

## Documentation required for a review of an authorship concern, complaint or dispute

- 1. A copy of the authorship agreement, and any previous versions of the document.
- 2. A copy of the research output in dispute, and if relevant, previous versions of the output showing evidence of contributions made by authors.
- 3. Copies of documents that show:
  - a. The process followed to determine authorship of the research output and copies of any documentation used to determine authorship and authorship order.
  - b. How each author has met the criteria for authorship attribution, consistent with the Research Authorship and Publications Policy and Procedures and Authorship: A Guide supporting the Australian Code for the Responsible Conduct of Research 2018.
  - c. A list of all authors considered to be valid authors and the reasons why.
  - d. A list of any other individuals considered to have contributed to the publication and who should be acknowledged, along with evidence to support these individuals being acknowledged.
  - e. Any other relevant documentation, such as meeting minutes, emails between authors regarding authorship, drafts of the research output with track changes from authors.
  - f. Final approvals of the version to be published, where appropriate.
  - g. Communications between authors (and excluded authors) demonstrating attempts made to resolve the matter between the authors, and the outcome of these communications.
- 4. Copies of the Supervisor Candidate agreement in cases involving Higher Degree Researchers.
- 5. A statement outlining the nature of the resolution sought.