



Authorship Planning Form

Researchers may use this form as a template to record or initiate a planning discussion or meeting about the authorship of research outputs.

A copy of the completed form should be emailed or otherwise made available to all anticipated authors.

Plans may change over time and a record of changes can be added to this form or added to a new form.

Authorship must be assigned following the principles in the [Macquarie University Code for the Responsible Conduct of Research](#) and the [Macquarie University Research Authorship Policy](#)

Date:
Research Output Type <i>(Journal article, book chapter, exhibition)</i>
Title <i>(Can be a holding title for the research output)</i>
Brief Summary of the Research Described in the Research Output <i>You can use dot points or brief sentences to describe the important points of the research output. This may change over time.</i>
Contributors (Authors and Non-Authors): <i>List the expected contributors to the research output. This may change over time. Include staff and collaborators that may not be authors, but should be acknowledged for their contributions to the research output.</i>
Authors listed in Order: <i>The authorship listing for this research output may change over time. Clearly mark corresponding, senior, and equal co-authors if these roles are applicable to the research output or to the discipline.</i>
General or Anticipated Contributions Each Author Will Make: <i>Each planned author and their anticipated contribution should be recorded. For general categories of contributions that may be considered or recorded, refer to CRediT Contributor Roles Taxonomy https://credit.niso.org/contributor-roles-defined/ Authorship must recognise significant intellectual or scholarly contribution/s following the Research Authorship Policy, and reflect the principles outlined in the Macquarie University Code for the Responsible Conduct of Research.</i>



Expected Dates of Submission and/or Publication/Communication:

These can be estimates depending on how advanced the research output is.

Expected Place/s of Publication/Communication:

Enter expected or planned journal/s or book/s or publisher/s or place/s or exhibitor/s.

Expected Acknowledgments:

Enter reminders for the acknowledgments sections. For example, a sample or set of samples was provided by Dr X (University X) for use in this study. Or Dr X assisted in field collections...