

Policy Number: 106

Subject/Title: Thesis/ Dissertation Data & Publication Authorship

Effective Date: January 1, 2005

Policy Statement:

The submission of the Institutional Approvals, Data Handling and Publication Plan form is a required part of the student's thesis/dissertation proposal. UTHealth Houston School of Public Health encourages the student, faculty advisor and/or thesis/dissertation Supervisor to discuss and reach an understanding on the following topics. Other topics relevant to the student's research should also be discussed at this time.

1. Plans for formal copyrighting the thesis/dissertation;
2. Ownership of the data to be used by the student, if applicable;
3. Plans for publication of the results of the thesis/dissertation;
4. Where co-authorship is appropriate, discuss how the order of authors on the paper will be decided with special attention to first author and senior author positions;
5. Timelines for publication of data;
6. Agreement concerning student- or faculty-initiated publication, and contingencies if the faculty member or student chooses not to publish the results of the study; and,
7. If applicable, appropriate norms regarding publication and authorship as laid out in the relevant scientific discipline publication manuals and journal where publication may be considered. For example, some journals have strict roles for authors that could be included in the committee's discussion.

Reason for Policy: The proposed policy was developed to encourage students completing a thesis/dissertation proposal to discuss and reach an understanding with their faculty advisor and their thesis/dissertation Supervisor on the above topics.

Definitions: N/A

Scope and Audience: All UTHealth Houston School of Public Health students

Responsibilities and Procedures: All students who are planning to complete a thesis/dissertation proposal and their faculty advisor, dissertation Chair (if different from their faculty advisor) and thesis/dissertation Supervisor.

Related Policies, Forms and Information:

- [Institutional Approvals, Data Handling and Publication Plan](#) form
- Additional forms and procedures can be found on the [mySPH Student Research](#) webpage.

History:

- Endorsed by Executive Council: September 30, 2004

Responsible Office/Contact Information:

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