

Guidelines to acknowledge contributions to RSSAC publications

An RSSAC Caucus member may participate in an RSSAC work party as a work party leader, contributor, reviewer, or/and an observer. The work party document includes a section to acknowledge the contributions of the RSSAC Caucus members and external experts involved.

This document aims to clarify who should be included in the “acknowledgements” section of the RSSAC publications.

These set of criteria are guideposts, not as absolute checklists:

1. An RSSAC Caucus member should have attended at least half of the work party meetings to be listed in the acknowledgements section.

If an RSSAC Caucus member joins the work party after its start date, then this member should have attended at least half of the work party meetings available after the joining date.

2. In addition to fulfilling the first criterion, the RSSAC Caucus member should have contributed to either;
 - a. the framing of the problem,
 - b. the writing of specific sections of the report,
 - c. reviewing and editing the report for technical correctness as well as readability, or have made other general contributions to the content of the document.

When a member’s contribution is in question, the work party leader should make the final determination regarding the caucus member’s contribution.