

Department of Sociology
Authorship Guidelines for Academic Publications
Adopted May 2022

The members of the Sociology Department are committed to providing all students and faculty with full access to opportunities to thrive academically, regardless of their professional status, experience, and initial familiarity with the research and publication process.

To ensure equity and consistency in our research collaborations, the department has adopted these basic guidelines to increase transparency on how merit is assigned in the research process. **These guidelines are not a substitute for the Statement of Mutual Expectations between faculty and their students, though they should inform development and revision of SMEs.** Authorship expectations and the order in which coauthors will be listed in a publication¹ should be discussed and made explicit early in the research process. This document is intended to motivate and inform such essential conversations between research collaborators.

While noting that it is unethical to include people as authors if they have not made significant contributions to a project, as stated in the American Sociological Association's [Teaching Ethics Throughout the Curriculum](#), anyone who has made "a substantial intellectual contribution to a publication" should be listed as a coauthor. The list below was inspired by the National Information Standards Organization's (NISO) "CRediT, Contributor Roles Taxonomy" but has been modified to reflect norms specific to our department and the discipline of sociology. Thus the list should be read as examples of activities that constitute significant intellectual contributions in our discipline and department:

- Conceptualization – Ideas; formulation or evolution of overarching research goals and aims.
- Operationalization – Refining or operationalizing a research idea♣
- Framing – Positioning the study by selecting and critically discussing previous studies♣

¹ By "publication," we refer to conference papers, presentations at conferences, working papers, published articles, applications for funding, and any other scholarly work where authorship is reported.

♣ Item is not part of the NISO taxonomy but has been added because it reflects a norm within the department or discipline of sociology.

- Data curation – Management activities to annotate (produce metadata), clean data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.
- Formal analysis – Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.
- Funding acquisition - Acquisition of the financial support for the project leading to this publication.
- Methodology – Development or design of methodology; creation of models.
- Methodology – Designing the research strategy (how the data will be collected or how secondary data will be used, and how the data analysis will answer the research questions)♣
- Designing – Creating data collection instruments (surveys, interview protocols, etc.)♣
- Investigation – Conducting a research and investigation process, specifically performing the experiments, conducting interviews, collecting data, etc.
- Analysis – Conducting data analyses (e.g., creating a statistic or identifying a theme)♣
- Analysis – Interpreting data analyses (e.g., identifying what a statistic means when placed within a larger theoretical context)♣
- Project administration – Management and coordination responsibility for the research activity planning and execution.
- Software – Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
- Supervision – Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
- Validation – Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
- Visualization – Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.
- Writing – original draft – Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
- Writing – review & editing – Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.
- Writing – Revising a manuscript to incorporate reviewers' feedback♣
- Writing – Drafting a memo to respond to reviewers' comments

The list above is not exhaustive and represents only a starting point for collaborators to discuss authorship inclusion and order. Ideally, such conversations should occur throughout a project, and the order of authors should be revised as necessary to accurately reflect the relative contributions of each team member.

The first author is generally responsible for preparing the first draft of the manuscript, but all authors should critically review and approve the manuscript before it is submitted for publication, as stated in the University of Maryland's "Co-authorship for Faculty-student Interactions or Collaborations" section of the [Graduate School Policies](#). Being a coauthor in a publication implies not only shared merit, but also shared responsibility for its contents and for any errors that may be found.