**Publication Checklist**

This publication checklist can be initiated by a Student or Supervisor; it is intended to serve as a discussion guide about expectations pertaining to a publication. Consider using this checklist before work on a publication begins, including but not limited to publications from a thesis, dissertation, capstone, or as a stand-alone paper. This checklist may supplement wider discussions about developing a paper for publication and authorship. This checklist is intended to serve as a template for discussion; it can be amended based on Student or Supervisor needs. Please review this checklist and update as needed. Use of this checklist is *optional.*

For additional background see:

1. [FON paper-based thesis guidelines.](https://www.ualberta.ca/nursing/media-library/forms/grad/thesis-guidelines-traditional-paper-based_05-08-2023.pdf)
2. Graduate Program Manual - Intellectual Property - [10.2 Guidelines for Authorship](https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-10-intellectual-property/10-2-guidelines-for-authorship.html)

*“For collaborative projects where the student and supervisor have agreed to jointly publish their work, a department should set some time limit (with possibly a 1-year limit as a default) after completion of the thesis for the student to complete and submit a manuscript to a journal, unless otherwise agreed to and recorded by the student and faculty member. If the student does not meet a reasonable time limit and there appears to be no progress towards publication, the supervisor of such a collaboration would have the right to complete and submit a manuscript with the student as an author.”*

1. [ICMJE](https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html) (International Committee of Medical Journal Editors): Defining the roles of authors and contributors
2. [Office of the Student Ombuds](https://www.ualberta.ca/current-students/ombuds/index.html)

| **Date(s):** |  |
| --- | --- |
| **Student:** |  |
| **Supervisor:** |  |
| **Other:** |  |

| **Paper being discussed:** |  |
| --- | --- |
| **Anticipated authors:** |  |

1. Is this paper part of the Student’s thesis, dissertation, or part of the Student’s degree requirements?

* Yes
* No
* Other:

|  |
| --- |

1. Is the Student’s research funded by one of the Tri-Agencies (i.e., NSERC, SSHRC, CIHR)?

* Yes
* No
* Other

|  |
| --- |

1. What are the relevant publication restrictions (if any) and implications for the Student? (e.g. must publish in Open Access Journals, etc.)

|  |
| --- |

1. Who is the primary author?

* Student
* Supervisor(s)
* Both
* Other:

|  |
| --- |

1. Who will primarily be responsible for preparing and submitting for publication?

* Supervisor(s)
* Student
* Both
* Other:

|  |
| --- |

1. Is the Student required to obtain permission from the Supervisor(s) prior to submitting the article for publication?

* Yes
* No
* It depends. Provide rationale:

|  |
| --- |

1. Does the Student intend to submit the manuscript to a journal within 1 year\* after completion of degree?

* Yes\*
* No\*
* It depends

\*If you answered ‘**yes’ or ‘no’**, please provide the goal date. If you answered **‘It depends,** provide rationale:

|  |
| --- |

\*Note: if the goal date is not met, unless otherwise agreed to and recorded by the Student and Supervisor, the Supervisor will have the right to complete and submit the manuscript while in communication with the student, and with the Student named as an author.

1. In the event that there is a completed draft of the manuscript and a Student is not accessible or does not respond after reasonable efforts to contact them, the Supervisor will have the right to complete and submit the manuscript. The Student will not be named as an author (because journals require all authors to approval final submitted draft)

* Yes
* No
* Other

|  |
| --- |

1. In the event that there is a completed draft of the manuscript and a Supervisor is not accessible or does not respond after reasonable efforts to contact them, the Student will have the right to complete and submit the manuscript. The Supervisor will not be named as an author (because journals require all authors to approval final submitted draft)

* Yes
* No
* Other

|  |
| --- |

1. If other expectations about the manuscript, document them here:

|  |
| --- |