

## CHARTER FOR THE PACIFIC NORTHWEST CRAB RESEARCH GROUP

*This document is a living document that will be revisited and amended, as necessary, by the Coordinating Committee every two years (at minimum). Members will be asked to review and sign every two years to renew their membership. An accompanying [Data Sharing Agreement](#) has been developed.*

**MISSION: To conduct and support collaborative research on crab populations in the Pacific Northwest.**

### **CURRENT PRIORITIES:**

The Group's current\* priorities are pursuing collaborative research to:

1. Monitor Dungeness crab populations and develop tools to forecast abundance;
2. Better understand and sustain the ecological role of Dungeness crab;
3. Produce information addressing multiple critical data gaps for Dungeness crab.

\*These priorities may evolve over time as the interests and needs of fisheries managers change and will be revised when deemed necessary by the Coordinating Committee.

### **WHO WE ARE AND WHAT WE DO:**

Formed in 2018, the PCRG is a consortium of scientific research partners, resource managers, and community members working to improve our knowledge of Pacific Northwest crab species. By addressing critical research gaps, PCRG hopes to help sustain native crab populations and support fishery manager decision-making through the provision of relevant data. The aim of the PCRG is to bring together individuals from different disciplines and specialties relevant to regional crab species; prioritize research questions; identify how the PCRG can best tailor its research to inform management; and share research results from PCRG activities.

The projects developed and implemented by the PCRG and collaborators include three phases: 1) comprehensive research planning; 2) coordinated, standardized research; and 3) communication of the research results to resource managers and other stakeholders.

Research and management topics identified by the PCRG will contribute to the development, implementation, and refinement of long-term studies that improve the information available for crab managers in the Pacific Northwest region.

The PCRG is made up of independent individuals but is hosted and coordinated by the [Puget Sound Restoration Fund](#) (PSRF), a nonprofit organization in Washington dedicated to recovering marine resources and maintaining people's connection to them.

### **TERMS OF PCRG MEMBERSHIP:**

Any individual interested in keeping up to date on crab research and PCRG's efforts is welcome to sign up for the quarterly newsletter via the [pnwcrab.com](http://pnwcrab.com) website. These individuals will be considered 'interested parties' and can subscribe/unsubscribe to updates at their discretion. Any individual interested in a more active role with the PCRG, including attending meetings, having access to shared

resources, and/or joining a working group or committee, is welcome to join.- There are three “types” of active membership:

- (1) general member;
- (2) working group member; and
- (3) committee member (technical or coordinating).

The roles and responsibilities for each membership type are described below. As a non-negotiable condition of membership, all members – regardless of type – agree to comply with all requirements, procedures, and directives in this Charter (including the Code of Conduct below).

**HOW TO BECOME A MEMBER:**

Any interested individual may request to join the PCRG as a general member (Type 1) by emailing a PCRG Program Coordinator(s). The Coordinator will provide a copy of this Charter for the prospective member’s review and signature. The prospective member is admitted as a general member upon receipt of a signed Charter by the Coordinator. Newly admitted members will be added to the Group’s communication channels and shared documents by the Coordinator.

To become a working group member (Type 2), a prospective member or current general member must email the Coordinator requesting admission and specifying the desired role. See below for how to become a committee member (Type 3). All requirements of general membership, as defined above, must also be satisfied by working group and committee members. All members must renew their membership every 2 years, via reviewing and signing the updated Charter.

**CHANGES OR TERMINATION OF MEMBERSHIP:**

Any member (Type 1-3) may end their membership with the PCRG by (1) transmitting a written notice of resignation to the Coordinator, or (2) failing to renew their membership. Subject to decision by the Coordinating Committee, any member’s failure to comply with all requirements, procedures, and directives in this Charter shall also be grounds for termination of membership. Furthermore:

- Working group members (Type 2) – any working group member may exit their group by written notice of resignation.
- Committee members (Type 3) – any committee member may exit their committee by written notice of resignation. In addition, any committee member that fails to attend three (3) or more meetings without prior notice shall be automatically removed.
- Working group or committee members who resign or are removed may remain general members (Type 1) provided all requirements of general membership are met.

