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**Policy Name:** Academic Authorship  
**Policy Number:** ACA 4.02  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs - BSMCON  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2025  
**Version:** 1.0  
**Policy Status:** Approved

## I. Policy

Bon Secours Memorial College of Nursing (BSMCON) is an institution of higher education with associates engaged in dissemination of their intellectual works for the benefit of the discipline and society. Therefore, it is the policy of BSMCON to provide a mechanism for associates who are submitting academic projects for dissemination (i.e. publication, presentation) to adhere to rigorous and ethical standards in authorship.

## II. Purpose

The purpose of this policy is to provide clarity to associates at BSMCON regarding the rigorous and ethical standards of academic authorship expected on all authored projects for any type of dissemination.

## III. Scope

This policy applies to all associates. It also applies to associates who are students in a graduate program who are being supported by BSMCON to disseminate scholarly work.

## IV. Definitions

**Authorship:** “Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work.” (International Committee of Medical Journal Editors, 2024, pg. 2)

**Author:** An author is an individual who makes a significant contribution to a scholarly work and is characterized by all of the following criteria:

1. Substantial contributions to conception or design of the work; or the acquisition, analysis, or interpretation of the data for the work; AND
2. Drafting the work or reviewing it critically for important intellectual content; AND
3. Final approval of the version to be published; AND

4. 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. (International Committee of Medical Journal Editors, 2024, p. 2).

**Conception of the Work:** Individual(s) who created the initial intellectual work should be a listed author and must approve any dissemination of their concept, product, or process.

**Design of the Work:** Individual(s) who modify or expand upon the concept, product, or process created by other individual(s). They can be listed as the first author when it appropriately reflects the work.

**First Author:** The first author is the principal contributor to the work. This author sets timelines, coordinates meetings, and is the primary communicator with the publication source and co-authors. They ensure all tasks are completed before, during and post submission (International Committee of Medical Journal Editors, 2024)

## V. Policy Details

### Authorship Order:

- When there is more than one author the author order is best determined early in the process, preferably before the project begins.
- All authors should mutually agree to the byline assignment at the beginning of the project and revisit this as needed. If inadequate performance or work output occurs, the byline order may need to be revised or an author removed.
- When writing about collaborative projects, the individual(s) who conceived of the work must be consulted at the initiation of the process as they are the creator of the initial intellectual work.
- Relative status (position or rank) should not be considered when determining authorship order (APA, 2020).
- Student Authors: At the doctoral level, the student is listed as the first author in most instances. At other educational levels, authorship order is determined each individuals' contributions to the project (APA, 2020).

**Acknowledgements:** Acknowledgements are intended to show appreciation to individuals who do not meet the criteria for author, but have assisted the authors using their technical skills, meeting material needs, assisting with research activities, and editing the manuscript for example. Acknowledgements should not

be offered to those individuals whose contributions are related to their normal job responsibilities (King et al., 1997).

### **Ethical Standards**

- **Plagiarism** – Associates should adhere to the definition of plagiarism found in ADM 3.05 Student Conduct – Rights and Responsibilities
- **Self-Plagiarism** – Use of one’s own previously published work without proper citation is considered unethical (APA, 2020).
- **Duplicate Publication** – Publication of the same work (data or ideas) in multiple journals (APA, 2020).
- **Conflict of Interest** – Having “personal, scientific, professional, legal, financial, or other interests or relationship” that could exploit subjects or impact objectivity in data collection or analysis (APA, 2020, pg. 23). All conflicts of interest must be disclosed and may exclude an author from participation.

### **Topics Not Addressed**

- The American Psychological Association’s Publication Manual and/or Ethical Principles of Psychologists and Code of Conduct should be used for guidance on any topic not addressed or for clarification for included topics.
- If additional guidance is required, the question can be submitted to the chair of the Scholarship Committee. In the case of a disagreement, a one-page summary of the topic with each opposing view clearly outlined can be submitted.

## **VI. Attachments**

None

## **VII. Related Policies**

ACA 4.01 Requests for Conducting Academic Research/Projects

References:

American Psychological Association (APA). (2020). Publication manual of the American Psychological Association (7<sup>th</sup> ed.). <https://doi.org/10.1037/0000165-000>

International Committee of Medical Journal Editors (2024, January).

Recommendations for the conduct, reporting, editing and publication of scholarly work in medical journals. [www.icmje.org/](http://www.icmje.org/)

King, C.R., McGuire, D.B., Longman, A.J. & Carroll-Johnson, R.M. (1997). Peer review, authorship, ethics and conflict of interest. *Image: Journal of Nursing Scholarship*, 29(2), 163-167.

Macrina, F. L. (2014). *Scientific integrity: Text and cases in responsible conduct of research*. (4<sup>th</sup> edition). ASM Press.

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	1/2025	Creation of policy	Associate Dean of Faculty Affairs
1.0	3/21/2025	Reviewed no changes	CDDAA