Graduate Student Responsibilities

Professional Identity: As a graduate student you are developing a sense of yourself as a disciplined member of your professional community. This involves:
Personal commitment and dedication,
Self-discipline,
Self-motivation,
Organization,
Time management,
Goal-orientation,
Producing and disseminating new knowledge or creative work, and
Responsible and ethical conduct in the academic enterprise.

Academic Integrity:

This is based on fundamental values of trust, honesty, fairness, respect, and responsibility. Academic integrity is a commitment to uphold these values and in the academic environment disseminate the professional products of research, scholarship and creative work.

Scholarly Publication:

This is a process of transmitting outcomes of research and scholarly activities to both professional and general communities according to the standards and conventions of the respective field.

UNM Policies You Should Know

UNM Pathfinder (http://pathfinder.unm.edu/)
The Dean of Students Office 277-3361
http://dos.unm.edu/student-academic-integrity/honesty.html
The Office of Graduate Studies 277-2711
http://www.unm.edu/grad/handbooks/handbooktoc.htm

Authorship and Scholarly Publication for Graduate Students

by William L. Gannon, PhD
RCR Service Project Brochure 2-2012
Author, Authorship

An author is the person who originates or gives existence to anything and with that comes the responsibility for what is created. The purpose of authorship is share results of scholarly or laboratory research, for career advancement as a basis for promotion and tenure, and to contribute to knowledge and products in the field.

Authorship Criteria

Most of the professional fields provide guidelines for their particular expectations on authorship. Review recent journals or books in your field of study for a taste of author expectations. Most will provide ‘instructions for authors’ either in the journal or on the publishers website. For instance, in the humanities (many single-author) guidelines vary greatly from that of math/computer science (multiple authors are listed alphabetically); medical sciences (uniform guidelines such as for JAMA); natural sciences (follow major journals in the field); and social sciences (where APA guidelines may apply across disciplines).

Types and Questionable Types of Authors

Honorary authorship – rare today; once common to put financier, department chair, or dean on as author – no longer standard

Ghost authors – if someone made an acceptable contribution to the intellectual, conceptual, or production of the paper, they should be listed – why hide them? No ghost authors.

Anonymous/Pseudonyms – There are certain reasons (such as protection from threats due to the content) for hiding the author’s identity, but this is rare.

Authors and Co-authors – are responsible for accuracy and integrity of the entire manuscript. Order should be pre-agreed upon before substantial work on the paper has begun. There is no one standard; sometimes authorship is alphabetical or else reflects the relative amount of work or intellectual contributions made by each individual. Many journals now ask authors to detail how they agreed on order.

Peer Review

Unbiased and professional review of grant or paper or other scholarly product is the process of peer review. Product should be assessed on criteria of originality, innovation, contribution to knowledge. Reviewers must maintain confidentiality about content and methods of a paper/grant and provide constructive, honest assessments and comments in a timely manner. If there is a perceived bias or conflict of interest, recuse/excuse yourself. Be objective and fair in your comments and maintain confidentiality. If there is something of interest to you perhaps communicate to the author via the journal editors. Three common types of reviewer practices:

- Author known/reviewers anonymous
- Author known/reviewer known
- Author and reviewer anonymous

Resources

http://www.niu.edu/rcrportal/publication/

Responsible Authorship Quick Guide

Detecting Common Mistakes & Considering Dilemmas in Responsible Authorship

http://ccnmtl.columbia.edu/projects/rcr/rcr_authorship/

http://www.ori.dhhs.gov/publicationsauthorship

Avoiding Plagiarism (from “Avoiding plagiarism, self-plagiarism, & other questionable writing practices: A guide to ethical writing” Miquel Roig.)

- acknowledge the contributions of others
- verbatim text in quotation marks
- acknowledge every source used
- summarize material in own words
- source any information used
- when source represent authors meaning
- understand terms used and ideas
- respect other’s ideas when paraphrasing
- unsure if common knowledge then attribute
- inform audience of previous use of data
- know what is a meaningful publishable unit
- know copyright law for quotes, paraphrases
- avoid text recycling
- double check citations for accuracy
- citations should be relevant
- cite original papers (vs secondary sources)
- strive to consult primary literature
- if use secondary sources fully attribute
- when borrowing heavily from source material, reader tells easily what is yours
- report all evidence even if counters goals
- report all aspects of methods for replication
- post-hoc changes to study must be clearly explained (such as removing outliers)
- authorship issues decided prior to study
- only those who contributed are authors
- mentor-student authorships follow same rules as any other authorship determination
- ghost authorship unacceptable.