In the event that an individual’s membership or specific role is terminated, a PCRG Program Coordinator will remove the individual from PCRG communication channels and shared documents/files as appropriate.

**ROLES AND RESPONSIBILITIES:**

The PCRG operates under a framework that consists of a general member body, several working groups and their associated technical sub-committees, and a coordinating committee. The number of working groups/technical sub-committees may change as necessary to meet the research goals and priorities of the PCRG. Responsibilities of the different groups are described below.

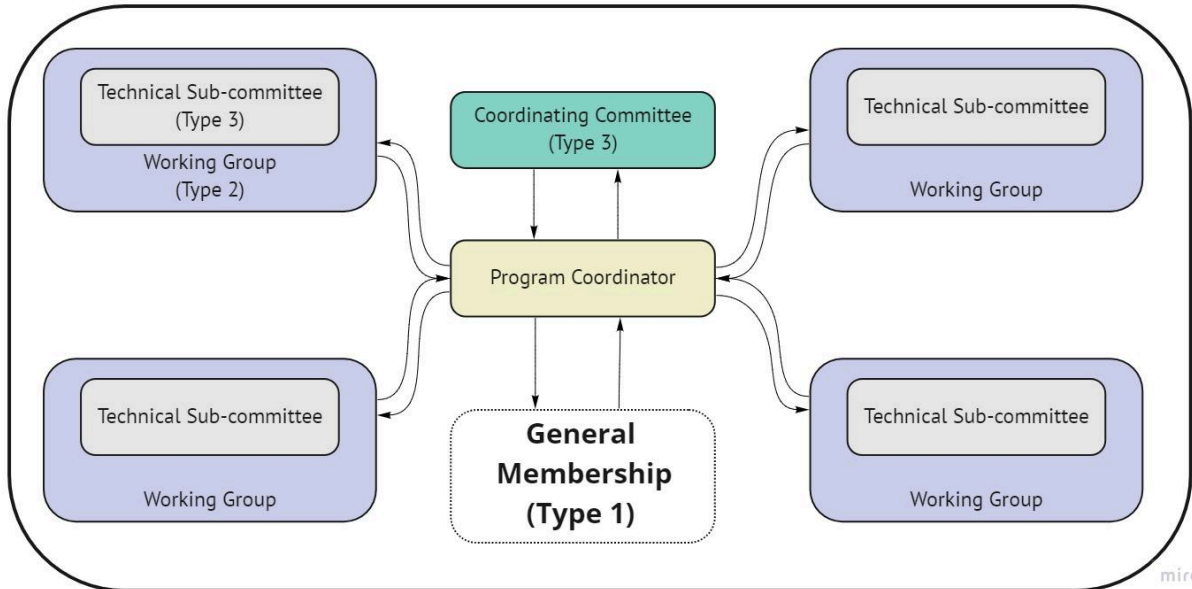


Figure 1. Schematic of the organizational structure and communication channels of the Pacific Northwest Crab Research Group.

**General Membership -**

Individuals who wish to be a part of the group, but not on a working group, technical sub-committee or coordinating committee, will be considered a general member. These members may include individuals interested in following/tracking the PCRG’s work with the hope of more active participation in the future (i.e., attending meetings and having access to shared resources). General members may request to join a working group or receive communications specific to a working group at any time, and may vote in the PCRG coordinating committee election (detailed below).

**Working Groups and Technical Sub-committees -**

The working groups are charged with developing and implementing strategic activities that contribute to the goals and mission of the PCRG, whether that be through the initiation of research projects or responding to broader PCRG needs (e.g., community engagement). To create a new working group, an individual should reach out to the PCRG Program Coordinator(s) with the request. The Coordinator(s) will gauge interest from other members and notify the Coordinating Committee, who will need to approve its formation. Working group membership is based primarily upon the level of participation by any individual in the research planning and/or project implementation process. Each working group will be led by a technical sub-committee, consisting of 3-5 working group members who volunteered, or were nominated, and then were confirmed by the Coordinating Committee. Both the working groups and

their associated technical sub-committees will meet at a frequency that is deemed appropriate by the working group.

