

BII: Evolving Meta Ecosystems (EVOME)

Authorship Policy and Agreement

Jan 15, 2026 update

These policies apply to papers, presentations, and other appropriate collaborative products resulting from activities supported by EVOME.

1. Our overall authorship philosophy: We will strive to be inclusive of all project participants, to offer junior project members leadership roles on manuscripts, and to freely share our data while protecting publication priority of individual EVOME members.

2. Major types of products: EVOME is a large, collaborative research project with multiple project components. The field research component encompasses data produced by field research conducted at the 15 field sites distributed across three regions near Toolik Field Station. Data will include but is not limited to climatic data, water level, temperature data, biological materials (plant, invertebrate, vertebrate tissues and specimens), genomic data, soil data, and community/ population/ demographic data. Data and samples collected at these sites (either all of them or a subset of them) will be sent to different labs to produce various products (e.g., tissues sent to University of CT for generating genomics data).

Accordingly, it is important to differentiate between two major types of products for EVOME. One is a **team-wide** product, which should be inclusive of all team members across EVOME. An example of this type of product would be a collaborative conceptual or review article.

The other is a **component-specific** product, which should be inclusive of the research group(s) that contributed to a component of the project that is used in a given research product.

3. General Guidelines:

1. As primary author, be as inclusive as possible. If this is a team-wide product, invite all team members to contribute. If it is a component-specific product, consider all team members who have contributed to the component(s) that are used.

2. Discuss authorship early, often, and openly when developing and working on projects. Plans for authorship should be clearly outlined as soon as possible. Lead authors should ensure that the science team is aware of publications and indicate the availability of the authorship contribution spreadsheet (see below) early in development of a product.

3. As a potential co-author, honestly consider your contribution and only accept co-authorship if warranted (see authorship criteria detailed below).

4. Any individual or group from outside the EVOME team that meaningfully contributes (e.g., providing data/code, assisting with data analysis, etc.) should be offered authorship.

5. We recognize that it benefits graduate students to have publications with fewer authors, so if your contribution is minimal, please consider it as mentoring, and not necessarily meriting co-authorship.

6. Any paper, presentation, or other product that results from EVOME activities should include a statement similar to: *"This manuscript is a product of EVOME, which was supported by funding from the US National Science Foundation (DEB-2320675)."*

7. Authorship disagreements will be handled via the conflict resolution procedure in the Project Governance Management Plan.

4. More detailed guidelines:

Primary author: Be very inclusive in listing potential co-authors on the first draft of the manuscript or presentation abstract and ensure all project personnel are aware of the Authorship Contribution spreadsheet. Consider as potential coauthors anyone involved in the development of the conceptual foundation of the project, the study design, data collection and/or analysis, writing of the paper, as well as substantial guidance or financial support. Then send the manuscript out for review by each potential coauthor. The inclusive list of potential authors should be guided by early, often, and open discussion. If publicly available data was used, we suggest contacting the author of that data to invite them as a co-author if appropriate. We suggest drafting a plan at the outset of the project and then sending an early outline of the paper with the preliminary results to confirm authorship. Individuals can opt in to authorship by adding their name to the cover sheet of the preliminary work if they choose. Primary authors are responsible for providing a draft of the manuscript to co-authors who are interested in reviewing it and providing a final version of the manuscript once it has been submitted.

If a co-author is employed by an institution that requires internal review prior to public dissemination of papers or conference abstracts, please be aware that this review may be needed and give your co-authors enough time to be able to arrange for the review. Finally, we encourage the use of collaborative documents such as Google docs that make editing manuscripts as a group more effective.

Co-authors: Each potential co-author is expected to make substantial contributions to the manuscript (see criteria below). If you feel that someone else should be added to the author line that is not already on it, please send this information to the primary author ASAP. Potential co-authors should acknowledge receipt of the initial draft manuscript and note whether they wish to be included as an author within a reasonable period set by the primary author (e.g. 2-3 weeks). If they do not respond in this time

frame, and the primary author has made a reasonable effort to contact them (e.g. slack, follow-up e-mail(s) and/or calls/texts), then they will be omitted as an author so that the manuscript can proceed. Co-authors that are interested in reviewing the manuscript should make this known, along with a reasonable timeline for completing the review and returning any comments, when sending out the initial draft of the manuscript. If the manuscript has not been returned in the stated timeframe and after the primary author has made a reasonable effort to contact them (e.g. follow-up e-mail(s) and/or calls/texts), the primary author may decide to proceed without the feedback from the co-author.

5. Criteria for accepting authorship:

EVOME follows the Contributor Roles Taxonomy (CRediT, <https://credit.niso.org/>) framework in identifying roles team members can take in contributing to a manuscript.

One should only accept authorship when they feel like they've made a real contribution to the work, can defend the work, and perhaps most importantly, has (or will make) the time to be actively involved in the process of writing (may involve mostly critically reviewing) the paper.

There are two categories of contributions that must be fulfilled:

1) Authors must fulfill at least two of the following 13 criteria to accept authorship:

Conceptualization: Ideas; formulation or evolution of overarching research goals and aims.

Data Curation: Management activities to annotate (produce metadata), scrub data and maintain research data (including software code), where it is necessary, for interpreting the data itself) for initial use and later reuse.

Formal analysis: Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.

Funding acquisition: Acquisition of the financial support for the project leading to this publication.

Investigation: Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

Methodology: Development or design of methodology; creation of models.

Project administration: Management and coordination responsibility for the research activity planning and execution.

Resources: Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools

Software: Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing

code components

Supervision: Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team

Validation: Verification, whether as a part of the activity or separate, of the overall replication/ reproducibility of results/experiments and other research outputs

Visualization: Preparation, creation and/or presentation of the published work, specifically visualization/ data presentation.

