covers any information product disseminated outside HMC where authorship is being considered for an HMC staff member. It would cover information products that : a) List all prospective authors from HMC individually or by group name in any scholarly output from research b) These products include those written solely by HMC staff or by HMC staff in collaboration with research partners. Such information products might include but are not limited to journal article, editorials, manuscripts, book chapters, reviews, commentaries or letters published in scientific journals.

4.0 POLICY:



POLICY/PROCEDURE

Title: Publication Policy			Policy No: Sheet No. 3 of 8
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

The HMC through the MRC provides opportunities for the development of authorship capability among its staff members. The MRC encourages a spirit of collaboration among staff members and also with external collaborators by means of research publications. The various departments in HMC are encouraged to establish mechanisms for recognizing and rewarding authorships and to the process of developing and disseminating research reports. The authors of research reports should follow the criteria outlined in the latest updates of the "Uniform Requirements for Manuscripts submitted to Biomedical journals" developed by the ICJME available at <http://www.icjme.org/>.

5.0 PROCEDURE:

5.1 Authorship credits: Authorship should be credited based on a substantial intellectual contribution to the publication or the research (like research design, data acquisition, conception and proposal writing, data analysis, interpretation of data etc.,). Intellectual contribution to a research or its report could include :

- 5.1.1 Drafting the manuscript of the article produced from the research or revising it critically
- 5.1.2 Critically reviewing the submitted and final version of the manuscript
- 5.1.3 Conception and design of the research
- 5.1.4 Implementation and data collection
- 5.1.5 Library or literature searches and assembling relevant bibliographic materials
- 5.1.6 Database management
- 5.1.7 Analysis and interpretation of the data
- 5.1.8 Supervising writing of a paper by a student

The list of authors might reflect the size of the contribution made by each author to the research and the publication. Each proposed author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript.

5.2 Authorship agreement statement form: This document must be signed by each agreed on author and submitted to the Medical Research Center in the electronic format or as a hard copy, before the manuscript is forwarded for external submission.

5.3 Contribution statement: The contribution statement and the manuscript must accompany the project completion to the MRC.

5.4 Co authors: Along with the first author would take responsibility for the contents of the manuscript.

5.5 Acknowledgments: Authors might acknowledge in the research manuscript, the contributions of the research team that do not merit authorship but yet deserve a mention for their support in the conduct of a research. Examples are like acknowledging a department head or of an institution, technical help, laboratory help or help with data collection, help of students, trainees or research assistants, persons



POLICY/PROCEDURE

Title: Publication Policy			Policy No: Sheet No. 4 of 8
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

who have helped provide clinical details of patients, statistical, graphic or library support, critical review of draft of the manuscript or obtained financial support from granting bodies etc.

5.6 **Determining author order:** The order of authorship should be a joint decision of the research team. Author order should be discussed early, revised as needed and documented as an authorship agreement form.

5.7 **Guarantors:** The research team, through its corresponding author must inform the MRC about who the guarantor of a prepared manuscript is. The guarantor must provide a written statement to the Medical Research center that he/she accepts full responsibility for the conduct of the study, had access to the data and controlled the decision to publish.

5.7.1 **Duplicative or redundant or dual publication:** Authors must refrain from putting the same data in two different papers which could create a bias either in favor or against a particular research finding. If an author wants to use the same data in multiple publications (like publishing the results of an interim analysis in a publication resulting from the completed research), this fact must be made clear to the reader. Authors must desist from submitting the same paper to different publications at the same time. If the author desires to publish an article to a different language audience, this must be done by first procuring the permission of the first publisher. The second publisher must, in addition, acknowledge that the paper is a reprint.

5.7.2 **Fragmentary publication:** Fragmentation of research reports or part publication of research findings must be avoided by authors. Producing many papers from a research is justified only in cases where each paper has a clear individual message, avoids the duplication of data published in other papers and the findings could not have been compressed into a single paper. In all other cases fragmentary publication would complicate literature searches of other researchers and is not acceptable.

