



## Dissemination of Work and Authorship Policy

### PURPOSE

INACSL supports its members to publish or disseminate work generated from projects when that work supports the advancement of simulation. Although individuals are at liberty to submit work to any publication in their own name(s), discretion should be used when submitting work that represents INACSL or could be interpreted as a representation of INACSL. This policy will guide the submission of publications and work in the name of INACSL, including INACSL committees, Special Interest Groups (SIGs), Regional Interest Groups (RIGs), and affiliate partnerships. This policy also outlines the authorship of such work.

### DEFINITION

For the purposes of this policy, a publication is defined as any scholarly work that would be submitted for publication or public dissemination. This includes, but is not limited to, articles, white papers, editorials, abstracts, and presentations.

### POLICY

All proposed publications seeking to represent INACSL should be submitted to the Board of Directors for review prior to submission. The Board of Directors will determine whether it is appropriate for the submission to be published or disseminated using the INACSL name and may follow one of the following courses of action:

- a. Endorse the use of INACSL's name for the publication as presented
- b. Suggest appropriate edits to the publication in order to receive endorsement for the use of INACSL's name for the publication; submitter(s) may choose to not make the edits and submit the publication with individual authorship. Suggested edits should be strategic and focus on accurate representation of INACSL's mission, vision, and values.
- c. Deny the use of the INACSL name for the publication as presented; submitter(s) may choose to submit the publication with individual authorship

Member submissions to INACSL's official journal shall undergo the standard submission and review process as defined by the journal. Approval for publication is at the discretion of the journal's editorial board. INACSL committees, SIGs, RIGs, board members, and general members are not guaranteed publication.

### AUTHORSHIP

Authorship provides credit for a scholar's contributions and carries accountability. Authors are expected to fulfill the criteria below (adapted from [McNutt et al.](#), Proceedings of the National Academy of Sciences, Feb 2018, 201715374; DOI: 10.1073/pnas.1715374115; licensed under [CC BY 4.0](#)). Authors should also follow the guidelines from the International Academy of Nurse Editors (<https://nursingeditors.com/>).

To be considered as an author, one should meet the following criteria:

1. Have made significant contributions to the conception design of the work;
2. **OR** the acquisition, analysis,
3. **OR** interpretation of data;

4. **OR** the creation of new software used in the work;
5. **OR** have drafted the work or substantively revised it;
6. **AND** to have approved the submitted version (and any substantially modified version that involves the author's contribution);
7. **AND** to have agreed both to be personally accountable for the author's own contributions and to ensure that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and the resolution documented in the literature.

The sequence of authorship should be determined by the team/committee. All members that meet the above criteria must be included as an author.

Submitters should review the individual journal's submission guidelines for information on the format for listing author contributions.

### **ACKNOWLEDGEMENTS**

Committee members who do not meet the criteria for authorship should be acknowledged in a separate section. Acknowledgements can also be given to those who provided technical or writing assistance.

### **THIRD PARTY SUBMISSIONS**

All manuscripts must be submitted by an author and may not be submitted by a third party.

McNutt, M. K., Bradford, M., Drazen, J. M., Hanson, B., Howard, B., Jamieson, K. H., ... & Swaminathan, S. (2018). Transparency in authors' contributions and responsibilities to promote integrity in scientific publication. *Proceedings of the National Academy of Sciences*, 115(11), 2557-2560.