The technical sub-committees will:

1. Direct the PCRG Program Coordinator(s) in the coordination of working group activities.
2. Provide updates on working group progress at PCRG meetings.
3. Act as lead point of contact for internal and external communications.
4. Make decisions regarding research plans/protocols, research results, communications, and publications.

Working groups developing research projects will:

1. Develop projects guided by the research priorities identified in annual meetings and in conversation with the Coordinating Committee.
2. Compile and analyze existing information. Develop hypotheses and research plans that are collaborative, both within and outside of the PCRG, and seek to synergize with other PCRG efforts.
3. Write proposals and actively seek funding for research activities in collaboration with other PCRG members and individuals outside of the PCRG.
4. Implement and track progress of research projects.
5. Develop protocols to ensure standardized data collection. Provide a QA/QC document for each data type collected to establish a minimum standard for data to be used in further analyses.
6. Disseminate the research results and work with the Coordinating Committee to make recommendations for improving crab management. Publish the research results independently and/or provide the research results, general conclusions, and specific recommendations for improving crab management in various PCRG reports and documents.

The working groups will operate independently of one another, but strive to ensure their strategies and goals are well aligned. Annual all-member meetings will be held to help facilitate this coordination, but additional communication between working groups/technical sub-committee members is encouraged. The technical sub-committees report to the Coordinating Committee and Program Coordinator(s), who will assist in organizing and facilitating regular working group and technical sub-committee meetings.

#### **Coordinating Committee -**

The Coordinating Committee helps guide the PCRG, provides oversight, maintains coordination with the relevant agencies and other initiatives, advocates for and helps identify funding opportunities for prioritized research, and works to ensure that PCRG research reflects current management and scientific priorities. This Committee should adequately represent the diversity of agencies involved in the PCRG, a composition consisting of representatives from tribes, state/provincial agencies, federal agencies, academia, nonprofits and industry. In general, it is anticipated that the Coordinating Committee will strive to be representative of the entities participating in working groups.

Any PCRG member can sit on the Coordinating Committee if nominated and elected. Coordinating Committee elections will be held every year, with 3 or 4 positions being voted on in alternating years. All PCRG members are eligible to vote on nominated Coordinating Committee members. If any seats on the

Coordinating Committee are not filled during the annual election, all PCRG members will be invited to volunteer (self-nominate) to fill the vacant position(s) for a one-year term. Sitting Coordinating Committee members will vote to appoint interim members, and these positions will be re-voted on by all PCRG members during the following election.

The Coordinating Committee will be composed of seven (7) voting members at a time: three (3) tribal representatives, one (1) state representative, two (2) federal/academic/nonprofit/industry/other representatives, and one (1) 'open' representative (this person could be from any of the aforementioned groups). One (1) additional non-voting seat with a (1-2) year term is available to a student representative and is confirmed by the rest of the sitting Coordinating Committee. The Coordinating Committee will be expected to meet between 6 and 12 times a year with the PCRG Program Coordinator(s).

The Coordinating Committee will:

1. Provide PCRG oversight, including approving/confirming all working groups and technical subcommittee leads;
2. Review, help finalize, and rank the research priorities and subsequent research plans. Update and approve PCRG Research Guide every five years;
3. Maintain coordination and communications among participating parties and Puget Sound Restoration Fund (PSRF);
4. Develop work plans for the PCRG Program Coordinator(s);
5. Serve as an interface with other relevant initiatives;

**PCRG Program Coordinator(s) -**

The PCRG Program Coordinator(s) will provide project facilitation, communications, and fundraising support for the PCRG. Specifically, the PCRG Program Coordinator(s) will:

1. Coordinate and facilitate meetings to develop the research plans and maintain collaborative research efforts.
2. Organize PCRG member meetings.
3. Organize other workshops to facilitate engagement with the broader community interested in the research or management priorities outlined by PCRG.
4. Maintain complete and accurate records of the matters discussed, decisions made, and actions recommended during meetings (including Coordinating Committee meetings).
5. Distribute meeting summaries, decisions, and action items, reports, and other documents to the working groups, technical sub-committees, and the Coordinating Committee.
6. Develop and maintain the PCRG website for collaboration and outreach.
7. Support data management including developing and maintaining a secure location for PCRG member data and data products.
8. Compile and help evaluate research trends and, as interest and qualifications dictate, assist in the writing and publishing of peer-reviewed papers.
9. Develop and help pursue funding mechanisms for research.
10. Perform communications and outreach, such as through the website, presentations at workshops and conferences, and other various forms of media.

