The Islamia University of Bahawalpur

Authorship Policy	
Version 1	
Date:	11 February 2026
Related office:	Office of Research, Innovation and Commercialization (ORIC)
Related policies:	Intellectual Property Policy, Plagiarism Policy
Scope:	Faculty, Staff, Students
Approving Authority:	Advance Studies & Research Board

1. Background and Standard Authorship Criteria

Authorship is fundamentally concerned with the appropriate attribution of credit and the clear assignment of responsibility for published scholarly work. Authorship carries significant academic, financial, and social implications; therefore, it is essential that all individuals who have made substantial contributions to a manuscript are duly recognized as authors. Equally important is that those designated as authors fully acknowledge and accept responsibility and accountability for the integrity, accuracy, and content of the work being published.

In light of these principles, the IUB Authorship Policy has been established for faculty, staff, researchers, and students/scholars with the overarching objective of fostering a fair, transparent, and ethically sound research environment. This policy outlines standards, guidelines, and best practices to ensure ethical authorship and responsible research conduct. It is primarily informed by, and aligned with, the recommendations and guidelines of the **Committee on Publication Ethics** (COPE) and the **International Committee of Medical Journal Editors** (ICMJE).

An author is an individual who has made substantial intellectual contribution(s) to a scientific investigation. According to various national and international writer/editor associations and committees, the authorship in any type of scientific contribution is based on following the following criteria:

- Substantial contribution(s) to the conception or design of the work; OR the acquisition, analysis, OR interpretation of data for the work; AND

- Drafting the work OR reviewing it critically for important intellectual content; AND

- Final approval of the version to be published; AND

- 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.

2. Policy Statement

This policy will explicitly determine authorship (and allied aspects of authorship) of scientific/intellectual contribution(s) including all types of publications, but not limited to original research articles, review articles, case reports, conference papers, commentaries, short communications, research letters, abstracts, *etc* (both print and electronic).

3. Objectives

3.1.   To describe the standards of responsible, honest, fair and accurate acknowledgement of authorship.

3.2.   To facilitate compliance with various national/international research ethics and codes, and with national and international writer/editor associations.

3.3.   To address/minimize/resolve authorship disputes.

4. General Authorship Guidelines

4.1.   For a research work that has been designed and undertaken at the University, the ownership (intellectual property) rights shall remain with the supervisor, principal investigator (PI) and the University.

4.2.   All authors from the University must mention their affiliation in a standard format, i.e., [Department], [Faculty], The Islamia University of Bahawalpur, Bahawalpur, 63100, Pakistan.

4.3.   Authorship issue/order should be discussed early in the phase of devising/planning a research work keeping in view the nature of research work, degree of student/scholar (MPhil, PhD etc.) and Higher Education Commission (HEC), Pakistan policies (version of adopted policies) (where applicable).

4.4.   For **multiple authors**, the order normally should reflect the contribution(s) made by each of them, with the most significant contributor listed as the first author OR the HEC guidelines, provided on a periodic basis by the HEC (version of adopted policies), may be followed in case of a post-graduate degree scholar. All authors must be ready to submit written documentation of their specific contributions.

4.5.   PI/main supervisor shall decide to include authors (other than the student) based on their contributions meeting standard authorship criteria (as described in Section 1). The decision of supervisor/PI on the order of authorship shall be final.

4.6.   The first author may not necessarily be the Principal Investigator (PI) of a research project, but an individual who is responsible for the conception and design of the study. OR as otherwise settled by the PI, main supervisor and team members.

4.7.   For a research work that has been designed and undertaken at the University, the corresponding author should have a permanent position within the University. The corresponding author should be decided through consensus between authors (if more than

one author from the Islamia University of Bahawalpur) and will be responsible for communication with editors, journals, and other authors. The corresponding author will keep all other authors informed in case of revisions made in the manuscript before it is finally published. (Dispute Resolution is given in Point 9 ahead). If mutually agreed, the supervisor/PI can allow a student to be the corresponding author, however, in such a case the student shall only use the Islamia University of Bahawalpur (IUB) as his/her affiliation.

4.8. In collaborative or external funded projects, second correspondence may be shared with external partners, but at least one corresponding author should be from the Islamia University of Bahawalpur.

4.9. A former student must list IUB as the primary affiliation in any publication arising from postgraduate research conducted at IUB, while the current affiliation may be included as an additional affiliation.

4.10. In collaborative research projects resulting in publications, authors should have read, consulted and complied with the University's research policies and guidelines.

4.11. Individuals who are not members of the research group, but have made substantial contribution(s) to the writing of an article may be credited for authorship according to the criteria of authorship.

4.12. Gift, ghost, or honorary authorship is not acceptable.

Definition: Ghost/Gift/Guest author is someone who is listed as an author without qualifying for authorship and also someone whose name is included without permission, but meant to acknowledge. A clear difference may be created that the names of contributor(s) is to be a part of acknowledgements (coming ahead) or of co-authors list.

5. Acknowledgements and Funding Statement

5.1. Team members who may not have made substantial contribution(s) to the paper, but have made some contribution(s) to the research, should be mentioned in the acknowledgement note.

5.2. Data collectors and those who provided laboratory/field/secretarial support, such as providing technical assistance or involvement in data collection, or helped in typing the manuscript should not claim authorship, but should be acknowledged, with their permission for their work. Field workers, or secretarial/administrative staff may be acknowledged with permission/consent.