6.0 **Unacceptable authorship:** Guest, gift, ghost and honorary authorship are all not acceptable as per the requirements for authorship credit for publications made from HMC. Not acknowledging the role of professional writers who have prepared the manuscript would constitute a violation of the ethics of publication. For more details refer to the policy on research misconduct and also the Guidelines for Responsible authorship and ethical publications from HMC

6.1.1 **Reporting research findings to the media:** Authors of completed researches, desirous of publicizing their findings must understand their responsibility to the general public of Qatar and the international community. In this process, they may have to deal with the



POLICY/PROCEDURE

Title: Publication Policy			Policy No: Sheet No. 5 of 8
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

local or international media. Authors would be required to talk to members of the media about their research findings in accordance with the policies of the media department of HMC, the regulations of their respective laboratories, departments or HMC policies. In all such presentations they are obligated not to overstate claims of their findings.

- 6.2 **Signing off or editing original manuscripts:** Prospective authors who sign off or edit original manuscripts or reviews written by others (e.g Pharmaceutical companies) should offer full authorship disclosure in the manuscript for the portions of the manuscript they have worked on, to avoid issues of research misconduct, so that their contributions might be appropriately acknowledged.
- 6.3 **Use of published data:** All members in a research (research team) should have the right and access to use published data resulting from that work in future development of their own research objectives, including use of such data in both publications and grant proposals. Reproduction of figures, quotation from texts, and other usage of published work should be appropriately acknowledged. If substantial portions of the work of others is to be included (entire charts and figures, long quoted passages, photographs) then copyright permission should be obtained and citations might be made appropriately.
- 6.4 **Use of unpublished data:** All unpublished data from a research are considered as work products or intellectual property generated from that research. It is the responsibility of the research team to treat unpublished data with the same care as published data. The departments involved in the research should have explicit policies or guidelines for the use of unpublished data and its use in publications, literature reviews in research proposal submissions and in future researches the researcher might conduct after he or she has left HMC or joined other institutions.
- 6.5 **Disputes:** Disputes regarding conduct of research and publication are best settled within the research team itself. If the issues are larger and cannot be settled thus, the research misconduct policy of the Medical Research Center might be invoked.

7.0 REFERENCES:

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- 6.2 American Psychological Association excerpt on publication. Responsible conduct of Research: Responsible authorship and peer review. Available from the URL : http://ccnmtl.columbia.edu/projects/rcr/rcr_authship/foundation/sidebar_apr.html



POLICY/PROCEDURE

Title: Publication Policy		Policy No: Sheet No. 6 of 8	
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

- 6.3 Authors & referees @npg.nature geoscience. Nature journal's authorship policy. Available from the URL : http://www.nature.com/authors/editorial_policies/authorship.html
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- 6.16 Morton NS. Publication ethics. Paediatr Anaesth. 2009 Oct;19(10):1011-3. Epub Review. PubMed PMID: 19619189. Pitkin RM. Ethical and quasi-ethical issues in medical editing and publishing. Nov-Dec; 21(6):492-9. Review. PubMed PMID: 18001665. PMID: 19338617.
- 6.17 Policy for Authorship on Scientific and Scholarly publications. Revised on December 15, 2009 for the Washington University in St. Louis, available at <http://www.wustl.edu/policies/authorship.html>
- 6.18 Protection of human subjects. Department of Veteran affairs. Part 16
- 6.19 Publication Ethics Policies for Medical Journals prepared by the WAME Publication Ethics committee available from the URL: <http://www.wame.org/resources/ethics-resources/publication-ethics-policies-for-medical-journals/>
- 6.20 Publication Policy and Procedures. International Center for Agricultural Research in the Dry Areas. Available from the URL : http://www.icarda.org/Publication_Policy.pdf PubMed PMID: 9212514.



