

ADVANCE Midwest Partnership - Joining Forces Dissemination Guidelines

Rationale

- Addresses the importance of disseminating scholarly outcomes and publications associated with the project and the diverse project team of STEM and non-STEM scholars.
- Ensures that NSF support is acknowledged per NSF guidelines.
- Provides some basic guidelines for authorship.
- Acknowledges the key role of the cross-institutional aspects of the project and the inherently collaborative work being conducted.

Importance of Dissemination

A key aspect of the ADVANCE Midwest Partnership is its work across research institutions and its effort to add new ideas/approaches toward equity and grow beyond the initial core of four partner institutions. This aspect makes the dissemination of findings a crucial outcome of the project through collaborative efforts. A secondary outcome of dissemination is to offer project faculty, program staff, graduate students, and the postdoctoral scholar opportunities to advance their careers through scholarly products. We encourage project members to explore dissemination venues appropriate for research on women in STEM and within their discipline, when appropriate.

To meet these outcomes, we have identified processes to support the development of scholarly products using program resources to enable strategic planning and coordination in the dissemination. These include:

- Project members planning to publish or present work related to the project are expected to share their plans with the PI team as soon as they are considering them.
- Priority is given to publications in refereed journals and conference proceedings.
- Annual reports to NSF and external advisory board are authored by the Lead PI* (Cinzia Cervato) with assistance from the PI team and the postdoctoral scholar.
- Papers, posters, and presentations are coordinated through the PI Team** and co-authored by PIs, CoPIs, and senior personnel, including Evaluation Team Members***.

Acknowledgment of NSF Support and ADVANCE Midwest Partnership project.

- NSF's approved statement to acknowledge support to the project should be included in all presentation materials (publications, presentations, posters):
"This material is based upon work supported by the National Science Foundation under Grant No. 1935960, 1935942, 1935932, 1935944."

- NSF support must also be acknowledged in press releases and during news media interviews.
- The ADVANCE Midwest Partnership and the PI team must be acknowledged in all presentation material.
- Disclaimer. The lead author is responsible for ensuring that every publication of material (including WWW pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:
"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

Dissemination Guidelines

The lead author will ensure that all disseminated materials include an overview of the ADVANCE Midwest Partnership project and acknowledge the intellectual contributions of the PI team.

Members of the AMP team should follow this process to disseminate research and products resulting from the work of the ADVANCE Midwest Partnership.

1. When a PI, co-PI or senior personnel plans to share results and/or research related to the AMP project, they should submit as early as possible in their planning process and no later than two months prior to the due date to allow time for feedback and editing, the following information to their institutional PI and lead PI:
 - i. Name of dissemination outlet (conference, journal, etc.) and type (abstract, extended abstract, oral presentation, poster, journal article, book chapter, workshop, etc.);
 - ii. Lead author and co-authors;
 - iii. Abstract submission due date (if applicable);
 - iv. Expected date of dissemination product completion/submission or date of presentation;
 - v. Brief description of dissemination product;
 - vi. Editorial services/support requested.
2. Authors are encouraged to involve other members of the team in the peer review of abstracts and/or manuscripts. Given the collaborative nature of the AMP project, sole authored publications will be considered only when a project member can confidently demonstrate that the work summarized in the presentation/publication was accomplished without any intellectual or programmatic contribution by other project members.

Authorship Guidelines

Authorship and co-authorship of manuscripts, abstracts, and presentations are based on the intellectual contribution of project members to the aspects of the project described in the dissemination product. We will follow the NIH guidelines for co-authorship (Appendix 1) to the extent possible. The PI team will provide the final decision on co-authorship based on a fair estimate of the intellectual and planning contribution of the project members.

An additional, supplemental tool is the Authorship Determination Scorecard by the American Psychological Association (<https://tinyurl.com/55hprfu>)(Appendix 2).

Authorship Summary

The ADVANCE Midwest Partnership team has worked extremely well together collaborating on complex and impactful projects even during a challenging period. Any items not specifically outlined in this document can be brought to the PI team for discussion. The PI team will act in the best interest of the project and the overall professional development of the team members when responding to any concerns.

* Lead PI of the AMP Project is Cinzia Cervato from Iowa State University.

