



KHPT
engage, innovate, empower

KHPT'S PUBLICATION POLICY

INTRODUCTION

KHPT's publication policy is to practice responsible authorship of research papers or any other knowledge material produced within the organization. Its clauses shall apply to all staff and external collaborators, and it is essential that they refer to the publication policy prior to initiating a study. This policy document derives its content from multiple sources:

1. Uniform Requirements for Manuscripts Submitted to Biomedical Journals Vancouver.pdf (ankara.edu.tr)
2. Publication Practices and Responsible Authorship (apa.org) of The American Psychological Association
3. Publication Policies - The Science and Information (SAI) Organization (thesai.org)
4. Best Practices for Publishing Your Research: Authorship | Online Ethics
5. ICMJE | Recommendations | Defining the Role of Authors and Contributors of International Committee of Medical Journal Editors

Authorship and Acknowledgements

Authorship credit should be based only on substantial contributions to **1) conception and design; OR 2) analysis and interpretation of data; OR to 3) drafting the article or revising it critically for important intellectual content. Contributors must provide 4) final approval of the version to be published.** Approval will mean that they agree to be accountable for all the content in the paper. It is to be noted that only participation in generation of funding for the study or the collection of data or supervision of the research group does not qualify one for authorship.

Colleagues or external experts who have contributed to the study or to the paper, but do not qualify to be listed as an author as per the criteria listed above, should be acknowledged in the capacity of scientific advisor or for their role in data collection, with their permission.

The order of authorship should be a joint decision of the co-authors. However, the following criteria may be followed in determining the order:

- ✍ **First Author:** This can be individual or joint authorship from those who manage/s the entire study OR designs and perform the experiments, OR analyses the data. The first author writes up the first draft of the paper, AND addresses all the comments, AND takes up revisions before submission to the journal.
- ✍ **Middle Authors:** Those who contribute to some portion of the study or the paper, or read and provide suggestions to improve the content of the paper. Guest authors, such as official/s who majorly supported the intervention, but did not contribute as per the three criteria mentioned above, can only be the middle authors.
- ✍ **Last Author:** The last author is the one who mentors the first author/s, AND guides the study and the project, AND make modifications to the paper, AND takes responsibility for the conclusions or recommendations made by the paper, OR contributes significantly to the designing and implementing of the project from which the manuscript emerges. The last author usually will be the corresponding author. However, the first or the second authors can also be the corresponding authors. The corresponding author should inform the journal about the specific contributions of each author.

In the case of multi-organization studies, KHPT staff should be either the first or the last authors of all publications of the concerned project if KHPT is the primary recipient. In case of any conflict between the team members regarding authorship, the principal investigator or the CEO can mediate. In case an author leaves the organization before the paper is submitted, his or her authorship will remain valid unless he or she writes to the principal investigator or team lead or CEO and informs them about their decision of not continuing as an author. In this case, KHPT will remain the affiliating organization.

The above guidelines shall also be applicable for any books or chapters written for books. Project/study reports or manuals can also follow the above guidelines. The criteria for the order of authors mentioned above will be applicable.

If an evaluation report is prepared by external or third-party agencies, KHPT staff will not feature on the list of authors. However, the agency has to acknowledge the names/team/organization of staff members who guided them in the preparation of the report. Monographs, blogs or write-ups in the media related to past or present projects should be carried out with the prior permission of team leads and the CEO. The order of authorship mentioned above will be applicable.

Scenarios for Authorship

Following are a few case scenarios provided for reference:

- ◆ **Scenario A:** As the primary recipient of the grant, KHPT retains the Primary Author and/or Last author/Primary Investigator role unless otherwise decided by KHPT. A change in this configuration will require due consideration and approval by the KHPT Research team and communication to the respective Thematic Lead.
- ◆ **Scenario B:** In case an author leaves the organisation before the paper is submitted, his or her authorship will remain valid and KHPT shall remain as the affiliating organisation. In case continuing authorship is not acceptable by the concerned staff or his or her employers, the person must absolve himself or herself of authorship and KHPT shall acknowledge his or her contribution.
- ◆ **Scenario C:** As a Sub-recipient of the grant with a significant contribution to the development of concepts within the proposal and implementation dependent on KHPT, the thematic lead from KHPT is responsible for ensuring that authorship is attributed to staff based on the three authorship criteria. The primary recipient in this case should not publish without involving KHPT.
- ◆ **Scenario D:** If KHPT is a Sub-recipient with minimal contribution to the development of concepts with a role only of local implementor, then also the three authorship criteria are to be applied with the fourth one (final approval) being essential. The primary recipient in this case may publish without involving KHPT.
- ◆ **Scenario E:** Guest authorship may be applicable only in case of government officials who supported/gave permission to conduct the study or supported program implementation. Guest authors do not fulfil the criteria of authorship. However, as this has been a practice in some projects, guest authors can only be one of the middle authors.
- ◆ **Scenario F:** The team lead himself/herself takes the lead in writing up the manuscript. In that case, as per authorship criteria, the team lead becomes the first author and other authors can be in ordered as per the degree of contribution in the manuscript.

Authorship and Acknowledgements

It is the responsibility of all the authors to make sure that the work is original and if other published/unpublished works have been referred to for the concerned work, the referred works are to be cited, according to the journal's requirement.

Approvals

The authors should ensure that prior ethical approvals are obtained in case the paper uses any data source which is not already available in public domain. All journal submissions should be approved by the team lead (here, thematic lead). In case the publication is not budgeted under the concerned project, financial approvals for submission under the open access category should be obtained from the CEO or any other concerned person deputed by him or her, before submission. Otherwise, the thematic lead can approve payments for journal submissions.

Photographs, if any, used in the submissions, must have been obtained with the consent of the individual/community members, using KHPT's consent form for photographs/videos.

If an individual or a group of people outside KHPT wants to work on any data which belongs to KHPT, he/she/they must take an approval from the CEO or any other concerned person deputed by him or her.

The point of contact for any clarifications on authorship guidelines will be the Lead-MERL or a person deputed by him or her.

Disclosure and Conflicts of Interest

Any conflict of interest which may influence the results should be reported, according to the journal's requirements. The source of funds need to be mentioned.

KHPT staff are permitted to work on any publicly-available data to write any article with necessary approval from the concerned authorities in KHPT. However, in such cases, KHPT staff are responsible for ensuring that the inferences or statements made in the study do not contradict KHPT's vision and mission. Any staff working on any external data are suggested to take a formal approval from the concerned Thematic Lead before submission to a journal.

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