POLICY/PROCEDURE

Title: Publication Policy			Policy No: Sheet No. 7 of 8
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

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6.26 Tobenna D. Anekwe. Profits and plagiarism: the case of medical ghostwriting. bioethics 24(6):267-272, 2010

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6.28 Guidelines for Responsible authorship and ethical publications from HMC



POLICY/PROCEDURE

Title: Publication Policy		Policy No: Sheet No. 8 of 8	
Policy Applies To:	<input type="checkbox"/> Hamad General Hospital <input type="checkbox"/> Women's Hospital <input type="checkbox"/> Rumailah Hospital	<input type="checkbox"/> Al Amal Hospital <input type="checkbox"/> Psychiatry Hospital <input type="checkbox"/> Al Khor Hospital	<input type="checkbox"/> Home Health Care Services (HHCS) <input type="checkbox"/> Heart Hospital <input checked="" type="checkbox"/> Medical Research Center
Effective Date: 09-Novemeber-2010		Revision Date:09-October-2010	
Review Date: 08-November-2012			

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Nov 8, 2010

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Asst. Executive Director for Business Development
& Research, Medical Research Center

Date

Nov 8 2010

Date

Al-Hareth

Dr. Al-Hareth M. Al-Khater
Chairman of Medical Research Center

9 Nov 2010

Date

Guidelines for responsible authorship

Common definitions

1. **Acknowledgements in publication:** The process of giving credits to individuals who may have made some contribution to a publication but who do not meet the criteria for authorship. It is an expression of gratitude for assistance in creating a scientific work which indicates that the person or organization did not have a direct hand in producing the work in question but may have contributed in terms of acquiring funding, providing criticism or encouragement to the authors.
2. **Appeals (publication):** The process of requesting a change to a formal decision made by the Research Committee or the Editorial board of a journal.
3. **Article :** A journal's authorized copy of a manuscript after the peer review process, which includes all modifications from the peer review process, copy editing, style editing and formatting
4. **Author:** Any individual who has made a substantial contribution to the conception and design, acquisition of data or analysis and the interpretation of data, drafted the article or revised it critically and approved the final version of the manuscript to be published.
5. **Authorship agreement:** An agreement made within the research team about who the authors of a manuscript would be, well in advance of writing the manuscript.
6. **Codes of practice for publication:** It sets down those good practice guidelines that authors of reports generated from research conducted in HMC must follow to ensure the highest standards of publications from the Corporation. It requires all prospective authors to adhere to the standards set out in the code, support the Research Committee and the Medical Research Center in implementing the code and to take appropriate action when research team members do not meet expected standards of conduct.
7. **Confidentiality:** It is an assurance provided by a researcher to a research participant that any information the participant provided would not be publicly reported or made accessible to parties not involved in the research.
8. **Conflict of interest in research at HMC:** Any circumstance where an HMC staff member or student involved in research or supporting research has a real, potential or perceived opportunity to prefer their own personal interests or the interests of any person or organization to the interests of HMC. Conflict of interest could be with regard to the collection, analysis or interpretation of research data, hiring of research personnel and procurement of materials or time for research, sharing research results, choice of treatment modality in research, involvement of human participants or the use of statistical methods.
9. **Contribution statement:** A statement prepared the research team giving a short description of each person (author or contributor)'s contribution to the research and the manuscript.
10. **Copyright:** The rights given by law to the creator or author of a work to protect that work against unauthorized use such as publishing or reproducing the work without the permission of the copyright owner. Copyright protects not only the intellectual property in the work, i.e. the product of a person's imagination and creativity but also the copyright owner's right to control how their work is used and to derive an income from it.
11. **Corresponding author:** One of the authors decided on by the research team, who would take on the responsibility of getting the research team together, prepares the authorship statement form and the contribution statement , getting the form signed by all the authors and sending a copy of the form along with the prepared manuscript to the Medical Research Center for approval. The co authors are those authors on the authorship agreement statement who help make decisions sufficiently early enough about the aims of a manuscript, keep the contents of the manuscript on track keeping in view the aims and objectives of the research and the main messages the paper wishes to convey, makes intellectual contributions to the data analyses, contributes to

the interpretation of the results, reviews each draft of the manuscript, approves the final submitted manuscript and takes public responsibility for the content and results of the manuscript.

