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**Points for clarification between supervisor and student in connection with potential research projects at SUND, AAU**

In the event that a semester project is attempted to be published at a conference or in a recognized scientific journal, it may be beneficial to agree on a number of aspects in the further scientific work towards publication. For inspiration, the Academic Council at the Faculty of Health Sciences has prepared the checklist below, which supervisors and students can go through to make these agreements.

A basic prerequisite for working with the checklist is that the project is part of the supervisor's research. When transitioning from a semester project to a research project, the supervisor assumes the role of Primary Investigator (PI) on the research project being worked on for publication. The PI is responsible for ensuring that the relevant approvals are in place, that GDPR is complied with, that data is handled in accordance with applicable rules, and that the work follows the Danish Code of Conduct for Research Integrity.

It is the PI of the project who decides whether the project should be attempted to be published. It is thus the PI's responsibility to determine whether the project has sufficient research quality and novelty to be published in a journal, as an abstract for a conference, etc. To avoid possible self-plagiarism, it may be considered whether it is advantageous for the exam project to be submitted as "confidential."

The checklist should be used from the moment the idea of developing the semester project into a scientific manuscript arises:

Initial discussions:

* Are there expectations from the students and/or the PI to create a manuscript?
* If yes, who writes the first draft of the manuscript?
* What type of manuscript is being considered (conference abstract, journal article, etc.)?
* Where do you want to publish (which journal, which conference, etc.)?
* If there are other collaborators to be involved in the work, it is the PI's responsibility to ensure that relevant collaboration agreements are made.

Data - since the data was collected under the PI's permission, the PI has the formal responsibility for the data:

* Is there sufficient data basis and research novelty to support a manuscript? (ultimately the PI's decision)
* Who conducts the necessary data analyses and statistical analyses?
* What should happen to the data during and after the project period (the PI is responsible for compliance with applicable rules)?
* Where should the data be stored? Agree on the data platform for analyzed data, publication, etc. (the PI ensures compliance with applicable guidelines), so that the material is organized, and backup is secured.
* How is it ensured that students have access to data and files after the project period (e.g., if the AAU email can no longer be used)?
* It must be ensured that applicable GDPR is complied with, including deletion of personally identifiable data, tables, and figures (PI's responsibility).

Creation of the manuscript:

* Who is responsible for completing and submitting the manuscript (remember, the PI has the final responsibility)? Who is the first author, and in what order are the other authors listed?
  + It is recommended to base this on the Danish Code of Conduct for Research Integrity. This code reflects, among other things, the so-called Vancouver rules for authorship. See further information on the faculty's website (in Danish): <https://www.medicine.aau.dk/research/good-scientific-practice>
  + The PhD school's co-author declaration form is shown at the bottom of the document and can be used for inspiration
  + Who is the corresponding author (usually it will be the PI who has a permanent position at AAU)?
  + The PI has the final responsibility for the order of authors, which can be changed along the way in relation to contributions and the quality of contributions.
  + It should be discussed which tools can be used in the creation of the manuscript, according to the applicable Code of Conduct for Research Integrity
* Agree on a schedule that can accommodate changes
  + Agree on the order in which co-authors receive the manuscript for review, and what response time is reasonable.
  + Be aware that the PI decides when the manuscript is ready
* Agree on what to do in case of lack of interest or response from one of the parties
  + How are any changes in the order of authors decided and communicated to ALL co-authors (should there be a consultation period)?
  + Be aware that the PI decides whether all authors have contributed to a degree that qualifies for authorship.
* Agree on who submits the manuscript.
* Agreements are saved in the form of, for example, emails or notes on a shared platform

Draft co-author declaration: Contribution - who contributed and amount of contribution for the authors as follows:

* No or little contribution (0-5%)
* Has contributed (5-33%)
* Has contributed considerably (30-66%)
* Has done most of the work (60-90%)
* Has essentially done all the work ( > 90%)

| Element | Who contributed [initials of co-authors] | Amount of contribution |
| --- | --- | --- |
| Conception/design of work |  |  |
| Acquisition of data |  |  |
| Analysis of data |  |  |
| Interpretation of data |  |  |
| Drafting the work |  |  |
| Critical revision |  |  |
| Finalization and submission of the manuscript |  |  |