5.3. All sources of funding must be acknowledged appropriately, whether internal or external funding.

5.4. If publication charges/article processing charges or funding support is provided by collaborators or external institutions, their names and funding details may be included in the funding statement/acknowledgement section.

5.5. "Work undertaken at the IUB" should be clearly specified even if an author submits a

manuscript and publishes after leaving IUB or a student/scholar who has left the program after graduation.

6. Students/Research Scholars

6.1. Students/research scholars are encouraged to publish their approved theses or dissertation work.

6.2. In those cases where a student/research scholar explicitly chooses not to engage in the preparation of their thesis or dissertation research for publication, their supervisor may choose to prepare the work themselves and will provide appropriate authorship credit to the student in recognition of his/her contribution to the research study.

6.3. The order of authors is decided in mutual agreement by the supervisor and/or the PI except in cases where HEC guidelines (version of adopted guidelines) need to be taken into perspective.

6.4. A student/research scholar shall not be the corresponding author without seeking documentary permission from the main supervisor/PI of the research project.

6.5. Under no circumstance should anyone affiliated with IUB (be it an employee, student, research scholar or volunteer), can/may publish data owned by IUB or IUB faculty, without permission from the owner of the data.

7. Ethical Approval

No manuscript, grant proposal *etc*. can be submitted for publication if ethical approval or exemption of the study has NOT been obtained. The PI, supervisor and/or student should obtain ethical approval or exemption (where applicable) for the study.

8. Copyright Transfer

8.1. Copyright of a manuscript is transferred to a journal/bibliography/publisher when the lead author or corresponding author signs a copyright form/agreement on behalf of all authors. The manuscript, and all contained content are no longer the property of authors and no part of the manuscript (including figures, tables, *etc*.) can be submitted or published by any author without prior approval of the publisher.

8.2. The content of the research project which is not published in the article can be sent for a copyright (Intellectual Property Protection).

9. Dispute Resolution

9.1. The PI of the research project/supervisor should resolve any dispute over order of the authorship in collegial consultation with other investigators or as per HEC guidelines (version of adopted guidelines), if applicable.

9.2. If a dispute or concern arises with respect to authorship, the following steps may be taken for resolution:

a) Resolve the dispute within the research team.

b) Speak with the research team leader/PI of the research project/supervisor for an amicable resolution. If a discussion does not resolve the problem, several avenues of dispute resolution within the relevant departments may be approached in the following order:

- Departmental Research Committee
- Dean concerned
- AS&RB
- Director ORIC (whose decision will be final and binding on all parties).

9.3.   If a manuscript is in the process of being published, and the above methods do not resolve the dispute, a letter indicating a conflict of interest may be sent to the journal/bibliography/publisher.

The most desirable and effective approach in determining authorship is through mutual agreement, preferably at the beginning of the research project/study. Agreements on authorship credit and order may be reviewed during the course of the project, if necessary.

9.4.   Appeal: If a student, supervisor and/or PI disagrees with the decision of Director ORIC, he/she can file an appeal within 10 working days to the Vice Chancellor of IUB. The Vice Chancellor may accept, reject or modify the recommendations of Director ORIC. The decision of the Vice Chancellor shall be final and cannot be challenged at any forum.

10. Plagiarism

10.1.   Plagiarism is defined as the unauthorized use of, or close imitation of the language and/or thoughts of another author and the representation of their work as one's own.

10.2.   Plagiarism may occur with or without intent. However, copying is absolutely unacceptable, and will be appropriately dealt with university policy on "Plagiarism". Examples of repercussions may include, but are not limited to, removal from the research project, permanent removal from a research team, and/or retraction of published papers and/or any other as per HEC's plagiarism policy (version of adopted policies). It is the responsibility of the corresponding author to check for plagiarism before submitting manuscript to the Publisher.

11. Postgraduate Research Policy (MPhil, PhD)

11.1.   The university has a comprehensive postgraduate research policy that delineates the regulations, requirements, and provisions for students enrolled in MPhil and PhD programs, covering areas such as supervision, evaluation, thesis submission, and facilitating an enriching research environment, following the rules and regulations adapted by the Advanced Studies and Research Board and the guidelines set forth by the HEC.

<u>Suggested Readings:</u>

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Hemmings, A. Great ethical divides: Bridging the gap between institutional review board and the researchers. Educational Researcher, 2005; 35(4): 12-18.

Intellectual Property Policy and Guidelines. Muhimbili University of Health and Allied Sciences, Dar es Salaam, Tanzania (August 2011).

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Mowatt G, Shirran L, Grimshaw JM, Rennie D, Flanagin A, Yank V, MacLennan, G et al. Prevalence of Honorary and Ghost Authorship in Cochrane Reviews. JAMA. 2002; 287:2769- 71.

Osborne, Jason W. and Holland, Abigail. What is authorship, and what should it be? A survey of prominent guidelines for determining authorship in scientific publications. Practical Assessment, Research & Evaluation, 2009; 14(15). Available online: http://pareonline.net/pdf/v14n15.pdf.

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Social Sciences Directory ISSN: ISSN 2049-6869.

The Little Book of Plagiarism, what is it and how to avoid it. Islamabad: Higher Education Commission Pakistan. www.hec.gov.pk.