



# ScienceGuardians Guidelines for Authorship Change during the Revision Stage: Author Removal

## Authorship Change during the Revision Stage: Author Removal

Original Research/Review Paper

Post Peer-review & Upon Receiving an Editorial Decision

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

Decision-Making Process  
Doc. No.: SG-Rev-24-03-01



The removal of one or more co-authors from the project and the revised manuscript is permissible and classified as an acceptable practice.

The Steps to the **Implementation & Submission Process** of a Revised Manuscript, which includes the removal of one or more author(s) during the revision of an original research or review article, to avoid exposing authors to ethical and legal misconduct.

### Action 1: Cover Letter

The corresponding author must clearly and explicitly mention in the Cover Letter the removal of one or more co-authors, detailing their roles in the original manuscript and the reason for their removal (e.g., conflict of interest).

### Action 2: Revised manuscript

All changes made in the authorship (including removing one or more co-authors and changing the authorship order) should be highlighted or shown in track change format in the revised manuscript.

### Action 3: Author(s) Removal Form

Prepare an Author Removal Form detailing the roles of one or more authors to be removed from the manuscript and the reason for their removal (e.g., conflict of interest), along with the agreement of all authors to the removal. This form must be signed by all authors, including the removed author(s), and submitted along with the revised manuscript.

### Submission Process of the Revised Manuscript

If it is not done automatically, authors should ensure that the list of authors is updated and that the removed author(s) and their particulars are also deleted.

### Submission of the Manuscript



Cite this protocol as:  
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