This is a full to part-time paid position at Puget Sound Restoration Fund (PSRF) and hiring decisions will be made by PSRF leadership with input from the Coordinating Committee, as needed.

## **OPERATING GUIDELINES**

### Convening Meetings

- Meetings for the PCRG will be held at the time and place chosen by the Coordinating Committee.
- Meetings for working groups will be held at the time and place chosen by the associated technical sub-committee.
- The PCRG will hold at least one all-member meeting per year, however, more meetings may be planned as necessary. Working groups will determine the appropriate number of meetings per year at their origination, as agreed upon by working group members.
- PCRG members and relevant working groups/technical sub-committee members will be informed of meetings through email at least two weeks prior to the meeting.

### Code of Conduct

All PCRG members and PCRG meeting participants must be treated with respect, regardless of race, gender, sexual orientation, gender identity/expression, ethnicity, ability, religion, language, professional status, institution, veteran status, or age. As a group, the expectation is that there is space for differences in perspective and that all PCRG members and PCRG meeting participants will abide by the Code of Conduct. PCRG aspires to be an organization that leads with its values, and embraces diversity, respect, and collaboration as vital to our learning culture.

Expected behavior includes (but is not limited to):

- Treating all other members and meeting participants with respect and consideration.
- Speaking from your own experience and critiquing ideas rather than individuals.
- Respecting the rules and policies of meeting venues.
- Abiding by principles of academic integrity and ethical professional conduct.

In the case of a violation of the Code of Conduct, the affected parties are encouraged to notify the Program Coordinator(s) or any member of the Coordinating Committee (contact info listed on [website](#)) and work to address/resolve issues (see 'Conflict Resolution' below). Affected parties can also utilize the anonymous [report form](#) to document/report any incidents.

### **COMMUNICATION:**

The PCRG Program Coordinator(s) will act as the point of contact for communications inquiries and requests to the working groups and Coordinating Committee. The PCRG Coordinator will ensure that these communications are promptly conveyed to the appropriate committee or PCRG member. All technical sub-committee members, Coordinating Committee members, and the PCRG Program Coordinator(s) are authorized to act as PCRG spokespeople, when appropriate, to communicate their research. Working group members who want to present PCRG work are encouraged to contact the Program Coordinator(s) ahead of any communications to ensure they have the most up to date information about the group and research. In the case of communication regarding specific papers or reports, the named authors should be the main points of contact.

The PCRG Program Coordinator(s) will manage all formal PCRG communications. In the case of media inquiries, contacted PCRG members should notify the Program Coordinator(s). PCRG members should also refer to the suggested language provided below (which will also be on the PCRG website) in speaking with media representatives or in public presentations.

“The Pacific Northwest Crab Research Group seeks to inform the sustainable management of crab populations by pursuing research that will provide the best available science to resource managers. The PCRG itself has no managerial authority over any crab fisheries.”

**DECISION-MAKING:**

Decisions made by the Coordinating Committee and technical sub-committees will be by consensus. Whenever possible, the Coordinating Committees and technical sub-committees should clearly articulate those decisions and the decision-making process to working groups and the general member body. When appropriate for a particular decision, the Coordinating Committee may solicit feedback and input from the larger group(s) to guide their decision-making. In the event of an impasse (inability to reach consensus) by a sub-committee, the matter will be referred to the Coordinating Committee. In the event of an impasse at the Coordinating Committee level, decisions may be resolved by a two-thirds majority vote of the full PCRG membership body.

