UC San Diego Senior Associate Vice Chancellor in Health Sciences Office of Clinical Research	SOP Number	OCR:015 Page 1 of 2
	Date:	04/02/2025
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SOP TITLE: PUBLICATION AND AUTHORSHIP		

1 PURPOSE

1.1 This procedure describes the process Principal Investigators (PIs) will follow when preparing publications resulting from clinical research at UC San Diego Health Sciences to ensure that publications comply with institutional, University of California (UC), and sponsor requirements, as well as ethical guidelines, specifically the recommendations outlined by the International Committee of Medical Journal Editors (ICMJE).

2 REVISIONS FROM PREVIOUS VERSION

2.1 None

3 REQUIREMENTS

3.1 This procedure applies to all clinical research outputs produced under UC San Diego Health Sciences, including manuscripts, abstracts, and presentations.

3.2 UC San Diego Health Sciences offers regular training on ICMJE recommendations, publication ethics, and compliance with institutional policies.

3.3 Publications must adhere to UC policies, sponsor requirements, and journal-specific guidelines.

4 RESPONSIBILITIES

4.1 Authors are responsible for following ethical publication practices:

- 4.1.1 Avoid plagiarism, data fabrication, duplicate publication, and honorary or ghost authorship.
- 4.1.2 Ensure data and methods are transparent and reproducible where required.
- 4.1.3 Disclose all conflicts of interest, funding sources, and institutional affiliations.

4.2 Authors are responsible for following ICMJE criteria that authorship must be based on:

- 4.2.1 Substantial contributions to the study design, data collection, analysis, or interpretation
- 4.2.2 Drafting or critically revising the manuscript
- 4.2.3 Approval of the final manuscript
- 4.2.4 Accountability for all aspects of the work

4.3 The Research Compliance and Integrity Office is responsible for overseeing compliance and dispute resolution for authorship or publication ethics issues.

5 PROCEDURE

5.1 At the outset of work on a project, all contributors should agree on authorship and their respective roles, and create formal documentation of the agreement.

5.2 The corresponding author will submit manuscripts for internal review through their department or the Office of Clinical Research to ensure compliance with institutional and funding agency requirements, ensuring that the manuscript submission adheres to journal formatting and ethical requirements [e.g., Committee on Publication Ethics (COPE) core practices].

5.3 The author should ensure that the manuscript adheres to guidelines for reporting clinical trials, as applicable [e.g., the Consolidated Standards of Reporting Trials – (CONSORT), Preferred Reporting Items for Systematic reviews and Meta-Analyses (PRISMA)].

5.4 All authors will approve the final manuscript before submission.

5.5 Authorship disputes should be reported to the UC San Diego Health Sciences Research Integrity Office.

6 MATERIALS

6.1 OCR-011 Sample co-author agreement

7 REFERENCES

7.1 International Committee of Medical Journal Editors Recommendations

7.2 Committee on Publication Ethics (COPE)

7.3 Consolidated Standards of Reporting Trials – (CONSORT)

7.4 Preferred Reporting Items for Systematic reviews and Meta-Analyses (PRISMA)

7.5 UC Faculty Code of Conduct

7.6 Research Services Core (RSC) Training Resources