

Project Title/Description: _____

Authorship Determination Scorecard

Instructions. This checklist is designed to aid contributors in deciding if they deserve authorship on the research project and to aid authorship-worthy contributors in determining the order of authorship. This checklist should include all contributors of the research project. Contributors have to complete this checklist collaboratively as the project progresses and it should be completed in such a way that all authors' scores equal the total points assigned to each item. For example, for 'Conceptualizing a research idea,' the scores of all contributors should sum to a total of 90 points. Please note that earning any points on this checklist will warrant authorship. When two or more contributors receive an equal score, please use 'Authorship Tie-breaker Scorecard.' This scorecard should be used and revised periodically based on changes in the responsibilities of concerned contributors.

| Activity Category | Total Points | Contributor Score | | | | |
|--|--------------------|-------------------|--|--|--|--|
| | | Initials | | | | |
| | | | | | | |
| Conceptualizing a research idea | 90 | | | | | |
| Refining/ crystalizing a research idea | 60 | | | | | |
| Literature search: Summarizing literary pieces (e.g., articles, book chapters, etc.) | 20 | | | | | |
| Creating a research design (e.g., counterbalancing, randomization to conditions, survey design etc.) | 80 | | | | | |
| Selecting an Instrument/ a measure: Instrument construction | 30 | | | | | |
| Selection of statistical tests/analyses | 40 | | | | | |
| Performing statistical analyses and computations (including computer work) | 40 | | | | | |
| Interpretation of statistical analyses | 80 | | | | | |
| Manuscript | | | | | | |
| Writing an introduction section | 90 | | | | | |
| Writing a methods section | 80 | | | | | |
| Writing results section | 80 | | | | | |
| Writing discussion section | 100 | | | | | |
| Writing conclusive summary | 60 | | | | | |
| Writing limitations of the study | 60 | | | | | |
| Writing future directions of the study | 60 | | | | | |
| Managing Submission Process | | | | | | |
| Responding to reviewers' feedback | 10 | | | | | |
| Making changes based on reviewer feedback | 60 | | | | | |
| | Total Score | | | | | |

NOTE: This table is adapted from that found at <http://www.apa.org/science/leadership/students/authorship-determination.pdf> which was developed based on

Winston, Jr., R. B. (1985). A suggested procedure for determining order of authorship in research publications. *Journal of Counseling and Development*, 63, 515-518.

Activity categories and weights developed in 2014 by Bharati Belwalkar, Steven Toaddy, and the other students and faculty of the Industrial and Organizational Psychology PhD Program at Louisiana Tech University.

Project Title/Description: _____

Authorship Tie-breaker Scorecard

Instructions. This checklist is designed to aid researchers in determining the **order** of authorship and is applicable only in situations where two or more authors have obtained an equal score on the ‘Authorship Determination Scorecard.’ It should be completed collaboratively by the concerned authors (i.e., authors with equal scores) in such a way that tied authors’ scores equal the total points assigned to each item.

| Activity Category | Total Points | Author Score | | | | |
|---|--------------|--------------|--|--|--|--|
| | | Initials | | | | |
| Literature search | | | | | | |
| Conducting a desktop/ LIBRARY literature search | 50 | | | | | |
| Maintaining a database of literary sources | 30 | | | | | |
| Keeping a check on quality and relevance of the sources | 40 | | | | | |
| Institutional Review Board | | | | | | |
| Writing an IRB application | 20 | | | | | |
| Submitting an IRB application | 10 | | | | | |
| Responding to IRB requests for revision | 40 | | | | | |
| Data Collection and Preparation (DCP) | | | | | | |
| Building an online survey | 60 | | | | | |
| Preparing for paper-pencil administration (printing hard copies of questionnaires, reserving room for data collection, signing up participants, etc.) | 30 | | | | | |
| Running participants for the research study | 40 | | | | | |
| Following up on sample size | 10 | | | | | |
| Data entry (if paper-pencil administration) | 20 | | | | | |
| Data cleaning and coding | 30 | | | | | |
| Manuscript | | | | | | |
| Writing an abstract | 100 | | | | | |
| Forming tables and figures in APA style | 30 | | | | | |
| Supporting manuscript editing | | | | | | |
| APA format check on the draft | 30 | | | | | |
| Reference checks | 10 | | | | | |
| Journal Publication specific guidelines | 20 | | | | | |
| Managing submission process | | | | | | |
| Communicating with the editors | 30 | | | | | |
| Submitting draft online | 10 | | | | | |
| Responding to the request of revision and resubmit | 70 | | | | | |
| Other administrative duties | | | | | | |
| Maintaining documentation of the research project | 30 | | | | | |
| Scheduling periodic meetings | 20 | | | | | |
| Assigning work to specific contributors | 40 | | | | | |
| Following up on others’ assigned work | 50 | | | | | |
| | Total Score | | | | | |

NOTE: This table is adapted from that found at <http://www.apa.org/science/leadership/students/authorship-determination.pdf> which was developed based on

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