**Co-authorship Regulations METEOR**

**03012017**

The following regulations regarding co-authorship for METEOR publications are adopted. These regulations apply to all approved research proposals (with or without funding by the Merit foundation) that will result in scientific abstracts for meetings such as ACR and EULAR as well as full text publications.

1. Publications shall have a maximum of 8 co-authors, with a maximum of 4 coming from the team responsible for the proposal
2. Full Publications will have an additional list of Collaborators, at the end of the paper, according to Medline rules in order to make these names searchable, if acceptable by the journal.
3. Order of authors
   1. 1st author - The researcher that conducted the research project
   2. 2nd author – A co-worker equally involved in data analysis and paper writing, if applicable
   3. 3rd author – a (junior) author nominated by the country lead of the country providing the largest number of patients included in the analysis
   4. 4th author - a (junior) author nominated by the country lead of the country providing the second largest number of patients included in the analysis
   5. 5th author – a (junior) author nominated by the country lead identified according to the modified Hondt’s method applied to the number of patients included in the analysis (<http://icon.cat/util/elections)> [[1]](#footnote-1)
   6. 6th author: Project Mentor assigned by METEOR
   7. 7th author: Second senior author from research team, if applicable
   8. 8th author: Senior author responsible for project design and conduct
4. The 3rd, 4th and 5th authors will ideally be selected among scientifically driven young rheumatologists from the relevant countries, fulfilling the authorship requirements.
5. In case the application has less than 4 proponents, the METEOR Mentor will agree with submitting a method to fill the vacancies. This could be for example an additional country lead, identified according to the modified Hondt’s method (see point 3e) or an additional member of the METEOR board, fulfilling the authorship requirements.
6. All authors will be actively involved at least in the revision of the paper before publication and will be considered co-responsible for the publication.
7. Any authors failing to fulfil any requests for contribution within the allocated time will be deleted from the authors list, without appeal.
8. The list of collaborators will include a name from each centre contributing with at least 5% of the patients included in the analysis, increased to 10% if the number of authors is very high.
9. In order to serve these objectives and norms, the process of project submission and paper elaboration will respect the following procedures, once the project is approved by METEOR
   1. Based on a feasibility check performed during the evaluation of the research project, eligible countries/centres for co-authorship for authors 3, 4 and 5 will be selected. These will be communicated to the respective country/centre lead, together with the project.
   2. The country has 7 days to communicate the name and contacts of the selected co-authors
   3. The co-authors will be invited to review the application and suggest any comments or ideas for analysis within no more than 7 days.
   4. The pertinent database is sent to the applicants.
   5. The authors perform data cleaning and the final patient selection.
   6. The selected co-authors will be maintained aware of the progress of the work and may be invited to perform specific tasks, as deemed appropriate by the first author and the METEOR Mentor. Failure to perform any of these tasks, at a reasonable level of performance, within the (reasonable) time allocated will result in the exclusion from the list of authors. Such a decision will always need the approval of the METEOR mentor but is not subject to appeal.

End

1. This is the process apllied to most democratic elections. Please see example at <http://icon.cat/util/elections/AAqFsmUcyS> , where “electoral roll” equals the total number of patients included in analysis, and “votes” are the number of participants from each country. There are no blank or spoilt votes. [↑](#footnote-ref-1)