




ScienceGuardians Guidelines for Authorship Change during the Revision Stage: New Author Inclusion

Authorship Change during the Revision Stage: New Author Inclusion

Submission Process
Doc. No.: SG-Rev-24-02-03

Review Paper
Post Peer-review & Upon Receiving an Editorial Decision

Implementation Process 
Doc. No.: SG-Rev-24-02-02

The new author(s) has/have been included in the project and the revised manuscript and is classified as the best practice.

The Steps to the **Submission Process** of a Revised Manuscript Which Includes New Author(s) Added During the Revision Process of a Review Article to Avoid Exposing Authors to Ethical and Legal Misconducts.

Action 1: Cover Letter

The corresponding author must clearly and explicitly mention in the Cover Letter the addition of new authors, detailing their roles in the manuscript revision (such as adding disciplines, content, analyses, and providing resources).

Action 2: Revised manuscript


All changes made in the authorship (including adding new authors and changing the authorship order) should be highlighted or shown in track change format in the revised manuscript.

Action 3: Author(s) Inclusion Form

Prepare an Author Inclusion Form detailing the roles of new authors in the revised manuscript (such as adding disciplines, content, analyses, and providing resources), and the agreement of all authors with the new authorship. This form must be signed by all authors and submitted along with the revised manuscript.

Submission Process of the Revised Manuscript

If it is not done automatically in the journal submission portal, authors should ensure that the list of the authors will be updated and the new author(s) and their particulars are also included.

Submission of the Manuscript 

Cite this protocol as:
ScienceGuardians
Guidelines for Authorship
Change during the
Revision Stage, New
Author Inclusion, Review
Paper, Submission
Process, Doc. No.:
SG-Rev-24-02-03.