



Access Alliance **Multicultural Community Health Centre**  
 340 College Street, Suite 500, Toronto, Ontario M5T 3A9 Tel: (416) 324-8677 Fax: (416) 324-9074

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## Publication and Authorship Policy

Access Alliance expects that its staff and students will carry out research and scholarly work maintaining the highest ethical and scientific standards. The Centre recognizes that as producers of research, we (as an organization and as staff and students) have the ethical obligation to publish and disseminate findings so that they may benefit the community. Access Alliance therefore strongly encourages the sharing of research with service providers, community members and policy makers so that it may be utilized and lead to change.

### Guidelines

The following guidelines are intended to provide direction in the establishment of practices for the authoring of research and recognition of intellectual property.

#### *1. Guidelines for external publications (e.g., journal articles, book chapters, abstracts, presentations)*

The Centre will ensure that any person who has substantially contributed to the concept or design of the article, the generation of its content, and its drafting is included as an author. Reviewers will be acknowledged. In the case of a research project, anyone who has contributed to carrying out the study and/or interpreting the data must be duly acknowledged. When making the decision to appear as an author, individuals should be aware that:

- Anyone accepting authorship accepts responsibility for ensuring the validity of the whole manuscript;
- The principal author(s) listed on the publication must oversee the accuracy of the publication;
- All authors must be involved in making decisions about the publication and its distribution and should have the opportunity to review research results, analyses and interpretations used in preparing the publication;
- Each author should have access to the full manuscript prior to its submission for publication and should agree to being listed as co-author;
- All authors should be involved in deciding the order of authorship. In general, the principal author (s) will be the person(s) who have made the greatest contribution to the writing of the article. In the case of equal authorship, alphabetical order will be used.

- Where applicable, Access Alliance staff will list Access Alliance as their affiliation on the publication. In the case of students, a note will be included to indicate that the research was completed in the context of a placement at Access Alliance.

**2. Guidelines for Internal Publications**

The same guidelines apply to reports and other publications produced by Access Alliance. In this case, Access Alliance Multicultural Community Health Centre will appear as the publisher or the author.

**3. Addressing Misconduct in Publications**

Integrity is fundamental to the research and publication process. Misconduct of any sort will not be condoned and may result in disciplinary action. In the context of research and publishing, misconduct sometimes takes the form of academic dishonesty. Examples of academic dishonesty include, but are not limited to, falsification or fabrication of scientific results, and plagiarism (i.e., copying another person's work and passing it off as one's own).

When staff or students have reason to believe that misconduct has occurred, the individual has a responsibility to report it to the Executive Director, after seeking an explanation directly from the person if he/she is comfortable doing so. If the complaint is about the E.D., the complaint will be filed with the Chairperson of the Board Directors.

I have read the above document and agree with all the stated policies on publication and authorship.

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Signature

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Date