12. **Duplicate submission** : Manuscripts that are simultaneously being considered for publication by two different journals
13. **Errata or corrigenda in publications**: When errors are discovered in a published article, they are listed on an added page in a journal to correct the text or the information.

Errata, retractions, expressions of concern:

Expressions of concern in publication : It is a label that an editor may use to draw attention to a potential problem in a publication , but which does not go so far as to withdraw or retract the article. These are warnings issued from the scientific community to the general public and readers alike to ignore an article constituting possible scientific misconduct.

14. **Fabrication**: Fabrication is the intentional act of making up data or results and recording or reporting them.
15. **Falsification**: Falsification is manipulating research materials, equipment, or processes, or changing or omitting/suppressing data or results without scientific or statistical justification, such that the research is not accurately represented in the research record.
16. **First author**: The first author of a manuscript is that individual who has the primary responsibility of preparation of the manuscript (in consultation with the co authors) to the publishing of the paper, conducting or supervising the data analyses or interpretation of the results and being most familiar with the final product . In many instances, the first author would function also as the corresponding author. Archiving, documenting and safe keeping of all data and files would be the responsibility of the first author. In short the first author would be the coordinator of the team of co authors.
17. **Fraud in research**: Intentional violation of standard codes of scholarly conduct and ethical behavior in scientific research. It might also be called scientific misconduct.
18. **Ghost authorship**: A person whose name has not been included in the list of authors even though he or she has contributed intellectually to the research or the writing of the manuscript that is omitting the names of authors who have made a major contribution to a paper. Their substantial contribution being concealed, they are called "ghost authors".
19. **Gift authorship**: A person who has been gifted authorship, in spite of not having contributed intellectually to the research or the writing of the manuscript. They might hold positions like head of departments or mentors to the first author or students whose names are listed as authors to get them started on their academic careers.
20. **Guarantor**: A person or persons identified by the research team , who would take responsibility for the integrity of the work as a whole, from inception to the published article.
21. **Guest authorship**: Those authors in a manuscript, who are offered authorship by virtue of their being experts in the field of the research, even though they have neither conducted nor written the manuscript. Many research teams indulge in this practice under the notion of increasing the chances of their manuscript being accepted for publication in prestigious or highly refereed journals. Eg :The inclusion of the names of the heads of department or senior faculty members from HMC or other institutions to lend a stamp of authority on the paper or the inclusion of the name of a colleague in the hope that the colleague would do the same.
22. **Intellectual property of research** : Any creation from the mind of a researcher like the research proposal, manuscripts, laboratory notebooks, data bases, photographs or multimedia works , patentable and non patentable inventions, registered and unregistered designs, new technology, gene lines, circuits, registered and unregistered trademarks, computer software, scientific discoveries, knowhow and other proprietary information created from a research
23. **Manuscript**: The report prepared by the researchers to report research findings
24. **Honorary authorship**: An author who has been afforded authorship even though he does not meet the criteria for authorship. This would include both the gift and the guest authors.

