



Biostatistics and Data Management Core Authorship Guidelines

Adapted from ICMJE Recommendations

AN AUTHOR MUST HAVE COMPLETED AT LEAST #1 OR #2 AND #3, #4, #5

1. Planning the study

- Substantial contributions to the conception or design of the study

2. Conducting the study

- Substantial contributions to the acquisition, analyses, or interpretation of the study data

3. Drafting the manuscript

- Drafting the work or revising it critically for important intellectual content

4. Finalizing the manuscript

- Final approval of the version to be published

5. Accountability

- Agreement to be accountable for ALL aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Name of Trainee: _____

Name of Primary Faculty Mentor: _____

CONTRIBUTOR CHECKLIST

Activity	Contributors (Initials)
1. Planning the study	
Conceptualizing the research idea	
Literature search	
Develop research design (methods & procedures)	
Variable/Questionnaire selection	
Construction of data collection forms/questionnaires	
Creating statistical analysis plan	
Writing the protocol & IRB application	
2. Conducting the study	
Prospective data collection activities (e.g., consenting participants, surveys, lab assays, etc.)	
Retrospective data collection activities (e.g., chart abstraction, scoring, data entry, etc.)	
Supervising & coordinating data collection	
Developing the database	
Cleaning data	
Performing statistical analysis	
Interpreting data	
3. Drafting the manuscript	
Abstract	
Background/Introduction	
Methods (including Statistical Methods)	
Results	
Discussion	
References	
Tables/Figures	
4. Finalizing the manuscript	
5. Accepting responsibility for final version	

Name of Trainee: _____

Name of Primary Faculty Mentor: _____