

CADTH Guidelines for Authorship of and Contribution to CADTH Reports

1. Guidelines for Authorship of and Contribution to CADTH Reports

CADTH adheres to the authorship and contribution guidelines established by the International Committee of Medical Journal Editors (ICMJE). The full description of the ICMJE guidelines is available at: www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html. Based on this guidance, CADTH supports a transparent and ethical account of report involvement.

The *CADTH Guidelines for Authorship of and Contribution to CADTH Reports* apply to CADTH reports and to manuscripts or articles based on CADTH reports.

2. Authorship Credit

Authorship credit will be given for:

- Health technology management products
 - Rapid Response reports
 - Health Technology Assessment (HTA) reports
 - Technology Review reports
 - Optimal Use (OU) reports (includes Therapeutic Reviews)
- *Issues in Emerging Health Technologies*
- *Health Technology Update* newsletter
- Environmental Scans
- Other technical or science reports, as required.

Authorship credit will be given to individuals who meet *all* of the following criteria:

- provided substantial contributions to conception and design, acquisition of data, or analysis and interpretation of the study results, including the key messages and conclusions
- contributed to drafting the report or revising the report critically for important intellectual content
- agreed to be accountable for all aspects of his or her contribution, and for ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved
- fulfilled the author responsibilities outlined in section 4 of this document.

The acquisition of funding, collection of data, or general supervision (in the absence of additional contribution) of the project team does not qualify for authorship.

3. Contributor Credit

All contributors to the report who do not meet the criteria for authorship should be listed in an Acknowledgement section if they meet *any* of the following criteria:

- contributed to conception and study design
- were responsible for the acquisition or analysis of data
- assisted in the development and implementation of the knowledge mobilization plan for the project
- reviewed a partial or final draft of the report, including for example clinical, health economic, and methodological experts; and external peer reviewers.

Optionally (at the Clinical Research Manager's discretion), those providing support to the project may also be acknowledged. This may include, but is not limited to, those who provide the following:

- project management support
- methodological support
- writing assistance or copy-editing
- language editing
- financial or material support.

A description of each individual's contribution will be provided.

All non-CADTH staff must give written permission in order to be acknowledged for their contribution.

CADTH does not assign guest or honorary authorship credit to those who have not directly contributed to the research.

4. Author Responsibilities

Those individuals who are identified as authors are accountable for the integrity of the work as a whole, from inception to publication, and must act as guarantors of the report.

Primary Author:

The primary author(s) accepts direct responsibility as the main guarantor(s) for the quality of the report. This includes:

- complying with the *CADTH Guidelines for Authorship of and Contribution to CADTH Reports*
- taking responsibility for the integrity of the report as a whole, from inception to the final report
- ensuring the accuracy and completeness of the overall report
- ensuring the messaging of the report is clear, impartial, and directed at CADTH's primary audience (i.e., health care decision-makers)
- coordinating and contributing to the preparation of the first draft of the report and the subsequent reviewing of revised drafts
- ensuring all comments received from the internal and external review processes are considered and appropriate revisions are made
- ensuring all comments received from the formatting and copy-editing processes are considered and appropriate revisions are made
- being prepared to explain the presence and contribution of other corresponding authors
- assisting CADTH team members in responding to questions or issues brought forward by stakeholder groups after the report has been published.

Other Authors:

Authors other than the primary author(s) accept responsibility for the following:

- complying with the *CADTH Guidelines for Authorship of and Contribution to CADTH Reports*
- ensuring the accuracy and completeness of their section(s) of the report
- ensuring the messaging of their sections of the report is clear, impartial, and directed at CADTH's primary audience (i.e., health care decision-makers)
- contributing to the preparation of the first draft of the report and the subsequent reviewing of revised drafts
- assisting CADTH team members in responding to questions or issues relevant to their section of the report brought forward by stakeholder groups after the report has been published.

5. Determining Authorship

Assignment of Primary Authorship:

The assignment of primary authorship will be based on the level of contribution of each author to the report. The author with the greatest level of contribution will be designated as the primary author. The general supervision or coordination of the report does not necessarily qualify as a contribution to primary authorship.

If the report covers multiple areas (e.g., clinical, economic, ethical, patient perspectives, etc.) and authors' contributions to each area are considered equal, primary authorship for individual sections may be assigned.

For Reports Prepared or Led by CADTH Staff:

The proposed authors, including the primary author(s), will be designated at the start of the project. For reports that include a systematic review, projects must be registered in PROSPERO. A description of the anticipated contribution of each proposed author must be provided. For all other reports, the authorship designation should be included as part of the first draft.

For Reports Prepared or Led by External Contractors:

All individuals or organizations contracted to perform work on a CADTH report will agree to comply with the *CADTH Guidelines for Authorship* in their contract.

The proposed authors, including the primary author(s), will be designated at the start of the project. For reports that include a systematic review, projects must be registered in PROSPERO. A description of the anticipated contribution of each proposed author must be provided. For all other reports, the authorship designation should be included as part of the first draft.

Each author or contributor, including the primary author(s), must submit a completed authorship or contribution form to CADTH when he or she approves the final report. The project manager (or alternate) will coordinate the submission of the authorship and contribution forms.

For Reports Prepared or Led by a Mix of CADTH Staff and External Contractors:

All individuals or organizations contracted to perform work on a CADTH report will agree to comply with the *CADTH Guidelines for Authorship* in their contract.

The proposed authors, including the primary author(s), will be designated at the start of the project. For reports that include a systematic review, projects must be registered in PROSPERO. A description of the anticipated contribution of each proposed author must be provided. For all other reports, the authorship designation should be included as part of the first draft.

Each external author or contributor, including the primary author(s), must submit a completed authorship or contribution form to CADTH when he or she approves the final report. The project manager (or alternate) will coordinate the submission of the authorship and contribution forms.

Approval of Authorship:

The proposed authors listed, including the primary author(s), may be reviewed and changed if they do not fully meet the appropriate criteria and responsibilities listed in sections 2, 3, and 4.

Final approval of authorship will occur once all proposed authors have signed off on the report. In the majority of situations, the proposed authors will be approved.

The Clinical Research Manager (or alternate project owner) is responsible for final approval of authorship. Should there be a dispute over final authorship, the Director, Scientific Affairs (or alternate) will adjudicate and approve final authorship credit.

6. Publication of Related Manuscripts

Publication of research manuscripts based on and subsequent to the publication of the CADTH report(s) should adhere to the authorship and contribution guidelines set by the journal to which the manuscript has been submitted.

ABOUT CADTH

CADTH is an independent, not-for-profit organization responsible for providing Canada's health care decision-makers with objective evidence to help make informed decisions about the optimal use of drugs and medical devices in our health care system.

CADTH receives funding from Canada's federal, provincial, and territorial governments, with the exception of Quebec.

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