

Guidance Note

Macquarie University Research By-Line Guidance Note, October 2023

Introduction

The Australian Code for the Responsible Conduct of Research (2018) articulates the broad principles and responsibilities that underpin the conduct of Australian research. One responsibility of researchers relates to honest reporting of research, including accountability for research and disclosure of all relevant contributors to a research output. Such information is often located in authorship lists, by-lines and/or in the acknowledgement section of the output. By-lines are an important type of acknowledgement because they affiliate contributing authors with one or more institutions and indicate institutional accountability for the research (as per Clause 23 of the [Macquarie University Research Authorship Policy](#)).

Purpose of this Guidance Note

This Guidance Note provides advice and examples for recording by-lines on research outputs produced by researchers associated with Macquarie University. It applies to all research outputs produced by Macquarie University researchers, including both traditional and non-traditional research outputs (please see relevant definitions below).

Definitions

The following definitions have been adapted from the [Macquarie University Research Authorship Policy](#).

Author: An individual who has made a substantial intellectual or scholarly contribution to research and its output (as detailed in the [Macquarie University Research Authorship Policy](#)) and agrees to be listed as an author.

Contributor: A person who has contributed to research being reported in a research output or research record. Please refer to the [Macquarie University Research Authorship Policy](#), which outlines the criteria to determine if a contributor qualifies as an author.

Research output: Any record that communicates or distributes the products of research. A research output may include any form (hardcopy, electronic, creative work or other) of academic or public communication of the research from any stage of the research process, including, but not limited to, journal articles, conference papers, books, book chapters, web-based publications, a professional blog, performances, and Higher Degree Research thesis chapters.

Researcher: Any person who conducts, or assists with the conduct of, research under the auspices of Macquarie University, including staff members (academic and professional), honorary and adjunct title holders, Emerita/us Professors, visiting fellows, visiting students, volunteers, occupational trainees, and any student in any course at the University who conducts or assists with the conduct of research at or on behalf of the University.

Relevant University Policies

[Macquarie University Research Authorship Policy](#)

[Macquarie University Code for the Responsible Conduct of Research \(2018\)](#)

[Public Comment Policy](#)

1. RESPONSIBILITY OF RESEARCHERS

It is the responsibility of Macquarie University researchers to ensure that their institutional by-lines are properly recorded on their research outputs. By-lines are expected to reflect institutional accountability for the research being disseminated. That is, the Macquarie University by-line must be included on every research output produced by Macquarie University researchers.

2. IMPORTANCE OF BY-LINES

By-lines are important for various reasons:

- **Accountability and compliance:** All researchers must acknowledge their affiliations on all research outputs to affirm institutional accountability for the research, in compliance with the [Macquarie University Research Authorship Policy](#).
- **Discoverability and attribution:** By-lines increase the discoverability of a research output and provide a clear attribution of the author(s) responsible for the work, giving credit where credit is due. This is particularly important in collaborative research efforts where multiple authors may have contributed to various aspects of the project.
- **Reputation:** By-lines can influence the reputation of the author(s) and their institutions. Being associated with high-quality research can enhance an individual's professional reputation and can also benefit the reputation of the institution(s) with which they are affiliated.
- **Requirement of funding bodies:** Funding bodies encourage the use of by-lines, and in some circumstances their use is compulsory.
- **External and internal reporting:** By-lines on research outputs may ensure that Macquarie University is properly represented in various reports by external agencies. Internally, by-lines may enable internal reporting (for example, benchmarking) and the allocation of credit to a specific organisational unit (Faculty/School/Centre) that supports the researcher.

3. BY-LINE PRINCIPLES FOR RESEARCHERS

- **Use of institutional name:** Authors affiliated with Macquarie University must use the full name of the institution as follows: "Macquarie University, Sydney, Australia". The use of the institutional name helps to ensure that research outputs are properly attributed to the institution. Institutional acronyms such as MQU, MQ, MU must not be used.
- **Separate multiple affiliations:** There is no restriction on recording additional affiliations provided each institution noted has a valid claim to the output for reporting purposes (as per Clause 23 of the [Macquarie University Research Authorship Policy](#)). Where there are multiple affiliations, each affiliation should be listed separately to avoid confusion and to ensure that each institution is correctly acknowledged, for example: "School of Psychological Sciences, Macquarie University, Sydney, Australia; Department of Psychology, University of Melbourne, Australia".
- **Order of affiliations (external):** When authors have multiple institutional affiliations, the affiliations should be recorded in the order of the level of contribution that each institution made to the research, where the highest contribution is listed first.
- **Department or School and/or Centre:** Authors should record their Departmental or School and/or Centre affiliation with Macquarie University, as appropriate. This is consistent with the recording of by-lines by other institutions and will assist with internal reporting purposes. Centres (and similar collectives) should be included when that Centre is formally recognised by Macquarie or a faculty as a Centre, and when the output can be reasonably described as a product of funding or work from that Centre. Please avoid the use of acronyms, which may not be commonly understood outside the university.
- **Order of affiliations (internal):** If a researcher is affiliated with two or more Departments, Schools, Centres or other collectives, their primary affiliation should be recorded first. For example,

if a researcher belongs to the Department of Applied Finance and the Centre for Applied Finance Research, then the Department should be listed before the Centre. Please see example “e” below.

