

**NATIONAL TEXTILE UNIVERSITY
FAISALABAD**



**Publication, Authorship and Collaborative
Research Policy**

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1 Publication

Publication of results is an integral and essential component of research. The University encourages all researchers to promote their work through publishing and other forms of dissemination. Publication includes:

- journals and books
- conference papers
- conference posters

The researchers should give priority those publishers that employ rigorous standards of peer review.

The University encourages researchers to follow best practice in publication.

1.1 Good Conduct in Publication Practice

In publication and authorship, as in all other aspects of research, researchers are expected to follow the principles of good research conduct supported by the University. It is essential that the parties involved in research and publication discuss and agree on:

- Authorship
- recognition of other contributions
- acknowledgement of sponsors
- declaration of any conflicts of interest

1.2 Authorship

Generally, an author is considered to be someone who has made substantive intellectual contributions to a published study. This includes anyone who:

- made a substantial contribution to the conception or design of the work; or the acquisition, analysis or interpretation of data for the work; and
- drafted or substantively reviewed or revised the publication; and
- approved the final version of the publication; and
- agreed 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 could be appropriately investigated and resolved.

Most of the responsibility for decisions about authorship is placed on the researchers who conducted the research reported in the publication. These decisions are best made early in each project to avoid misunderstanding and later disputes.

1.3 Authorship Guidelines

Researchers should seek to publish their results in accordance with current best practice and funders' terms and conditions. They should ensure that they:

- use the most appropriate means to publish the results of their research, typically as papers in refereed journals
- comply with University policies and funder requirements in the dissemination of the results of research and, where appropriate, seek guidance and approval to report data to the media
- publish a coherent report of the work and do not report the data more than once (unless in a secondary analysis) or sub-divide the data (unless this was a predefined approach)
- analyze the data using appropriate methods of statistical analysis
- provide a summary of the work in layman's terms and give appropriate feedback to everyone who took part in the study
- acknowledge and cite the work of others where appropriate, fully and accurately attributing relevant sources
- take steps to ensure the accuracy of the data reported and act immediately to correct any genuine errors or misunderstanding
- acknowledge the funding, support, sponsorship and other forms of input (including that of the University) to the work in an appropriate way
- give notice of intention to publish and seek approval, where appropriate, from all partner organizations
- openly declare all relevant interests
- not seek media exposure for research which has not been subject to peer review, unless sanctioned by all parties
- handle the release of research data which might have high and/or commercial impact with care and sensitivity, consulting the University and other partners as appropriate

Where the work has more than one author the researchers should also:

- agree the contribution each will make to reporting the work and review this commitment regularly as the work progresses
- appoint a lead or executive/corresponding author for communication on the work
- report the work fairly according to each author's contribution, and neither omit, underplay nor overplay a contributor's input
- comply with the definition of author and co-author given by the journal or by international organizations
- provide a formal offer of authorship (which should be accepted or declined in writing) to those meeting the agreed definitions
- maintain a file of all relevant signatures in case of disputes

As stated above, the sequence of authors should be according to the contribution. For example, for an MS research, authors may be sequenced as: Student, Supervisor, Co-supervisor.

In general, first author is the one who contributed most in conducting the research and executive/lead/corresponding author is a senior researcher who leads the research such as supervisor/PI or most senior researcher.

2 Research Misconduct

The National Textile University expects all its members to observe the highest standards in the conduct of their research. Not upholding such standards, either intentionally or through lack of knowledge, damages the scientific process and may harm research participants, colleagues, the University and society as a whole.

The University's code also defines the procedure for handling allegations, investigations, and the reporting of research misconduct.

2.1 Definition

Misconduct means fabrication, falsification, plagiarism, or deception in proposing, carrying out, or reporting results of research, and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. It includes failure to follow an agreed protocol if this results in unreasonable risk or harm to humans, other vertebrates or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It also includes any plan or conspiracy or attempt to do any of these things. It does not include honest

error or honest differences in interpretation or judgement in evaluating research methods or results, or misconduct (including gross misconduct) unrelated to research processes.

2.2 Funder Requirements

When suspected research misconduct involves external funding, the University must comply with any additional regulations, policies and reporting obligations required by the funder.

2.3 How To Raise Concerns – University Staff and Students

Misconduct or poor practice in research should be challenged and sources of advice and support for University members include:

- Fellow students and colleagues
- Supervisors
- Mentors
- Senior Faculty members
- Directors of Graduate Studies
- Deans
- Heads of Department

2.4 How to Raise Concerns – External Organizations

Any third parties (eg representatives of research funders, research journals, professional bodies) wishing to raise concerns, in confidence, about the integrity of research at the National Textile University are invited, in the first instance, to contact Office of Graduate Studies and Research, National Textile University.

3 Collaborative Research

Researchers frequently collaborate with colleagues both within the University and externally. Clear communication is essential to effective collaborations.

Issues for collaborators to discuss at an early stage include:

- Research roles and responsibilities (eg the goals of the project, the role each partner will play, how changes in the research design will be made)
- Resource-sharing
- Disclosure of conflicts of interest

- How research data will be collected, stored and shared
- Authorship, including the process and criteria by which authorship and credit will be assigned
- Financial management
- How intellectual property rights and ownership issues will be addressed
- Training and supervision
- Compliance with all funder and regulatory matters relevant to the project
- Estimating an initial time frame for the collaboration

Ideally, collaborative projects should have effective management plans agreed at the outset which cover the above points. For larger collaborative projects, it may be advisable to form a project management group to review and update plans at regular intervals.

Attention to these issues at the outset of a collaboration can help to ensure that such projects run smoothly and potentially avoid problems downstream.