For research planning, PCRG created a research guide where members ranked topics in order of priority (see [“2020-2025 Pacific Northwest Dungeness Crab Research Guide”](#)). These research priorities will be revisited and updated every five years, and will be a process that involves the entire PCRG member body.

**CONFLICT RESOLUTION:**

If a conflict or dispute arises, PCRG members agree to:

- Work with the Program Coordinator(s), Coordinating Committee, and any other affected party to try to resolve the problem;
- Revisit the PCRG Code of Conduct (above);
- Revisit the goals of the PCRG and look at the conflict in light of these goals;
- Continue to comply with all responsibilities under this Charter throughout the conflict or dispute resolution process;
- Abide by any final decision of the Coordinating Committee, which has the authority to resolve any conflict or dispute between PCRG members and/or arising under this Charter. Such authority shall be exercised if necessary and requires consensus among the Coordinating Committee.

**LETTERS OF SUPPORT & GRANT PROPOSALS:**

If any individual (member or non-member) requests a letter of support from the PCRG for a grant proposal they should submit a request to the Program Coordinator(s) with a draft or overview of their proposal, allowing at least two weeks for the Coordinating Committee to review.

For any grant proposals that will be leveraging the PCRG Program Coordinator(s)’s time, it is expected that commensurate funding for that time will be written into the proposal’s budget. The Program

Coordinator(s) and Coordinating Committee will work with individuals submitting these proposals on a case by case basis to determine the appropriate funding request.

**PUBLICATIONS:**

It is assumed that working group members will pursue peer-reviewed science papers associated with group developed projects as individual investigators, as groups within the PCRG, or with colleagues outside the PCRG. Projects are assumed to address areas of interest defined in the PCRG Research Guide. Interim research progress reports and/or annual data summary reports will also be produced by the PCRG as a whole to be shared internally and externally, as appropriate and in accordance with the terms of the [Data Sharing Agreement](#). Papers associated with PCRG products such as research plans/protocols will likely be published and pertinent information resulting from the research findings will be shared with general membership (i.e., a shared publications/resources repository stored on the PCRG Google Drive).

Authorship for individual or group papers associated with the PCRG should be determined using the guidance in the ADDENDUM below.

**Acknowledgements:**

Publications authored as part of, or using data from, a PCRG-sanctioned project, including projects for which PCRG has written a letter of support, are asked to consistently acknowledge the PCRG. In addition, it is suggested that all relevant working groups/technical sub-committees and/or specific individuals or supporting parties (such as tribal nations) who contributed to the process, design and/or implementation of the study are acknowledged, as appropriate, as well as funding sources.

Example – “This is a publication of the Pacific Northwest Crab Research Group ([www.pnwcrab.com](http://www.pnwcrab.com)) using data collected by the larval crab monitoring network. Special thanks to the technical subcommittee (Allison Brownlee, Claire Cook, Sarah Grossman, Margaret Homerding) and the Nisqually, Skokomish, Suquamish, Port Gamble S’Klallam, Swinomish, Lummi, and Jamestown S’Klallam tribal nations.”

**ADDENDUM:**

**PCRG Research Authorship/Contributorship Guidelines**

As stated in the PCRG Charter, it is assumed that PCRG members will pursue peer-reviewed science papers associated with the work of projects as individual investigators, as groups within the PCRG, or with colleagues outside the PCRG. Interim research progress reports and/or annual data summary reports will also be produced by the PCRG (as a whole) to be shared internally and externally, as appropriate and in accordance with the terms of the Data Sharing Agreement. Papers associated with PCRG products such as research plans/protocols will likely be published and pertinent information resulting from the research findings will be shared with fishery managers.

Authorship for individual or group papers associated with the PCRG should be determined by the relative contributions of the various authors to the manuscript (see Brand et al. 2015 and McNutt et al. 2018 for example frameworks; and Liboiron et al. 2017 for an equity-centered approach). Alternative approaches, such as for research plans/protocols, include strict alphabetical order of PCRG members or the



appropriate working group/technical sub-committee or members listed by order of contribution to the document, as appropriate.

