



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

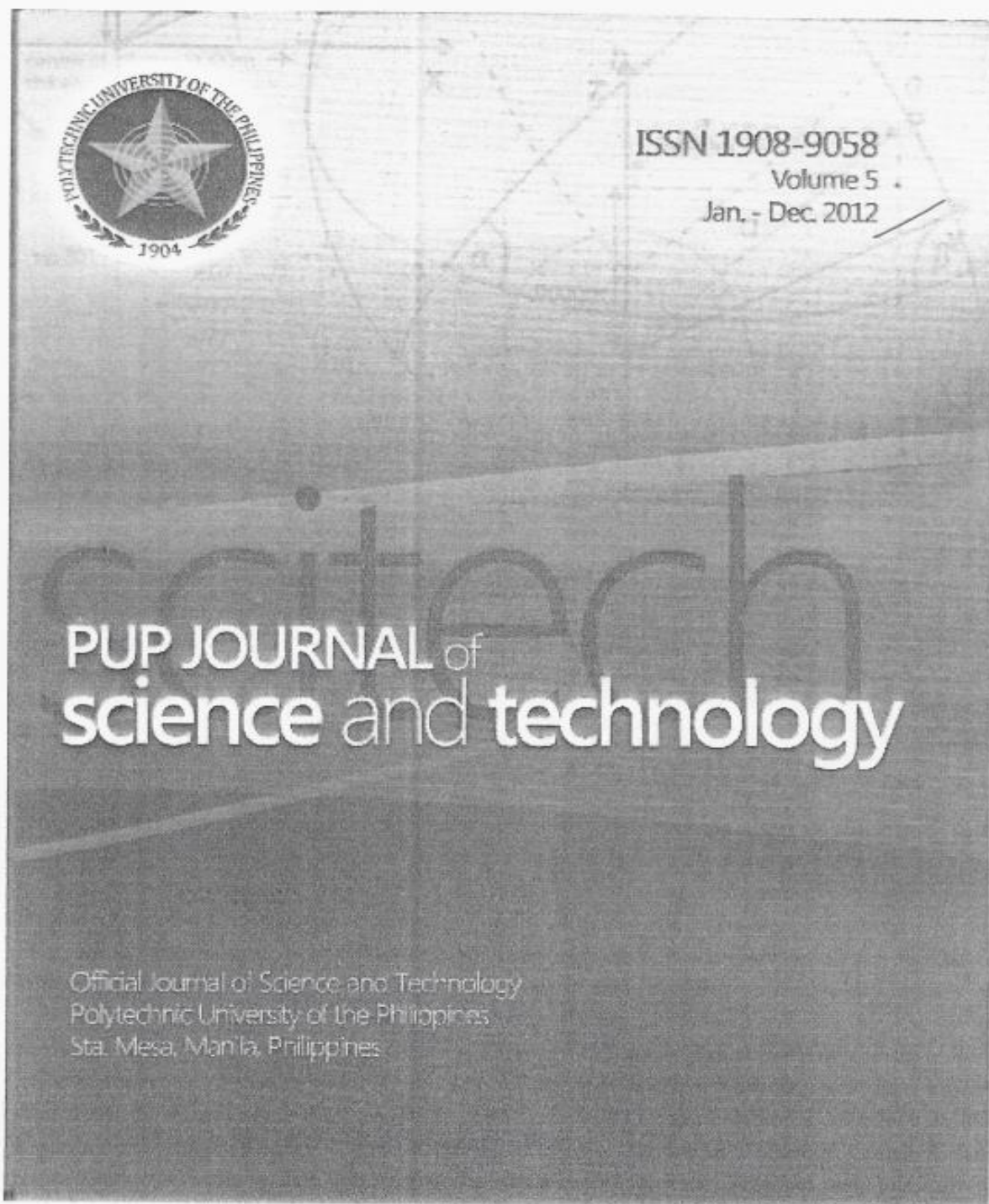
I.2. The institution regularly publishes a research journal.



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The PUP JOURNAL OF SCIENCE AND TECHNOLOGY (PUPJST) is the official journal of theoretical and applied science and technology of the Polytechnic University of the Philippines. It is a referred journal devoted to original articles on current researches and expositions by PUP faculty members, scholars, and students. It is published annually by the Office of the Vice-President for Research, Extension, Planning and Development (OVPREPD).





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APPENDIX H



**POLICY ON CO-AUTHORSHIP IN
PAPER PRESENTATION AND PUBLICATION**

Rationale

The Polytechnic University of the Philippines encourages research collaboration between and among faculty members, and between faculty and students. The University ensures that those who participate in this type of research activity are properly recognized and their contributions are fairly and appropriately acknowledged.

This policy aims to provide a clear understanding on the roles/responsibilities of co-researchers/co-authors, the criteria for "authorship" and the order in which authors should be recorded.

Definition of Terms

Author. The Author is the natural person who has created the work (RA 8293, Section 171.1).

Authorship. Authorship is reserved for persons who receive primary credit and hold primary responsibility for a published work (APA Publication Manual 6th Edition).

Co-author. Also known as collaborating or joint author, this refers to any person or persons who have made significant scientific contributions in the written/published work and who share responsibility and accountability for the results.

Co-authorship. Refers to two or more individuals – colleagues, faculty, students, and research advisors/supervisors – who share in the credit and responsibility for the published work.

Paper Presentation. Refers to the presentation of research findings in public forums or conferences.

