

This document serves to clarify the process and criteria for students disseminating their scholarly work via manuscript(s), scholarly presentations and posters. Authorship is an important discussion and decision. For master's capstone clinical projects and DNP practice inquiry projects, the authorship is typically:

- The graduate student as the first author; the committee chair as the corresponding author
- The committee chair will help the student determine listing of authors

The following guidelines of the International Committee of Medical Journal Editors (ICMJE) (retrieved July 31, 2014 from <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>) apply:

Authorship

According to the ICMJE guidelines, "Authorship credit should be based on:

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

Each person listed as an author should meet all criteria, and all persons who so qualify should be listed as authors. The corresponding author should be prepared to explain the inclusion of all coauthors and their order in the byline. Some journals require the submission of specific information about the contributions of each author, and include this information in the published article. The order of authors should be a joint decision with the student and appropriate faculty. It is not the role of editors to make authorship/contributorship decisions or to arbitrate conflicts related to authorship.

Dissemination of your scholarly work

Dissemination of results is an integral part of scholarly work. Students are encouraged to collaborate to publish the results. Presentations (poster and/or podium) at professional meetings are other formats of scholarly dissemination that enhance networking and visibility of the work prior to publication. The above authorship criteria also apply to these methods. Students will consult the faculty member for guidance on submitting the work and preparing presentations. In the case of the master's capstone clinical project or DNP practice inquiry project, the appropriate faculty is the committee chair. In the case of dissemination as an expansion of coursework, the appropriate faculty is the course professor.

Prior to Submission of Abstract or Manuscript

Prior to submission of any course or program related scholarly work, the faculty must approve the materials. The [Release Form for Scholarly Dissemination](#) must be completed by the committee chair or course faculty member co-author before an abstract or manuscript is submitted.

iThenticate Screening

The following statement attesting to the use of anti-plagiarism software, iThenticate, must also be signed by the student's major professor.

I certify that the author's manuscript was diagnostically reviewed by iThenticate on the date indicated below. Based on the results of the iThenticate diagnostic review; and, to the best of my knowledge, the manuscript includes original work of the author and, in good faith, I believe all content from other authors appearing in the product has been properly quoted and attributed.

Date of iThenticate Review

DNP Committee Chair Signature

Date

After submission

The review timeline for conference presentations is usually published in the call for abstracts. In the case of journal submissions, the review process may take several months. Most journals use online submission systems that allow authors to track the progress of their manuscripts. If there is no electronic process, the corresponding author may contact the editor if no feedback has been provided.

When the corresponding author receives information regarding the submission, the response should be shared with all authors. Timeliness of the communications to all parties and in response to the journal is important. All authors should have the opportunity to discuss the editor's response, determine revisions, and approve of changes. If a manuscript is rejected by the journal to which it was initially submitted, the authors can collaborate to identify other journals for manuscript submission. The manuscript should then be revised as needed to fit the mission and requirements of the new journal.

If the manuscript is not submitted to the first journal within **three months** of graduation or the student declines to resubmit due to a rejection or revision within **three months**, the rights to publish the manuscript will be transferred to the committee chair, who will then become the first author. The student will become the second author and in this capacity will be notified whenever the manuscript is submitted to a new journal.

I have read the above guidelines for authorship and my signature below indicates my willingness to comply with the guidelines.

Student Signature_____

Date_____