Research Team Membership, Participation, and Authorship Guide Example

Membership Eligibility
Members must be interested in qualitative research, CHAT, learning, design, and technology issues. Membership to this group is offered to Lisa YL’s doctoral advisee or students who have completed the CHAT Methods course. Members must be at least in their second year of their doctoral program. The target audience for membership is second, third, and fourth year students. If a student is Lisa YL’s Graduate Research Assistant, that individual will be present at meetings regardless of doctoral student status and take notes during meetings. For new membership request, Lisa YL and current members will determine whether the group is able to welcome a new member based on current needs of the group.

Member At-Large Status
Member at-large must be interested in qualitative research, CHAT, learning, design, and technology issues. Member at-large status is offered to individuals who have published a minimum of two articles as part of the research teamwork, and/or individuals who are working on their dissertation with Lisa YL as committee chair. A member at-large status individual is invited to all meetings and is expected to contribute to discussions during meetings, but will not be responsible to participate in research as an author. Note, if a member at-large would like to participate in writing an article they will be welcomed to participate at which point they will be considered an author for that project. However, it is assumed that a member at-large is at a point in his/her doctoral career with vital tasks that s/he needs to focus on such as completing a dissertation.

Visitors
Visitors can be a wide range of individuals who are exploring whether they are interested in qualitative research, CHAT, learning, design, and technology issues. Visitors can attend up to two regular meetings. Visitors can be first year doctoral students who have not yet enrolled in the CHAT Methods course. Visitors can include other faculty members interested in collaborating with the team.

Participation Guidelines
As a contributing member, you are responsible of the following:

1. Be present at weekly meetings;
2. Be an active contributor to the research team, a member must participate in one of the projects and serve as an author at any given time, a member at-large must be present at meetings and contribute to discussions;
3. Be supportive to one another, including research team tasks and doctoral work;
4. Have fun with your work in the research team, if you are not having fun, consider what needs to change and discuss with Lisa YL;
5. Complete work assigned to you;
6. Keep a matrix of individual tasks accomplished for the team to communicate your contributions and update your CV at the beginning of every academic semester;
7. All members must strive to publish two articles as part of the teamwork where s/he does not lead the work and is not the first author of the articles, and a third article where s/he leads the work and is the first author of an article.

Authorship Guidelines
As a research team the goal of our work is to publish our joint work. The general guidelines for authorship is as follows: (1) Lisa YL will determine authorship position for all authors after discussing with the team; (2) all team members with a possible interest in a particular topic must be invited to become coauthors; (3) members who contribute in the writing of an article will be given higher authorship position, (4) authors will be listed in order of magnitude of their contributions throughout the article conceptualization, data collection, data analysis, and writing process of the article; (5) where the contributions of coauthors are considered equal, authors will be listed in alphabetical order; and (6) as projects develop, based on individual interests and needs there may be situations where individual authorship status change both in terms of being added as a new author or being dropped from the project.

Note, writing as an activity includes the following:
1. Idea generation for bringing form to the article;
2. Literature search that result in note taking, and synthesis;
3. Data collection and analysis that lead to key ideas included in the findings of the article;
4. Writing specifically assigned sections of an manuscript, even if later that section were heavily edited by Lisa YL or removed; and
5. Providing considerable editing help to make abstract concepts concrete for the team to communicate clearly to the reader.

Acknowledgement Guidelines
Members and member at-large will be mentioned in the acknowledgement when they do not meet the criteria to be considered as an author of an article, but provide contributions to the project.