Writing - Original Draft: Preparation, creation and/or presentation of the published work, specifically writing the initial draft.

2) In addition to the 2 of the above criteria, **all authors must also fulfill this role:**

Writing - Review & Editing: Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre-or post-publication stages. All authors should be able to explain and defend the methods and results in the paper and should generally agree with them.

We recognize three exceptions/clarifications:

- 1) *The required number of criteria can be relaxed to one for undergraduate co-authorship if they are engaged in the science. For undergraduate co-authors, please discuss options with PIs and primary authors for inclusion; we want you to be involved & co-author when possible!*
- 2) *In some cases, strong contributions to one category will be recognized for authorship with smaller contributions to another category. However, in all cases individuals must make an intellectual contribution to the manuscript.*
- 3) Individuals from outside of the EVOME team that provide datasets critical to project analyses can earn authorship based on those contributions alone. Additionally, individuals providing substantial financial, administrative, or analytical support should be considered for authorship on those merits.

TRACKING CONTRIBUTIONS: Throughout the project, the contributions of all co-authors should be tracked and made available through the project slack (channel #authorship-products). One good practice is to develop a spreadsheet to track contributions early in the project, revisiting it regularly to update contributions made by co-authors. A template of such a document is provided as Appendix 1 below. The primary (or senior/corresponding) author should ensure that all potential co-authors are aware of the paper's spreadsheet early on in conceptualization and preparation of the manuscript so that all potential authors have the ability to provide early feedback and evaluate contributions.

Authors must provide feedback and revisions in a timely manner. **All co-authors should read and approve a manuscript prior to submission, and prior to submission, all co-authors should be sent a copy of the final manuscript and**

cover letter. The primary author should forward the decision and reviews to all co-authors. The primary author (or corresponding author, if they differ) is responsible for keeping all co-authors fully informed in regard to the progress of the manuscript.

6. Anticipation from students:

We expect that papers and/or data products will be published within two years of graduating and/or leaving the project. After two years the draft manuscript and data products may be transferred to the student's PI in order to facilitate a timely dissemination of the data.

7. Acknowledging additional funding sources:

If other funding sources were important in producing a manuscript they should be acknowledged, but the EVOME award statement should be listed first. *"This manuscript is a product of EVOME, which was supported by funding from the US National Science Foundation (DEB-2320675)."*

8. Data sharing outside project:

Some journals will require making data publicly available or open-access upon publication. Release of the data prior to 1 year after the project will require approval of all lead investigators involved in collection of those data. If data are to be shared outside the project before the deadline, all lead investigators in the labs that created those data need to agree before data are shared. Our goal is that all data will be made publicly available within 2 years of the end of the project or sooner. That being said, we are a staunch advocate for open science and open data as a vehicle to promote the advancement of science, and we encourage all data contributors to make their data open access.

Appendix 1: Authorship contribution tables (available as shared Google Spreadsheet document for each paper)

Manuscript title:

Co-authors:

Target journal:

Instructions: In the “Contributions” tab of the spreadsheet, each coauthor should add their initials in the cell next to the contribution. Add a short description of the activity if desired. As a starting point, we recommend that co-authors participate in at least a single activity in 2 of the 4 major categories in the following table, or participate in a total of 3 activities combined. However, we expect there to be exceptions and a substantial contribution in a single area can warrant co-authorship. On the “AuthorInfo” tab please provide the requested details of full name, contact information, and institution as you want it used in the final publication.

Contributions Tab

Activities *Note: MS = manuscript	Expected Author Contributions	Final Author Contributions
PART A: CONCEPT & DESIGN		
1) Developed ideas for MS (includes conceptualization, framing of overall MS idea, development of scope/research questions, methodology)		
2) Developed conceptual figures and/or tables		
3) Designed/outlined the MS (determine structure and content of MS)		
4) Supervised co-authors and MS progress		

PART B: DATA ANALYSIS

Note: Papers led by graduate students may have fewer contributions from co-authors in this category because the students should have primary responsibility for these activities

5) Compiled and/or synthesized data		
6) Wrote code and/or performed analyses		
7) Wrote code and/or performed statistical analysis		
8) Provided critical ecological/hydrological/etc. interpretations related to either of the above analytical methods		
9) Contributed data that were not previously published		

PART C: DATA INTERPRETATION & FIGURES

Note: Papers led by graduate students may have fewer contributions from co-authors in this category because the students should have primary responsibility for these activities

10) Interpreted results (helped to interpret meaning of results and/or provided valuable insight on broader relevance)		
11) Drafted figures and tables		

PART 4: WRITING

Note: Contributions to writing can include sections that were not included in the final version

12) Wrote introduction		
13) Wrote methods		

14) Wrote results		
15) Wrote discussion		
16) Wrote conclusions		
17) Substantial MS editing (to a level that introduced important concepts, perspectives, ideas OR substantially enhanced MS direction or quality)		
PART D: PROJECT SUPERVISION AND MENTORING		
18) Project Supervision (provided overall supervision and/or acquisition/management of funds for project)		
19) Student or postdoc mentoring (Served as advisor/supervisor to lead author throughout project and MS development. *Generally assumed to be a co-author, provided there is ample participation in MS development and other contributions above		
20) Provided Resources (provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools)		
21) Project Administration (Management and coordination responsibility for the research activity planning and execution)		
PART E: MISCELLANEOUS (Provide short summary in parentheses after initials)		
20) Other		

AuthorInfo Tab

Name	Institution	Email	ORCID
Author1			
Author2			
Author3			
...			