Careful Trouble author and contributor crediting policy

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Written by Anna Dent, Head of Research, with input and sign-off from the whole Careful Trouble team

This policy has been created to provide guidance for crediting the people that author and contribute to all of our outputs. It is designed to ensure that everyone who contributes is recognised, and that we do this transparently and fairly.

1. Prior to starting a piece of written work, decide/ identify as far as possible who will be responsible for what, including who will do background research, who will write it up etc. Even if this changes during the project, it should serve as a useful prompt and reminder of the need to resolve this before publication.
2. Identify the different roles of everyone involved in the publication, not just the main writer(s), and collate these in a list of contributors. Our starting point for this approach is the Contributor Roles Taxonomy, or CRediT. We have adapted the CRediT list of contributor categories to make it more suitable for our team and the roles that we play within the organisation and our projects. We have adopted this approach in order to credit not only the primary researcher(s) and writer(s) but also the wider team without whom the publication would not exist. This list should include any freelancers involved in the project.
   a. Individual team members can have multiple roles in the contributor list, and these roles are not fixed, they may vary from project to project
   b. The project lead is responsible for creating the first draft of the contributor list. It cannot be signed off and confirmed for publication until everyone in the team has reviewed it and confirmed their agreement

c. The list of contributors is published in alphabetical order by contributor role. If more than one person has performed a particular role, they will be listed in alphabetical order by surname

d. Every project will not necessarily include every type of contributor.

Contributor roles:

- **Conceptualization**
  Ideas; formulation or evolution of overarching project goals and aims.
- **Project design**
  Development or design of project and methodology.
- **Project and operations coordination and management**
  Management and coordination responsibility for the project activity planning, coordination and execution, and associated operations.
- **Research, investigation and analysis**
  Primary and/ or secondary research, gathering and generating literature, data and other insights, organising and managing data and information, analysis of data and information and development of findings.
- **Supervision**
  Oversight and leadership responsibility for the project activity planning and execution, including mentorship to the core team.
- **Vizualisation**
  Preparation, creation and/or presentation of the published work.
- **Writing - original draft**
  Preparation, creation and/or presentation of the published work, specifically writing the initial draft.
- **Writing - review and editing**
  Preparation, creation and/or presentation of the published work, specifically critical review, commentary or revision, proof-reading and copy-editing.

4. While creating a contributor list should improve the accuracy and equity of how we acknowledge everyone's work, it could also lead to confusion when others cite our work. For publications other than blogposts we are therefore adopting a standardised recommended citation format:

> ***Recommended citation****: Careful Trouble, Date, Title of Publication, weblink to publication*

> ***Contributor list****: Contributor role, name(s) in alphabetical order by contributor role, and by alphabetical order of surname if multiple people carry out one role*

We have been inspired by the Contributor Roles Taxonomy https://credit.niso.org/ to more equitably and accurately credit the contribution of everyone in our team, including freelancers, to our work. For more information on our crediting policy see xxx [insert link to our crediting and authorship policy on our website]

Acknowledgements*: Name(s), organisation(s) [dependent on consent from those involved].*

This may also include noting the funder(s) of the work - this will depend on their requirements, and should be checked prior to publication.

5. For blogposts or other short publications such as briefings, where the document is the original work of 1 person only, that individual can be named as the author. However, if the text draws significantly on text and/ or research or insights generated by someone else, they should be named as well, either as co-authors or as researcher(s). The lead author should err on the side of including other team members in the credits if unsure.
6. Before publishing anything online or sharing a document with anyone outside Careful Trouble, double check: does the text include details about everyone that contributed to it, and does it include our Recommended Citation if applicable? Have you [the person sharing or publishing the work] checked with the project lead that the author credit or contributor list is complete and accurate?
7. Apart from exceptional circumstances e.g. serious illness and an immovable deadline, 'ghost-writing' i.e. one person writing something which another person in the team is subsequently credited as the author of, is not part of our practice.

Further reading/ sources
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3164109/
https://www.psychologicalscience.org/observer/fully-credited-making-publishing-more-equitable
https://www.leru.org/files/Publications/2023.09.08_Authorship-paper_fullpaper_DEF.pdf
https://authorservices.wiley.com/author-resources/Journal-Authors/open-access/credit.html
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2953548/
https://www.tandfonline.com/doi/full/10.1080/17441692.2021.1971277
https://civiclaboratory.nl/2016/05/23/equity-in-author-order/
https://ukrio.org/ukrio-resources/authorship/
https://www.tandfonline.com/doi/full/10.1080/17441692.2021.1971277