Publication. Refers to work that is published in scientific and scholarly journals or books, which usually passes through peer review or editorial refereeing to qualify for publication.

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Published Work. This means works, which, with the consent of the authors, are made available to the public by wire or wireless means in such a way that members of the public may access these works from a place and time individually chosen by them (RA 8203, section 171.7)

Authorship and Co-authorship

1. All persons designated as authors should qualify for authorship. To qualify as author/co-author, a researcher must have made a substantial scholarly contribution to the work, and be able to take responsibility for the content or at least that part of the work they contributed.
2. Attribution of authorship depends to some extent on the discipline, but in all cases, authorship should be based on substantial contributions in a combination of (Vancouver Protocol):
 - 2.1 writing all or significant part of the manuscript
 - 2.2 conception and design of the project
 - 2.3 analysis and interpretation of research data
 - 2.4 drafting significant parts of the work or critically revising it to improve the interpretation or the discussion on the theoretical and practical implications of results
 - 2.5 methodological support throughout the implementation of the study (generally through regular participation in meetings/discussions)
 - 2.6 finalization and approval of the publishable version
3. The following conditions are not usually ground for claiming authorship/co-authorship:
 - 3.1 providing routine technical support in some aspects of the project (e.g. statistical analysis and consulting, manuscript editing, etc.)
 - 3.2 providing materials and/or data that have already been published or materials obtained from third parties, but with no other intellectual input
 - 3.3 providing funding/financial assistance or support in the acquisition of funding
 - 3.4 enumeration or collection of data, or data entry/tabulation
 - 3.5 administrative support
 - 3.6 general research supervision of a research group

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3.7 merely reviewing and providing comments/suggestions on how to improve the paper

4. Generally, the authorship of any undergraduate and graduate thesis or dissertation submitted to the University remains to with the student. The thesis/dissertation or academic paper adviser shall only be acknowledged in the work as "Adviser" and not as co-author.
5. No faculty must impose co-authorship as a condition for accepting the task or assignment as adviser.
6. Only in the publishable version of the student's work can the adviser be included or recognized as co-author. However, this type of co-authorship is not automatic by virtue of the latter's being a research adviser unless he/she has made a significant contribution to drafting the manuscript for publication and has met the above mentioned authorship criteria.
7. The right to authorship is not tied to the position or profession and does not depend on whether the contribution was paid for or voluntary. Substantial intellectual involvement is required in the recognition of co-authorship.

Order of Authorship

1. The order of authorship should be a joint decision of the authors.
2. In general, the order of authorship should be determined by the intellectual input from each of the authors. Entitlement to be listed as the first author should be based on one of the following:
 - 2.1 the person makes the major contribution to the paper
 - 2.2 the person takes the lead in the writing
 - 2.3 the person who produced the first draft of the publication
3. In case of theses or dissertations, the students are normally recognized as the principal investigators or primary authors on research publications that arise from the said academic works, provided that they have done more than half of the publishable version and have met the journal requirements.
4. When the adviser has contributed more than half the effort in producing the publication, and the research student agrees on this, it is acceptable that the adviser's name be considered as the primary author of the publishable version.

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In this instance, a brief written agreement to this effect must be made between the student and the adviser.

5. Authors may be listed in alphabetical or random order, which is acceptable provided there is written agreement demonstrating that each author gives his/her consent. This method can be explicitly explained (as required by some journals), for instance, by stating in the footnote that "All authors contributed equally and are presented in alphabetical order".

Acknowledgment versus Authorship

1. Due recognition of all participants in the research process shall be recognized. The participation of other persons involved but did not qualify as co-authors must be acknowledged in the research output. The usual practice is for these contributions to be cited as acknowledgments or in footnote.
2. Authors should ensure that the work of research students/trainees, research assistants and technical staff is properly acknowledged.
3. Individuals and organizations who provided funding and facilities should also be acknowledged.
4. However, written consent must be obtained from individuals/organizations/institutions when they are to be named in the publication.

Terms of Agreement

1. Collaborating researchers should agree on authorship and authorship order for a publication at an early stage in the research project.
2. The co-authors should discuss and make a reasonable agreement based on specific abilities of each party on what tasks, contributions and responsibilities, and extent of supervision/advising necessary to complete the scholarly presentation or publication.
3. The agreement between co-authors must clearly define the following aspect of the publication:

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- 4.1 the role each partner in the collaboration will play;
- 4.2 how data will be collected, stored, and shared;
- 4.3 how changes in the research design will be made;
- 4.4 who will be responsible for drafting the publication;
- 4.5 who should be the correspondent author
- 4.6 the criteria that will be used to identify and rank contributing authors;
- 4.7 who will be responsible for submitting reports and meeting other requirements;
- 4.8 who will be responsible for or have the authority to speak publicly for the collaboration;
- 4.9 how intellectual property rights and ownership issues will be resolved; and
- 4.10 how the collaboration can be changed and when it will come to an end.

Disputes Over Authorship

Disputes over authorship between or involving University researchers should in the first instance be mediated by the Chairperson and/or Dean of the academic department/college where the faculty belongs, or the Director of Research and Extension Management Department (REMD) and the Director of the research institute involved, with escalation to the Vice President for Research, Extension, Planning and Development (VPREPD). The VPREPD shall convene the University Research Ethics Committee to evaluate and make the final decision on the matter.

Approved by the University Board of Regents on on its 144th Regular Meeting held at the Commission on Higher Education, Diliman, Quezon City on March 26, 2014.

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