



**SEMMELWEIS UNIVERSITY**  
CENTRE FOR TRANSLATIONAL MEDICINE

DIRECTOR  
**DR. PETER HEGYI**

## **Centre for Translational Medicine – Authorship policy – meta-analysis**

Dear Students and Supervisors!

The purpose of this document is to facilitate transparent authorship distribution.

CTM is following the current requirements of the **International Committee of Medical Journal Editors (ICMJE) guideline**.

To get a **co-authorship in a meta-analysis** (no patient enrollment is needed), someone has to:

- be transparently involved in the whole research
- be actively involved in some part or phase of the research (e.g. PhD student).
- be a member of the supervisor framework and be involved in all parts of the research (group meetings)
- be a regular participant in zoom project meetings and have assisted the project throughout the whole year

Very strictly, someone **CANNOT BE A COAUTHOR, who**

- provided ideas for the research outside the CTM only
- helped interpret the results outside the CTM only
- assisted in writing the article outside the CTM only

Authors not fulfilling the above-mentioned criteria can be included in the acknowledgement, but not in the author list.

Further details below.

Best regards,

Péter Hegyi



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**The ICMJE recommends that authorship be based on the following 4 criteria:**

1. **Substantial contributions** to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work. All author participates in scientific meetings where they all contribute to the conception and design of each project. Furthermore, each participant contributes to the interpretation of data multiple times (before analysis, before drafting the manuscript, and during drafting phase). Biostatistician authors participate in design of the work, and they perform the formal quantitative analysis.
2. **Drafting the work or revising it** critically for important intellectual content. Every author participates in drafting the work or revising it or both.
3. **Final approval** of the version to be published. Every author approves the final version of the manuscript before the paper submission happens.
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 is appropriately investigated and resolved. Every author agrees to be accountable for all aspects of the work.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors.



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## MEMBER DEFINITIONS

Please see the doctoral school regulation:

<https://semmelweis.hu/phd/en/dokumentumtar-en/>

**PhD students** – those who joined one type of the PhD training (e.g., Pharmaceutical Sciences Doctoral School, Semmelweis University), generally the first author of a given publication

**Supervisor** – is responsible for assuring the professional scientific development of his/her PhD students, generally the last author of a given publication

**Co-investigator(s)** – assists the Principal Investigator in the management and leadership of the research project, generally from the start of the project

**Statistician(s)** – is responsible for performing the statistical analysis. Based on the workload, there may be multiple statisticians involved in a project

**TDK student(s)** – undergraduate students who were accepted to participate in a project and who will participate in every step of the project

**Experts** – researchers, scientists, clinicians etc., with outstanding knowledge in the research field, whose implications will significantly increase the quality of the project

**SMS, SMA, and SME** – scientific methodology supervisors, advisers, and experts

**First author** – the person who contributed most to the work, including the writing of the manuscript (e.g., PhD student)

**Last author** – usually the supervisor or principal investigator who may have given significant intellectual inputs and supervised the work

**Corresponding author** – is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. Generally, corresponding authors are senior researchers (e.g., supervisors).

**Shared first or last authorship** – two or more authors who have worked together on a publication and contributed equally

**Ghost authorship** - as failure to name, as an author, an individual who has made substantial contributions to the research or writing of the article

**Honorary authorship** (guest or gift authorship) – naming, as an author, an individual who does not meet authorship criteria. Honorary authorship, for example, may be bestowed as a tribute to a department chair or to the person who acquired funding for the study.

**Acknowledgment** – those authors not meeting the ICMJE recommendations should be stated here



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## **GENERAL RULES**

### **PhD student**

Projects must be presented during the group meetings, with the participation of the other group members. In addition, the progress of the project has to be presented in English by the first author of the project in each meeting, including the progress reports.

### **Supervisors**

Ensures the topic, expert background, and progress of the PhD student. Must participate in project meetings and group meetings.

### **Experts**

Co-authors, which will provide extra quality for the paper. They must participate from the start of the project and must participate at the group meetings or project meetings.

### **SMS, SMA, SME**

Each project is supervised by an SMS, SMA, or SME. Their responsibility is to ensure each project's methodological background, resulting in their co-authorship. Generally, there is one methodology supervisor. However, certain projects may require additional methodological expertise. Based on the amount of advice, this may result in additional co-authorships.

### **Biostatistician**

Each project has one biostatistician. However, additional expertise may be needed, resulting in additional co-authors.

### **Additional co-authors**

Additional co-authorships can be distributed based on the activity of the group members; therefore, attendance at the meetings is mandatory. Senior members participating between 25-75% of the group meetings may receive one co-authorship, and those with an attendance above 75% may receive two co-authorships.

### **Withdrawal**

Co-authorships can be withdrawn in case of inactivity during the meetings (multiple absences) and in the review phase. Therefore, the activity during the meetings is strictly monitored.

Leading researchers have to comply with the deadlines. If they fail to achieve this, the project can be terminated.

It may result in the withdrawal of an SMS, SMA, SME, or biostatistician if they are unable to continue the supervision of a certain project and the progress of the project did not reach an advanced phase (e.g., internal review for a meta-analysis).