- **Compliance with publisher policies:** It is the responsibility of authors to understand and conform to policies regarding the recording of by-lines as provided by each relevant publisher.
- **Current address of the researcher:** A ‘currently employed at’ note (or similar) is not considered a by-line and should not be included in the by-line. This note can be used as a footnote, for example, to enable the author to be contacted.

4. EXAMPLES OF HOW TO RECORD A MACQUARIE UNIVERSITY BY-LINE

- Department/School:** “Given name, Family name, Department of History and Archaeology, Macquarie University, Sydney, Australia”
- Collectives:** “Given name, Family name, Data Science Lab, Centre for Applied Artificial Intelligence, Macquarie University, Sydney, Australia”
- Internal Centres:** “Given name, Family name, Centre for Health Informatics, Australian Institute for Health Innovation (AIHI), Macquarie University, Sydney, Australia”
- External Centres:** “Given name, Family name, The ARC Centre of Excellence in Synthetic Biology, Macquarie University, Sydney, Australia”
- Centre and Department/School:** “Given name, Family name, Department of Applied Finance and Centre for Applied Finance Research, Macquarie University, Sydney, Australia”
- MQ Health Pty Ltd staff with Departmental role:** “Given name, Family name, Department of Health Sciences, Macquarie University, Sydney, Australia”
- MQ Health Pty Ltd staff without Departmental role:** “Given name, Family name, MQ Health, Macquarie University, Sydney, Australia”

5. IMPORTANT NOTES

- If there is a space limitation and/or other restriction that would affect the use of a by-line (for example, a long by-line such as both a Department and Centre), then “Macquarie University, Sydney, Australia” should be recorded as a minimum.
- If your by-line is very long, be aware that it may be truncated by the publisher. In these cases, consider citing “Macquarie University, Sydney, Australia” at the start of the by-line.
- “MQ Health” is the only instance in which “MQ” should be used to represent “Macquarie” in a by-line. See example “g” above.
- This Guidance Note is relevant to traditional and non-traditional research outputs. If a researcher is making public comment about their research, the [Public Comment Policy](#) must be followed (see, particularly, Clause 9 relating to how researchers should identify themselves using their University title, position, and/or qualifications).

FREQUENTLY ASKED QUESTIONS

1. *Where is a by-line recorded on an output?*

The location for recording a by-line may vary depending on the type of output and publishing outlet. Most commonly, a by-line is recorded adjacent to the list of author names at the beginning or end of an output (e.g., journal articles). However, it could be featured in separate contributor information pages or author biography sections of the publication (e.g., edited books).

You may be asked to nominate your affiliation on your publication consent form or via communications from the publisher or editor of the publication.

2. *What should I do if my published research output is missing a Macquarie University by-line?*

Although amending or adding a by-line to a published output is generally not possible, it is important that an output is accurately attributed. Please seek advice by creating a OneHelp ticket and attention the ticket to Research Performance and Development. Depending on the request, supporting documentation may be required, for example a statement of affiliation. A corrigendum may also be appropriate in some circumstances.

3. *I'm not sure whether to include a Macquarie University by-line on my research output?*

If you meet the definition of a 'researcher' on page one of this Guidance Note and your research output was produced with the support of or in relation to your role at Macquarie University, then Macquarie University should be included in the by-line. External collaborators with any type of appointment at Macquarie must name Macquarie in their by-line.

Some other aspects to consider include whether: your research was enabled by a grant administered by Macquarie University; your output results from supervising a research student at Macquarie University; your research was supported by infrastructure of Macquarie University; or services and facilities of Macquarie University were used in your capacity as a researcher under the auspices of Macquarie University. If your research was also associated with your role at another employing institution, then the by-line on the output should reference both Macquarie University and your other employing institution.

If you are still unsure whether to include a Macquarie University by-line, please seek advice from your Faculty Research Office.

4. *Should I record a Macquarie by-line if I am a clinical affiliate?*

Please see answer to Question 3.

5. *I am a casual staff member, should I include a by-line on my research output?*

If the research was conducted under the auspices of Macquarie University, a Macquarie University by-line should be used. Please see answer to Question 3 for more details.

6. *Should I include my faculty in my by-line?*

Faculties are not generally identified on by-lines, and this is supported by Macquarie's research output data. 'Macquarie University' should always be the primary affiliation, followed by your Department/School/Centre/other collective (see Section 3).

7. *I cannot follow the By-Line Guidance Note because my publisher has a pre-defined drop-down list from which to select affiliations, what should I do?*

Please select the most appropriate by-line format from the publisher's drop-down list.

8. *My publisher's pre-defined drop-down list has some errors (e.g., spelling of Macquarie University), what should I do?*

You should contact the journal editor or publisher and suggest relevant corrections.