

## **Appendix C: Publication Coordinator Role**

Large collaborative research projects can pose challenges for assignment of credit and authorship due to their complexity, changes in collaborator roles over time, and involvement of multiple teams, departments, or institutions. Additional challenges often arise at WRAIR in particular because of transitions of personnel, especially Military personnel, in the midst of ongoing research projects.

Personnel who onboard or leave WRAIR or its Directorates during the development or conduct of a scientific or scholarly project should be given appropriate credit for their contributions to the work as well as fair opportunity to meet the criteria for authorship. Accordingly, WRAIR personnel who participate as senior authors are responsible for keeping track of individuals who make substantial contributions to the work over time.

One approach senior authors may adopt for tracking individuals' contributions to scientific or scholarly work is to designate a Publication Coordinator for the work. Other approaches for tracking contributions to complex research projects are also acceptable, as long as the appropriate information is captured.

A Publication Coordinator is an author who:

1. Ensures that the work's authors adhere to WRAIR's authorship standards and that best practices related to authorship are followed;
2. Arranges and facilitates discussions about authorship and other contributions for the work;
3. Maintains a record of information about authorship and contributions to the work, potentially including:
  - a. Authors' contact and affiliation information;
  - b. Dates and descriptions of meetings or discussions about authorship;
  - c. Planned order of authorship;
  - d. Contributors to be acknowledged; and
  - e. Relevant changes to author's status or contributions to the work.

The Publication Coordinator does not need to be a corresponding author (who manages communications with external parties about the work) or a lead author (who takes responsibility for the integrity of the work as a whole). However, it may be most efficient for one author to occupy all of these roles for the work.