25. **Peer review of publications:** The process of the publications being critically reviewed by peers with similar expertise, independently, without bias for quality checks thus improving academic integrity.
26. **Plagiarism:** The act of representing as one's own original work the creative work of another without appropriate acknowledgement of the creator.
27. **Publication ethics:** All those ethical principles a research team and potential authors must follow when they plan to publish the results of their researches.
28. **Redundant / Duplicate/ dual publication:** A publication which overlaps in a major part of its content with one already published or in the electronic media
29. **Research integrity:** It is a commitment to good research practice and ethical conduct of research which includes honesty in proposing, conducting and reporting research, accuracy in reporting research findings and in acknowledging contributions to research proposals and reports, fairness in the review process, highest level of ethical standards in scientific interactions like communications, transparency in issues of conflict of interest, protection of subjects of research- human or animal and a strict adherence to the mutual responsibilities of research team members.
30. **Research misconduct:** Research that is dishonest, negligent, harmful and deviating from accepted standards of good ethical and scientific practice in the research community in the proposing, conduct and reporting of research, which includes the fabrication or falsification of research data or results, the use of one's own or another person's ideas, work or data without appropriate citation, misleading list of authorship of a publication like gifting authorship or listing authors without their permission, lack of proper acknowledgement of the work of a research team member, failure to disclose conflicts of interest or conducting research without obtaining prior ethical approval from the Research committee or the failure to follow the research protocol.
31. **Retractions:** When an author, academic institution or sponsor withdraws a published article because of pervasive errors or unsubstantiated or irreproducible data.
32. **Transparency in publications:** Openness about communicating with the research team or during external submission, the findings of the research (positive or negative), the sources of funding or conflicts of interest, authorship credits etc.,

PROCEDURE FOR PUBLICATIONS OF RESEARCH REPORTS

All publications resulting from research conducted in the Hamad Medical Corporation are to follow the procedures outlined below. The research teams must discuss the work that would be done by each member of the team (like data handling, disposition of research data and materials including consent forms, authorship credits, manuscript preparation and publication and the plans for future researches), early in the course of their work, with clarity, transparency and fairness. A copy of all agreements reached by the research team, must be sent to the Research Committee at HMC, vide the Medical Research Center (MRC). Disputes about research are best settled within the research teams themselves. If such efforts fail, the team could follow the dictates of the departmental policy on publication ethics. In cases of dispute, the Research misconduct policy of the MRC might be referred to. Policies on conduct of research and publication practices must be formulated within departments themselves based on the guidelines set by this policy and these policies should be posted and discussed on a regular basis within departments and be included in the departmental orientation for new members. These policies should be reviewed regularly and modified in accordance with the policy for publication ethics constituted by the Medical Research Center.

All HMC staff are required to submit electronic copies of manuscripts and conference submissions or proceedings to the Medical Research Center (MRC) for approval, before sending them on for external submission. External submissions can only be made once the approval of the Research committee for the same is obtained. The prepared manuscript or conference submission must be accompanied by the project completion report, an author's agreement form and a contribution statement. If any changes in the list or the order of authors have to be made, these have to be indicated in writing to the Research Committee, stating valid reasons for the changes. The responsibility for the compliance and

procurement of approval for submission rests with the authors. Each submission will be treated as the intellectual property of the team of authors, mentioned in the submission. Authors must be willing to adhere to the ethical standards for academic publishing and to ensure that the manuscript that they submit is original and free of scientific misconduct.

Other issues

- 1.1 **Non authors:** Playing a role in the acquisition of funding, collection of data or the general supervision of the research group is not sufficient for inclusion in the list of authors. All persons designated as authors should qualify for authorship and all those who qualify should be listed. Recruitment and referral of research participants alone does not merit authorship in a manuscript. Persons who have contributed to the conduct of the research but whose contribution does not merit authorship may be listed in the manuscript as "scientific advisors", technical supervisors, participating investigators and their roles specified as "critically reviewed the study proposal", or "collected data" or "provided and cared for study patients". Such contributions might need the attributed persons to provide written permission to be acknowledged.
- 1.2 **Responsible authorship:**
 - 1.2.1 **Ethical compliance:** All authors are expected to adhere to the ethical standards for responsible conduct of research and publication as declared in the Declaration of Helsinki. Assurance of the welfare and rights of research participants, including ethical approval by the Research Committee at HMC, must be alluded to in the prepared manuscript. This might also include assertions that appropriate methods were used to minimize animal suffering if the research involved animal subjects and allusions that appropriate consent was taken during the conduct of the research.
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