**Goals of establishing guidelines**

Publication of research results is imperative to achieve PCRG’s stated objective of addressing critical research gaps in knowledge of Pacific Northwest crab species. The group recognizes that authorship on PCRG products provides credit for contributions to the work and implies responsibility and accountability among those listed as authors. Furthermore, authorship may have important academic, social, and financial implications for PCRG members. As such, the PCRG coordinating committee has established guidelines for authorship and recognizing the contributions of non-authors. The goals of establishing guidelines include:

- Building collaborations among researchers;
- Communicating clearly the expectations among collaborators;
- Promoting transparency in the development of PCRG work products;
- Cultivating equity, diversity, and inclusion within PCRG.

**Authorship and Other Forms of Contributorship**

All authors are contributors but not all contributors are authors. Contributorship can take many forms, many of which are listed in Table 1. Critically, contributing data is not a criterion for authorship (Rohlfing & Poline, 2012). The criteria for inclusion as an author on a manuscript (peer-reviewed science papers) resulting from PCRG projects and/or data is listed below. Similarly, the criteria for inclusion of non-author contributors is summarized.

To be include as an author, individuals must be involved in the following:

- Design or conceptualization of the study;
- OR analysis or interpretation of the data;
- OR drafting or revising the manuscript for intellectual content;
- AND approval of the version to be published.
- Authorship order decided using rubric

Non-author contributors:

- Do not meet criteria stated above;
- Should be listed in acknowledgments or appendix

*Table 1. Types of contributorship activities associated with PCRG work. These are modified from the CRediT Taxonomy in PLOS (<https://journals.plos.org/plosone/s/authorship>) with additions from Liboiron et al. 2017.*

<b>Contributor Role</b>	<b>Role Definition</b>
<b>Conceptualization</b>	Ideas; formulation or evolution of overarching research goals and aims.

<b>Data Curation</b>	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.
<b>Formal Analysis</b>	Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.
<b>Funding Acquisition</b>	Acquisition of the financial support for the project leading to this publication.
<b>Investigation</b>	Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
<b>Community Work</b>	Connecting with community members, bridging communities, knowledge brokering
<b>Methodology</b>	Development or design of methodology; creation of models
<b>Project Administration</b>	Management and coordination responsibility for the research activity planning and execution, including accountability tasks and emotional labor / care work <sup>1</sup> .
<b>Resources</b>	Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
<b>Software</b>	Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
<b>Supervision</b>	Oversight and leadership responsibility for the research activity planning and execution, including mentorship and skill-building external to the core team.
<b>Validation</b>	Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
<b>Visualization</b>	Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.
<b>Writing – Original Draft Preparation</b>	Creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
<b>Writing – Review &amp; Editing</b>	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.

### Establishing Order of Authorship

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<sup>1</sup> From Liboiron et al. (2017), care work “holds things together” (de la Bellacasa, 2011, p.90; Martin et al.,2015), and can include training new project members, providing space for informal discussion and listening, and contributing to logistical and team-building tasks. The responsibility of care work often disproportionately falls upon certain groups.

The PCRG Coordinating Committee recognizes the importance of establishing authorship order for manuscripts (peer-reviewed science papers). In some cases, this is done with strict alphabetical order of PCRG members. However, this may not be in keeping with standard practices of many publishing journals; instead, authors may be listed by order of contribution to the document. In this case, author order can be determined using the scoring system outlined in Table 2.

For certain projects, it may also be appropriate to follow a consensus-building process to define and order authorship (Liboiron et al. 2017). This involves five steps (summarized briefly from “Equity in Author Order” 2016): (1) discuss the spirit of the paper to highlight what makes it unique and important; (2) identify all of the types of labor the produced value for the project (drawing on Table 2 and #1); (3) make a list of all of the people who did the forms of labor identified in (2), and match those people up to their labor; (4) begin forming clusters of people, based which labor was essential to the spirit of the paper (defined in #1); (5) rank individuals within the clusters.