** PI Team includes Cinzia Cervato (ISU), Carla Krotzky(WMU), Adrienne Minerick (MTU), Canan Bilen-Green (NDSU)

*** Evaluation Team includes David Wahl (ISU), Lori Wingate (WMU), Ann Burnett (NDSU), and Mark Rouleau (MTU).

Appendix 1

Authorship contributions guidelines from National Institute of Health (<https://tinyurl.com/4wvw4xxc>)

General Guidelines for Authorship Contributions

Contributions	Authorship? (<input type="checkbox"/> yes; <input type="checkbox"/> no)	Comments
Design & interpretation of results	original idea, planning & input	<input type="checkbox"/> <input type="checkbox"/> An idea alone may not warrant authorship, unless highly original & unique
	other intellectual contribution	<input type="checkbox"/> <input type="checkbox"/> Yes, but assuming active involvement
Supervisory role	supervision of the project	<input type="checkbox"/> <input type="checkbox"/> Yes, but assuming active involvement
	training, education	<input type="checkbox"/> <input type="checkbox"/>
	mentoring of 1st author	<input type="checkbox"/> <input type="checkbox"/> No, unless substantive contribution made to study
Administrative & technical support	resources: \$	<input type="checkbox"/> <input type="checkbox"/> Acknowledgements yes, authorship no
	resources: animals, reagents	<input type="checkbox"/> <input type="checkbox"/> No if already published; yes if novel
	resources: patients	<input type="checkbox"/> <input type="checkbox"/> Maybe, depending on circumstances
Data acquisition	original experimental work	<input type="checkbox"/> <input type="checkbox"/>
	technical experimental work	<input type="checkbox"/> <input type="checkbox"/> No if routine; yes if novel methods added, or specific role, e.g., statistics, imaging etc.
	data analysis (assays)	<input type="checkbox"/> <input type="checkbox"/> Yes, unless only very basic
	data analysis (statistics)	<input type="checkbox"/> <input type="checkbox"/> Yes, unless only very basic (t-tests e.g.)
Writing & other	drafting of manuscript	<input type="checkbox"/> <input type="checkbox"/> Warrants first authorship
	reading/ commenting on manuscript	<input type="checkbox"/> <input type="checkbox"/> Substantial feedback can be acknowledged
	none	<input type="checkbox"/> <input type="checkbox"/> Includes honorary authorship for lab chiefs, celebrities etc.

Appendix 2

Project Title/Description: _____

Authorship Determination Scorecard

Instructions. This checklist is designed to aid contributors in deciding if they deserve authorship on the research project and to aid authorship-worthy contributors in determining the order of authorship. This checklist should include all contributors of the research project. Contributors have to complete this checklist collaboratively as the project progresses and it should be completed in such a way that all authors' scores equal the total points assigned to each item. For example, for 'Conceptualizing a research idea,' the scores of all contributors should sum to a total of 90 points. Please note that earning any points on this checklist will warrant authorship. When two or more contributors receive an equal score, please use 'Authorship Tie-breaker Scorecard.' This scorecard should be used and revised periodically based on changes in the responsibilities of concerned contributors.

Activity Category	Total Points	Contributor Score				
		Initials				
Conceptualizing a research idea	90					
Refining/ crystalizing a research idea	60					
Literature search: Summarizing literary pieces (e.g., articles, book chapters, etc.)	20					
Creating a research design (e.g., counterbalancing, randomization to conditions, survey design etc.)	80					
Selecting an Instrument/ a measure: Instrument construction	30					
Selection of statistical tests/analyses	40					
Performing statistical analyses and computations (including computer work)	40					
Interpretation of statistical analyses	80					
Manuscript						
Writing an introduction section	90					
Writing a methods section	80					
Writing results section	80					
Writing discussion section	100					
Writing conclusive summary	60					
Writing limitations of the study	60					
Writing future directions of the study	60					
Managing Submission Process						
Responding to reviewers' feedback	10					
Making changes based on reviewer feedback	60					
	Total Score					

NOTE: This table is adapted from that found at <http://www.apa.org/science/leadership/students/authorship-determination.pdf> which was developed based on

Winston, Jr., R. B. (1985). A suggested procedure for determining order of authorship in research publications. *Journal of Counseling and Development*, 63, 515-518.

Activity categories and weights developed in 2014 by Bharati Belwalkar, Steven Toaddy, and the other students and faculty of the Industrial and Organizational Psychology PhD Program at Louisiana Tech University.