Guidelines for Authorship, Attribution, and Conducting Research Using ImaginePhD

Authorship and Attribution

ImaginePhD is a collaborative project of the Graduate Career Consortium and as such, is the work of many individuals. Given the increasing interest in presenting best practices, sharing research, and promoting the ImaginePhD tool, the ImaginePhD Research subcommittee** has developed the following guidelines to assist in attribution and appropriate use of data.

We ask that you acknowledge these contributions using the following guidelines for reference.

Use of ImaginePhD Data

- Those who are currently contributing, or have contributed in the past, to the development of the ImaginePhD tool receive priority in using ImaginePhD and data from the tool for presentation and publication purposes.
- Those presenting work using data or information from the ImaginePhD site, including at poster sessions, in written publication formats, and at conferences, must be GCC members and have participated in an ImaginePhD committee.

Guidelines for Acknowledgement of ImaginePhD Creators

- When presenting or publishing work including ImaginePhD data or resources in any venue, authors must acknowledge the work of the creators of the ImaginePhD site. This citation could take the form of providing a link to the Creators page (https://www.imaginephd.com/creators).
- Sample acknowledgement verbiage to use in presentations or publications: "*The author(s) wish to acknowledge the work of the ImaginePhD Committee in developing this resource. For a list of contributors, please see https://www.imaginephd.com/creators.*"

Guidelines for Citation of Authorship of Presentations and Publications Using ImaginePhD

- On posters and publications, it is recommended that the lead or coordinating author of the piece (i.e., the poster or publication) is listed first, followed by an alphabetical listing of the other authors, followed by a link to the Creators page.
  - If the author(s)' publication or poster content was completed in the context of their work on the ImaginePhD tool itself as part of a GCC ImaginePhD subcommittee, it is recommended that in addition to providing the above link to the Creators page, the name of the committee that created the content being cited is also included.
- It is recommended that equal/co-authorship be noted when two or more individuals have contributed equally to a presentation or publication.
- Sample citations:
  - Author(s) did not contribute to ImaginePhD tool as GCC ImaginePhD subcommittee member(s) or/and the posters or publications are not related to their contribution to ImaginePhD as GCC ImaginePhD subcommittee member(s) (e.g., author(s) were research committee members, but the poster or publication is related to work of the marketing and social media committee :
    Advisor, C., Humanist, A., & Scientist, S. (2017). Data on Humanities PhDs' Career Interests Using ImaginePhD. Journal Name, 5, 123-125. Original data or original materials contributed by ImaginePhD Creators (https://www.imaginephd.com/creators).

  - Author(s) contributed to ImaginePhD tool as GCC ImaginePhD subcommittee member(s) and the posters or publications are related to the work of author(s)' subcommittee:
    Pearson, R., MacDonald, J., Peterson, S., & Shepard, V. (2017, June). Building ImaginePhD's Content and Resources. Poster session at the meeting of the Graduate Career Consortium, Houston, TX. Original materials contributed by members of the ImaginePhD Content and Resource Development Committee, and by ImaginePhD Creators (https://www.imaginephd.com/creators).

  - Equal/co-authorship:
    Author, A. A.*, Author, B. B.*, Author, C. C., & Author, D. D. (2017). Career Variety for Humanities and Social Sciences PhDs. Journal of Higher Education, 24, 89-101. Materials contributed by ImaginePhD Creators (https://www.imaginephd.com/creators).
        *These authors contributed equally to the work.

Accessing ImaginePhD Data

<u>User Identity Protection/Confidentiality</u>

Any information users enter into the ImaginePhD website is considered personal and will be kept confidential. Anonymized data may be analyzed for the purpose of studying career planning and/or improving the site; data will only be published in aggregate to ensure confidentiality. User data gathered may also include use of the tool, such as what sections are visited and what services are accessed. Additional information may include IP address, browser type, domain names, and access times. All data is stored on password protected servers.

<u>Requesting, Accessing, and Using ImaginePhD Data</u>

<u>Accessing ImaginePhD Data:</u>
Only those who are currently contributing, or have contributed in the past as Creators, to the development of the ImaginePhD tool will receive consideration in using ImaginePhD data from the tool for presentation and publication purposes. Only the lead programmer working with ImaginePhD, the ImaginePhD project leads, and the GCC liaison to ImaginePhD, may have direct access to the internal database of ImaginePhD. Only de-identified data in aggregate will be shared with other individuals or constituencies.

<u>Data Sharing and Reporting:</u>
ImaginePhD-related data will be shared only with GCC members and Silver Level and above sponsors of ImaginePhD. The ImaginePhD leads reserve the right to make the decision to share data with non-members or non-sponsors on a case-by-case basis. Any identifiable data and institutional/department-specific data will not be shared in order to protect our users' privacy.

Institutions and organizations sponsoring at the Silver ($5,000) Level and above receive an annual report for the first three years following their original sponsorship. Annual reports summarizing an institution's user participation in ImaginePhD will include de-identified user data in aggregate categories to ensure anonymity. If data quantities are small enough to create the potential for revealing a user's identity, they will not be reported. User data summaries provided in annual reports may include (among others):
- Total number of users over a defined period of time with a distribution of users' disciplinary areas (STEM, Humanities/Social Sciences, other), level (graduate student, postdoc, other), and stage of education (early stage PhD, PhD candidate, postdoc, etc.);
- Top 10 Humanities and Social Sciences disciplines;
- Reasons for using ImaginePhD (explore career paths, self-reflect and assess skills, interests or values, build a time-based action plan using MyPlan, etc.);
- Open-text data from MyPlan section, email addresses or any other data associated with unique identifiers ***will not*** be shared.

Data may be used for reporting purposes to demonstrate the impact of ImaginePhD on graduate education and postdoctoral training, as justification for sponsorship of the tool, and as guidance for ways to improve support of graduate students' professional and career development.

Data Request and Distribution Review Process:
The ImaginePhD Advisory committee, consisting of the three ImaginePhD leads, the GCC liaison, and 2-3 ImaginePhD creators, will review all data requests.

Eligible Data Requesters: Only GCC members and Silver Level and above sponsors of ImaginePhD are eligible for data requests. Institutions sponsoring below the Silver Level and non-sponsoring institutions will be considered on a case-by-case basis.

Instructions for Data Requests: Data requesters are required to provide:
- Name and contact information (including title, office, and institution of requester[s]).
- Purpose of the data request, including how such data will be used (such as for publication, presentation, program evaluation, etc.).
- If intended for presentations, specific audience and setting (i.e. professional society meeting, campus presentation, etc.).
- Potential contributions to the field of advance-degree career development and the Graduate Career Consortium.
- Types of data needed.
- Deadline for request.
- Status as Silver-Level and above sponsor, Bronze Level and below, or non-sponsoring institution.

Please fill out the Data Request form available at:
https://www.imaginephd.com/data-request/new

Distribution of Materials: ImaginePhD Advisory Committee members will review data requests for applicability to GCC membership, proper documentation to demonstrate how the requested data will be used, and the value delivered to the GCC and graduate student and/or postdoctoral scholar communities. The committee's decisions will be communicated directly to the data requesters.

**Created by the ImaginePhD 2017-18 Research Subcommittee: co-chairs Giulia Hoffmann and Nai–Fen Su, and members Julie Fabsik-Swarts, Brian Rybarczyk, Gaeun Seo, and Valerie Shepard.

Reviewed and approved by ImaginePhD Leads: Teresa Dillinger, Sarah Peterson, and Annie Maxfield May 2018.