As required by the University of Victoria’s Policy on Scholarly Integrity (Number 1160, Approval Date: Nov/95; Last Amendment: Sept/96), the Faculty of Social Sciences proposes adoption of the following guidelines which cover the:

2.1.1: retention of original data and material products relating to scholarly activity for a reasonable period;

2.1.2: prevention of the destruction of original data or material products for the purpose of thwarting an actual or impending Review or Inquiry;

2.1.3: authorship of published or presented work. Each person named as an author shall have made a significant contribution to the work, shall have approved the final form of the author’s contribution to the work to the extent individual expertise allows, and shall share in responsibility for the work as published or presented.

2.1.1 Retention of Original Data and Material Products

Decisions surrounding the retention of data involve balancing the protection of the research subjects(s) and protection of the researchers and the University.

Researchers are responsible for ensuring the confidentiality of data on human subjects. Whenever possible, original data should be retained in the school or Research Unit in which they were generated.

In some cases, as when data are obtained from limited-access data bases, or in a contracted project, it may not be possible to hold them in this way. In such cases, a written indication of the location of the original data, or key information regarding the limited-access data base from which original data was extracted, must be kept in the School or Research Unit.

Individual researchers should be able to hold copies of the data for their own use. Retention solely by the individual research worker provides little protection to the research worker or the institution in the event of an allegation of falsification of data.
2.1.2 Destruction of Original Data or Material Products

Decisions regarding length of time or retention of data will vary according to the type of project. Normally, data should be retained for a minimum of five years.

All data retained for future analyses, or researcher protection, must be securely stored.

The researcher or the research team and the Department/School are responsible for ensuring that secure storage is provided. If papers, documents, tapes, questionnaires, etc. are to be destroyed, this should be done only following consultation and agreement of both the Chair/Director (or designate) of the particular Faculty/School and the Dean of the Faculty.

2.1.3 Authorship of Published or Presented Work

Each author of a manuscript should have made a substantial intellectual contribution. This includes, but is not limited to, conceptualization and design, substantive and critical suggestion and advice, data analysis (where applicable), and writing.

Decisions about author order should be discussed and agreed to by the authors early in the production of the work.

Group authorship is encouraged, providing all members of the group meet the criteria for authorship noted above.

A person whose contribution related to departmental sponsorship, financial support, technical assistance or editing is not an author, but may be acknowledged.

All authors should review the final version of the submitted manuscript, and must be publicly accountable for its content.

Students who have competed scholarly projects, theses, or dissertations should be the first author on any publication that arises from those works. Faculty members may be listed as a second author if they have met the criteria for authorship noted above and if both student and faculty members agree that this is appropriate.

If a student becomes involved in a faculty member’s research program/project, there shall be a formal understanding relative to agreements about authorship before the student embarks on the research project/program. This agreement should be re-evaluated as the work progresses.
“Publication of multiple papers based on the same set(s) or subset(s) of data is improper unless full cross-referencing occurs within the pages (for example, by reference to a preliminary publication at the time of publication of the complete work which grew from it). Simultaneous submission of papers based on the same set(s) or subset(s) or data to more than one journal or publisher should be disclosed to each journal or publisher at the time of submission.”