

Guidance on Authorship and Referencing

“Plagiarism, or unacknowledged borrowing, means using someone else’s work or research ideas without permission or reference. Plagiarism also infringes on the rights of the original authors. Plagiarism can be direct, modified or paraphrased.

Plagiarism includes presenting or using as one’s own another researcher’s text or sections of text, research plans, manuscripts, articles, results, materials, research ideas, observations, programme codes, translations, diagrams, images or other visual material without appropriate reference to the original.”

Seeking permission

- When using unpublished material seek permission and cite appropriately or include in acknowledgements
- When reusing data, even if the material is downloadable online
- When using copyrighted material, including if the copyrighted material is created by research project participants
- Especially important if reusing material that includes personal data of research participants

Appropriate referencing

- Cite in bibliographies, tables, diagrams and within the text itself
- Reference style field-specific
- For **all** published material regardless of where it was published, e.g. reports, datasets, conference papers
- May also include unpublished works, e.g. correspondence, manuscripts
- Cite your own work to avoid self-plagiarism, including translations

Authors of the article

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
AND
2. Drafting the work or revising it critically for important intellectual content
AND
3. Final approval of the version to be published
AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Contributors to the article

In addition to writing the text of the published article, the following are all contributions: conceptualising and planning the research, production, analysis or interpretation of the research data, development of data or methods used in the work, editing a collective work, and (for example) creating images to illustrate the research.

How these contributions are acknowledged in the publication must be discussed and agreed upon.

Authorship

- **All contributions do not need to be acknowledged in the list of authors**, and authorship does not necessarily have to be based on written contributions.
- Contributions can also be described in the **acknowledgements/contributor statement** of the publication.
- When the authorship of a publication is decided, it is important that the practice agreed upon is generally accepted in the discipline and that **everyone involved is aware of the decision**.
- **It is irrelevant what type of position a person holds or has held** (e.g. student or project employee) when their inclusion as an author of a publication is evaluated. The question of authorship depends solely on their contribution to the research-based information presented in the research.
- The recommendations state that **all the individuals who have made a substantial contribution should be given an opportunity to participate in the planning/evaluation/final approval and be included in the list of authors**.

Tools

TENK table for assessing authorship

What kind of contribution confers authorship of a scientific publication	Name in list of authors	Name as editor or member of editorial board	Name in acknowledgements	Name in footnote, etc.	Name in caption	Name not mentioned	Other method
Project design							
Obtaining funding							
Principal investigator/ head of the research group							
Member of the research group							
Gathering/ producing material							
Conducting interviews							
Analysing material							
Transcription, etc. technical production of interview material							
Writing the text to be published							
Commenting on the manuscript							
Editing the text							
Photography							
Other illustrations							
Translation							
Dissertation supervision							
Other contribution							

Tools

Aalto templates

Aalto template for agreeing on author order for data authors. Template also includes sections for devising a data reference (contributor order), agreeing on research data repository, license and embargo. There is one template for data and one for agreeing author order.

Data Authors

Data authors are the persons or entities (organisations etc.) responsible for the substantive and intellectual content of the data. Depending on different contributor roles in different disciplines, the contributor role may merit an authorship role or an acknowledgement statement for data, such as data collection/gathering, design, algorithm creation, visualization etc.

Name of the dataset: _____

List of the authors (optionally, contributor roles for each).
Authors are listed in the following order: _____

Acknowledgements will be following (names and roles): _____

Tools

CRediT taxonomy

Lists 14 contributor roles that can be used for specifying various research contributions to an article. Used by many publishers, e.g. Elsevier.

14 Contributor Roles

Conceptualization

Resources

Data curation

Software

Formal Analysis

Supervision

Funding acquisition

Validation

Investigation

Visualization

Methodology

Writing – original draft

Project administration

Writing – review &
editing

Authorship/ Contributor Statement

CRediT authorship contribution statement

Hoon Seng Chan: Methodology, Software, Formal analysis, Investigation, Data curation, Writing – original draft, Writing – review & editing, Visualization. **Edmund J.F. Dickinson**: Methodology, Software, Formal analysis, Investigation, Data curation, Writing – original draft, Writing – review & editing. **Tom P. Heins**: Methodology, Software, Formal analysis, Investigation, Data curation, Writing – original draft, Writing – review & editing. **Juyeon Park**: Methodology, Investigation, Writing – review & editing, Supervision, Project administration. **Miran Gaberšček**: Methodology, Investigation, Writing – review & editing. **Yan Ying Lee**: Investigation, Writing – review & editing. **Marco Heinrich**: Investigation, Writing – review & editing. **Vanessa Ruiz**: Investigation, Writing – review & editing. **Emilio Napolitano**: Investigation, Writing – review & editing. **Pertti Kauranen**: Investigation, Writing – review & editing. **Ekaterina Fedorovskaya**: Investigation, Writing – review & editing. **Jože Moškon**: Investigation. **Tanja Kallio**: Investigation. **Seyedabolfazl Mousavihashemi**: Investigation. **Ulrike Krewer**: Writing – review & editing, Supervision, Project administration. **Gareth Hinds**: Writing – review & editing, Supervision, Project administration. **Steffen Seitz**: Conceptualization, Methodology, Writing – review & editing, Supervision, Project administration, Funding acquisition.

START OF PROJECT

all agree big picture of authorship
together before work starts

END OF PROJECT

contributor roles updated along the way
and all check in and agree at the end

What kind of contribution confers authorship of a scientific publication	Name in list of authors	Name as editor or member of editorial board	Name in acknowledgements	Name in footnote, etc.	Name in caption	Name not mentioned	Other method
Project design			X				
Obtaining funding			X				
Principal investigator/ head of the research group			X				
Member of the research group						X	
Gathering/ producing material			X				
Conducting interviews			X				
Analysing material	X						
Transcription, etc. technical production of interview material				X			
Writing the text to be published	X						
Commenting on the manuscript			X				
Editing the text	X						
Photography					X		
Other illustrations					X		
Translation				X			
Dissertation supervision			X				
Other contribution							

Data Authors

Data authors are the persons or entities (organisations etc.) responsible for the substantive and intellectual content of the data. Depending on different contributor roles in different disciplines, the contributor role may merit an authorship role or an acknowledgement statement for data, such as data collection/gathering, design, algorithm creation, visualization etc.

Name of the dataset: _____

Dataset of great findings: v. 2.5

List of the authors (optionally, contributor roles for each).

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Rousi, A., Savolainen, E., Hradecká, L., Seitsonen, K.

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Rousi, A. (Data curation, Validation), Savolainen, E. (Formal analysis, Software), Hradecká, L. (Investigation, Funding acquisition), Seitsonen, K. (Methodology, Visualization).

Tools and resources

Finnish National Board on Research Integrity (2023). *The Finnish Code of Conduct for Research Integrity and Procedures for Handling Alleged Violations of Research Integrity in Finland 2023*. https://tenk.fi/sites/default/files/2023-05/RI_Guidelines_2023.pdf.

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Committee on Publication Ethics (2019). *Discussion Document: Authorship*. <https://doi.org/10.24318/cope.2019.3.3>

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American Psychological Association (2014). *APA Authorship Determination Scorecard*. <https://www.apa.org/science/leadership/students/authorship-determination-scorecard.pdf>

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