

**RESEARCH POLICY GUIDELINES
FOR INTEGRITY IN SCHOLARLY ACTIVITY**

1 PREAMBLE

On the January 9, 1992, General Faculties Council approved a document entitled "Research Policy - Integrity in Scholarly Activity" which outlined procedures for dealing with allegations of breach of integrity in scholarly activity. Each faculty is required to provide its own guidelines for:

- 1.1 Defining misconduct in scholarly activity, provided they are consistent with the general definitions contained in the University document.
- 1.2 The retention of data and materials related to scholarly activity.
- 1.3 Defining authorship of published work.

The following guidelines for the Faculty of Medicine should be read in conjunction with the university document which is available at <http://www.ucalgary.ca/UofC/research/policies/integrity/htm>.

2 DEFINITION OF MISCONDUCT

"Misconduct" shall include:

- 2.1 Plagiarism.
- 2.2 Fabrication or falsification of research data.
- 2.3 Conflict of scholarly interest, including improper suppression of the publication of the work of another scholar and improper, negative reviewing of a research grant application by another scholar.
- 2.4 Unethical treatment of human or animal subjects as determined by the institutional guidelines for human and animal experimentation.
- 2.5 Publishing or attempting to publish in peer-reviewed journals data that has already been published, and attempting to represent these data as original and new.
- 2.6 Other practices that deviate significantly from those which are commonly accepted as appropriate within the scholarly communities.
- 2.7 Faculty members should be aware that they are ultimately responsible for the work conducted under their supervision. They may, therefore, be held responsible in some degree for any breach of scholarly integrity by persons under their supervision.

3 RETENTION OF DATA AND MATERIAL PRODUCTS ARISING FROM RESEARCH ACTIVITY

- 3.1 It is Faculty of Medicine policy that all original data, including notes in day books, recordings, printouts, etc., as well as material products, are the property of the faculty

member who is identified as the primary investigator and are not to be removed without permission.

- 3.2 Recognizing, however, that research activity in this Faculty is largely of a collaborative nature and that intellectual ownership is shared, then collaborators should have unrestricted access to original material during their period of working in the institution.
- 3.3 On leaving the institution (i.e. termination of their position) collaborators who are not faculty members may take only copies of the original data and records unless it is absolutely essential that some original material be removed to enable them to complete manuscripts, etc. These borrowed, original materials should then be returned to the principal investigator or retained for the time stipulated below.
- 3.4 Faculty members leaving the institution may remove their records but remain responsible for retaining them for the stipulated period.
- 3.5 Faculty members who are co-investigators leaving the institution should negotiate which of the material belongs to them and take responsibility for holding them for the stipulated period.
- 3.6 It is recommended that such documents should be held for a minimum of seven years.

4 AUTHORSHIP

Recent statements from the International Committee of Biomedical Editors have resulted in careful reflection on the meaning of authorship. In establishing the following **Principles of Authorship**, we are attempting to integrate their policies with our beliefs about who an author is and what an author does.

- 4.1 Each author should have participated sufficiently in the work represented by the article to take public responsibility for the content.
- 4.2 Participation must include three steps:
 - 4.2.1 Conception of design of the work represented by the article, analysis and interpretation of the data, or both.
 - 4.2.2 Drafting the article or revising it for critically important content.
 - 4.2.3 Final approval of the version to be published.
- 4.3 Participation solely in the collection of data (or other evidence) does not justify authorship.
- 4.4 Each part of the content of an article critical to its main conclusions and each step in the work that led to its publication (steps 1, 2 and 3 in Principle 2) must be attributable to at least one author.
- 4.5 Persons who have contributed intellectually to the article but whose contributions do not justify authorship may be named and their contribution described - for example "advice", "critical review of the study proposal", "data collection", "participation in clinical trial". Such persons must have given their permission to be named. Technical help must be acknowledged in a separate paragraph.

References

Huth, E. Guidelines on Authorship of Medical Papers. *Annals of Internal Medicine* 104(2): 269-273, 1986.

Pitkin, R. Repetitive Publication. *Obstetrics and Gynecology* 72(2): 263-264, 1988.

5 SIGNED AGREEMENT

5.1 It is important that all persons engaging in scholarly activity be aware of the university and faculty guidelines relating to scholarly integrity.

5.2 All research trainees and support staff working under the supervision of a faculty member should sign an agreement stating that they have read and understand the guidelines and agree to abide by them.

Approved:
Department Heads, October 26, 1992
Executive Faculty Council, November 4, 1992
Faculty Council, December 9, 1992