**Sample Co-Author Agreement**

*Instructions for Use:* Faculty may use this agreement before co-writing a publication in order to identify and clarify expectations for each co-author’s responsibilities.

The purpose of this agreement is to specify the rights and responsibilities of each co-author in the development of a publication entitled:

**[Specify the working title of the publication, abstract, or other work]**

The following sets forth the mutual understanding of the co-authors as to the allocation of publishing rights and responsibilities for each co-author.

The co-authors agree to the following stipulations.

1. This agreement does not constitute a permanent partnership but is co-extensive with the life of the subject publication.
2. The authorship of the publication shall be in order as follows; final authorship order will be based on the extent of contribution to the publication:
   1. First author
   2. Sequential author(s)
   3. Last Author
3. In the event that any of the co-authors is unable or unwilling to continue or complete the work to the satisfaction of the other co-author collaborators, the co-author collaborators may complete the work without their assistance or advice. Should this occur, this agreement will be revised to reflect the updated apportioning of the roles.
4. Each co-author warrants and represents to the other that any material written or provided in connection with the publication is not in any way a violation of a copyright law or right of privacy and that it contains nothing of a libelous, obscene, or illegal character.
5. Each co-author agrees to indemnify and hold the other co-authors harmless against any loss or damage arising out of a breach of any warranties or any other incorrectness in any of the representations.
6. It is agreed by the co-authors that the writing, research, and other roles in the publication shall be allocated as summarized in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Co-Author Name** | **Writing Role** | **Research Role** | **Publishing Role** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Contribution to Writing Role:

1 – First draft

2 – Second draft

3 – Final draft

Contribution to Research Role:

4 – Data analysis

5 – Statistical summary

Contributions to Publishing Role:

6 – Editorial review

7 – Business matters

8 – Graphics

Signed and agreed to:

Co-author [Name]

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Signature Date

Co-author [Name]

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Signature Date

Co-author [Name]

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Signature Date