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TITLE: Recognition of Contributors to CSHP Publications	REVISED: April 2016 (Procedures)

POLICY

CSHP, as owner and corporate author of CSHP publications, will acknowledge contributors to CSHP publications. The manner in which these contributors will be recognized will vary with the type of contribution, the type of publication, and the involvement of another organization to co-develop the publication.

This policy applies to CSHP National and all its branches.

DEFINITIONS

Contributors: Persons who have contributed to a CSHP publication. There are two sub-categories of contributors:

1. ***Individual Writer:*** A person or a group of persons (e.g. a task force) authorized or commissioned by CSHP to develop a CSHP publication and who has made substantive intellectual contributions to the publication in all of the following activities:¹
 - a) Developing the concept and design of the publication, collecting data or literature, or analyzing and interpreting the data or literature;
 - b) Drafting the article or editing it critically for intellectual content; and
 - c) Recommending the version to be published.

This group accepts direct responsibility for the organization, arrangement and content of the publication.

2. ***Other Contributor:*** A person or a group of persons whose contributions do not meet the conditions of an individual writer. Examples of how this person or group may have contributed to the publication include the following:
 - a) Collecting data or literature.
 - b) Analyzing and interpreting the data or literature.



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- c) Reviewing the intellectual content of the draft publication and making recommendations for change.
- d) Providing technical help, writing assistance, or general support that directly led to the finalized publication.

Corporate Author: The corporate entity that authorizes the development of a publication, and whose official name is recognized as the author of the publication. More than one corporate author may contribute to a publication.

CSHP Publications: Publications (e.g., posters, poster abstract, abstracts or manuscripts submitted to the *Canadian Journal of Hospital Pharmacy*, background or briefing papers, brochures, Official Publications) of which CSHP is the owner.

PROCEDURES

1. When a CSHP publication is released, the CSHP National office will publicly recognize the contributors according to one of the following methods.

Official Publications

The names of all contributors, arranged by type of contribution, will be published:

- a) If and when the paper is first published in the Journal, or
- b) When CSHP announces (e.g., via eBulletin, CSHP website) the paper is published.

The name of the group that contributed to the publication will be included in the publication. The location of that information will vary with the type of publication, as follows:

- a) Standards and guidelines: introduction
- b) Statements: end of paper
- c) Information paper: Introduction

The names of all contributors will not be included when the paper is published in other formats (such as on CSHP's website or electronic copy).

Refer to the CSHP Handbook on Formatting CSHP Official Publications (2009) for information about the format and style used to recognize contributors to Official Publications.

Background or Briefing Papers (e.g. advocacy campaign material)

The names of all contributors will be acknowledged at the end of the paper.

Brochures



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The name of the group that contributed to the brochure will be identified in the brochure. The names of all individual contributors, arranged by type of contribution, will be acknowledged in the eBulletin.

Posters and Poster Abstracts

The individual names of the contributors will be included in the poster and poster abstract, acknowledging that the work was done on behalf of CSHP. If a group of individuals contributed to the poster or poster abstract, the name of that group may also be listed on the poster or poster abstract.

Abstracts or Manuscripts Submitted to the CJHP

The individual names of the contributors to the abstract or manuscript submitted to the *CJHP* will be published according to the style guide of the *CJHP*. (The name of the group of individual writers is listed as the author and the name of each contributor is listed in the acknowledgement.)

Revised CSHP Publications

If a CSHP publication is revised, the person(s) who wrote and reviewed the revised publications will be acknowledged as per the above procedures. The names of the writers and reviewers of the previous publication will not be listed in the newly-revised publication.

Other Publications (e.g. anniversary publications)

The name of the group or individual writers that contributed to the publication will be included immediately below the title of the publication. The names of the individual contributors will be included in a footnote to the name of the group, as an acknowledgement.

Publications Developed with Other Organizations

When a publication is developed with another organization, the National office will contact the organization to obtain permission to include in the acknowledgement the name of the organization and the names of the persons from that organization (volunteers and staff) who contributed to the paper, as per the methods outlined in this policy for the type of publication.

REFERENCES

1. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship [Internet]. Philadelphia (PA): International Committee of Medical Journal Editors (2009). Cited 2009 Nov 26] Available from: http://www.icmje.org/ethical_1author.htm