*Table 2. Authorship Determination Scorecard designed to aid contributors in deciding if they deserve authorship on the research project and to aid authorship-worthy contributors in determining the order of authorship. It should be completed in such a way that all authors’ scores equal the total points assigned to each item. For example, for ‘Conceptualizing a research idea,’ the scores of all contributors should sum to a total of 90 points. Please note that earning any points on this checklist will warrant authorship.*

Activity Category	Total Points	Contributor Score				
		Initials				
Conceptualizing a research idea	90					
Refining/ crystalizing a research idea	60					
Literature search: Summarizing literary pieces (e.g., articles, book chapters, etc.)	20					
Creating a research design (e.g., counterbalancing, randomization to conditions, survey design etc.)	80					
Selecting an Instrument/ a measure: Instrument construction	30					
Selection of statistical tests/analyses	40					
Performing statistical analyses and computations (including computer work)	40					
Interpretation of statistical analyses	80					
<b>Manuscript</b>						
Writing an introduction section	90					
Writing a methods section	80					
Writing results section	80					
Writing discussion section	100					
Writing conclusive summary	60					
Writing limitations of the study	60					
Writing future directions of the study	60					
<b>Managing Submission Process</b>						
Responding to reviewers' feedback	10					
Making changes based on reviewer feedback	60					
<b>Total Score</b>						

NOTE: This table is adapted from that found at <http://www.apa.org/science/leadership/students/authorship-determination.pdf> which was developed based on Winston, Jr., R. B. (1985). A suggested procedure for determining order of authorship in research publications. *Journal of Counseling and Development*, 63, 515-518.

Activity categories and weights developed in 2014 by Bharati Belwalkar, Steven Toaddy, and the other students and faculty of the Industrial and Organizational Psychology PhD Program at Louisiana Tech University.

## Communication

As stated in the PCRG Charter, before reporting results to a broader audience, new findings should be presented and discussed with the appropriate working groups and members who were invested in the effort to develop the data. If the findings disproportionately affect any particular groups outside the PCRG membership, that group or groups should also be notified before broadly communicating results. This notification to outside groups or individuals is recommended as a professional courtesy and does not confer editorial or pre-publication approval authority.

Under the PCRG Charter, when preparing a PCRG-authored manuscript or technical report, authors will contact the appropriate technical sub-committee involved and request participation from an internal reviewer. In addition, a member of the Coordinating Committee and the PCRG Coordinator will review the manuscript or technical report. A 10-business day comment period is requested for PCRG-authored manuscripts and technical reports by the technical sub-committees involved. To manage comments and expedite the review process, authors will not be required to address comments submitted after the 10-day period. This review process is in addition to, not in lieu of, standard review processes instituted by participating members and their respective agencies who are authors of a particular manuscript.

While the communication process outlined above satisfies the minimum requirements for review, it is often beneficial to engage in more robust and structured communication within the larger group to ensure all interested parties are afforded an opportunity to participate as authors. As such, generalized steps for soliciting contributions for PCRG projects might be as follows:

Step 1\*: Initial solicitation of project interest (establish author leads)

Step 2\*: Solicitation of authorship (establish core author team)

Step 2a\*: Solicit permission from data-holders

Step 3\*: Draft manuscript notification (add ancillary authors)

Step 4: Submitted manuscript notification (review acknowledgements)

Step 5: Accepted manuscript notification

Step 6: Pre-release notification (may be associated w/ press release)

Step 7: Publication sharing

\* Only steps where authors may be added.

*Sample language for Step 3 message:*

*"To date, the core team of authors has put in 100s of hours on this project. We certainly welcome more intense engagement with this manuscript if you have the time and interest. While the data you provided greatly strengthened the analysis, we have at this point not made you a co-author, but rather are thanking you in the Acknowledgements; this is in keeping with the authorship guidelines established for PCRG. However, if you'd like to be a co-author, we'd be happy to have you join the core team -- we just would ask that you put in a minimum of 10 hours assisting with the manuscript. This might include*

*improving the discussion with additional literature review, adding some novel paragraphs of interpretation of findings, conducting additional analyses, etc.). Please reach out to discuss options.”*

## Sources

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