

Authorship Policy

For the purposes of this workshop, participants will be invited to co-author manuscripts arising from the workshop in one of two writing-related roles: 1) a named co-author; and 2) a member of a named consortium.

1. As a named co-author

Named co-authors will be listed as formal authors of manuscripts resulting from the workshop(s). The order of authors will primarily be based on the number of roles (see in Appendix 1) to which the author contributed, followed by alphabetical order for groups of authors with a similar level of contribution.

Contribution as a named co-author involves the following required inputs:

- Attending the workshop
- Providing and confirming affiliation details in the final manuscript text prior to draft submission, when requested and within a given timeframe
- Explicit endorsement of the contents of the final manuscript in a timely manner when requested
- The provision of substantive comments on or edits to the draft or final manuscript in a timely manner when requested

The project coordinators (Neal Haddaway, Adam Dunn, and Shinichi Nakagawa) will endeavour to be inclusive and supportive regarding co-author requests, and wherever possible will ensure they provide sufficient time (i.e. ~ 14 days) for co-authors to respond to requests for feedback or edits. Should extenuating circumstances mean that co-authors need more time to fulfill the requirements above, they are encouraged to contact the project coordinators as soon as possible, who will endeavour to find a flexible solution.

It is expected that co-author input will be solicited in two main rounds: an initial request for comments on a draft manuscript outline focusing on scientific content and logic of arguments; a subsequent request for edits and comments on the narrative contained in a final draft text focusing mainly on writing style and grammar. Co-authors are politely requested, where possible, to provide substantive content feedback at the first stage rather than at latter stages in order to minimise disruption to collaborative editing. It is expected that there may be multiple iterations within each of these two major stages.

Contributions will be solicited via collaborative Google Docs to support versioning and avoid duplication of effort, primarily using the commenting and suggestion functions. Should any co-author find this approach prohibitively challenging, they are requested to discuss this with the project coordinators at the earliest opportunity to allow alternatives to be explored.

Those wishing to be a co-author on the manuscript(s) should express their interest and commitment to the corresponding author (Neal Haddaway, neal.haddaway@sei.org) in advance of delegation of writing tasks.

Named co-authors may request removal from the list in all published formats, or alteration to Consortium membership (provided the requirements below are met) without necessary reason by emailing a request to the corresponding author (Neal Haddaway, neal.haddaway@sei.org).

Should a named co-author's circumstances change and they are no longer able to meet the required contributions described above, they should contact the corresponding author (Neal Haddaway, neal.haddaway@sei.org) at the earliest opportunity to discuss whether reclassification as a Consortium member may be appropriate. All existing contributions will be taken into account and all such cases will be decided upon through consensus of the project coordinators.

2. As a member of a named consortium

The consortium will appear as a listed author (e.g. 'Workshop Consortium 2021'), and the Consortium members will be explicitly listed in full in the acknowledgments (or other appropriate location in the published manuscript, depending on the requirements of the publishing journal).

Contribution as a consortium member involves the following required inputs:

- Attending the workshop or participating in all rounds of online suggestion and voting prior to the workshop
- Providing and confirming affiliation details in the final manuscript text prior to draft submission, when requested and within a given timeframe
- Endorsement of the contents of the final manuscript

Failure to adhere to these three requirements will result in removal from the Consortium members list in the manuscript file. Consortium members may request removal from the list in all published formats without necessary reason by emailing a request to the corresponding author (Neal Haddaway, neal.haddaway@sei.org).

Consortium members may become named co-authors providing they additionally meet the requirements provided above, in which case, their names will be moved from the Consortium member list to the list of manuscript co-authors. Consortium members may provide optional comments on or editions to the manuscript file in a timely manner, but provision of comments as a Consortium member will not necessarily result in being granted co-authorship if not expressly agreed in advance by contacting the corresponding author (Neal Haddaway, neal.haddaway@sei.org). Such *post hoc* decisions related to change from Consortium membership to named co-authorship will be made through consensus between the project coordinators (Adam Dunn, Neal Haddaway, and Shinichi Nakagawa). Wherever possible, we will endeavour to be inclusive and supportive.

Appendix 1

CRedit contributor roles taxonomy:

- **Conceptualisation** – Ideas; formulation or evolution of overarching research goals and aims.
- **Data curation** – Management activities to annotate (produce metadata), scrub 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 analyse or synthesise study data.
- **Funding acquisition** - Acquisition of the financial support for the project leading to this publication.
- **Investigation** – Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
- **Methodology** – Development or design of methodology; creation of models.
- **Project administration** – Management and coordination responsibility for the research activity planning and execution.
- **Resources** – Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
- **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.
- **Visualisation** – Preparation, creation and/or presentation of the published work, specifically visualisation/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.