

# Recognising Authorship

## Quick guide to authorship for students at Te Herenga Waka— Victoria University of Wellington

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**Authorship matters!** Authorship formally recognises your intellectual contribution to research and is essential for fairness, integrity, and your academic reputation.

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You are generally considered an author if you make a **genuine and substantial contribution** to a research output.

Publishers, research organisations, or your discipline can have different authorship standards and guidelines you need to follow, but generally, authorship contributions relate to things like:

- Designing the study.
- Acquiring or analysing data (with significant intellectual input).
- Drafting the publication.

Contributions like securing funding, providing facilities, equipment or data, or overseeing a research group, should be acknowledged, but not as authors.

You can find more information on roles at [CRedit](#) and in the [Vancouver Guidelines](#).

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### Authorship of your thesis

If a publication will be part of your thesis, you must be the **lead author** and do most of the writing. You can't use the same publication as another student in both your theses.

More information on authorship and acknowledgment is in the [thesis guidelines](#) for Doctoral students but is also applicable to Master's students.

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### Good practice

The key principles for recognising authorship for everyone at the University are:

- Discuss early: Talk with your supervisor and/or others involved in the research about authorship at the start of the project and revisit if things change.
  - Make authorship decisions using the criteria contributors have agreed to:
    - Include those who meet the criteria and acknowledge others as contributors – avoid ghost authorship.
    - Don't include people based on seniority, status, or favour rather than the criteria – avoid honorary or gift authorship.
  - Document the decisions: Have a [memorandum of understanding](#).
  - Follow publisher and discipline rules: Check specific guidelines before submitting your publications.
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### Disputes

Try to resolve issues with co-authors or collaborators early and informally. If that doesn't work, you can seek advice from your supervisor or the Head of School, or Director if you are in a research institute.

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### Useful resources

The [UK Research Integrity Office](#) has many authorship resources.

[Authorship agreements benefit researchers and research culture.](#)

[How to handle authorship disputes: A guide for new researchers.](#)

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See the [Recognising authorship guidance on the Research Hub](#) for more information or ask your supervisor or the Faculty of Graduate Research