

# Center on Human Trafficking Research & Outreach

Publications Protocol

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UNIVERSITY OF  
**GEORGIA**  
School of Social Work

## Overview

The purpose of this document is to provide an overview of the publication process for those who intend to use data from the Center on Human Trafficking Research & Outreach (CenHTRO). The document applies to those within CenHTRO as well as those not affiliated with us. Within CenHTRO, the Principal Investigator (PI) of any award reserves the right to be first author in manuscripts that address the major research questions of that specific award. The PI also reserves the right to be included in other publications originating from our data. For manuscripts by collaborators outside CenHTRO, the PI or her/his designate reserves the right to be included in any publication that uses our data. CenHTRO faculty, staff, and research assistants have first priority in using our data. We also encourage non-affiliated collaborators to strive to co-authors with CenHTRO faculty, staff, and research assistants.

## Purpose of Protocol

The goal of this protocol is to outline the procedures for disseminating research findings to a wider audience. To reach this goal, we invite colleagues with specific research expertise (e.g., human trafficking, economic development, mental health, social justice, public health) and skills (e.g., data analysis) who can collaborate with us in order to maximize our dissemination efforts.

Specifically, we hope to:

- To determine author order, rights and acknowledgments in team research projects
- To enable individual researchers to know how and when they can write single authored papers or monographs based on team research
- To enable us to share and publish from our shared research materials effectively, making the most of the materials while respecting the ideas and practical work of colleagues and the ethical boundaries of the project
- To recognize and address the differences that might occur between authorship in academic publications, reports, and public scholarship pieces
- To understand our responsibilities to other colleagues, research partners, and participants
- To stimulate wider awareness of and discussion about authorship and acknowledgment in collaborative works.

Wherever applicable, authorship will follow the guidelines of the journals into which the manuscripts are being submitted for publication consideration.

## General Authorship Guidelines

Authorship should be discussed between researchers at an early stage in any project and renegotiated as necessary. Where possible, there should be agreement on which papers will be written jointly (and who will first author each paper), and which will be single authored, with an agreed acknowledgement given to contributors. Many disputes can be avoided by a clear common understanding of standards for authorship (especially in multi-disciplinary groups). A record should be made of these discussions. Early drafts of papers should include authorship and other credits to help resolve any future disputes.

Students or graduates should be the first author on any multi-authored article based on their thesis or dissertation and using our data. Senior CenHTRO members are encouraged to give more junior colleagues opportunity to be first author whenever appropriate.

If the authors cannot settle publication order disputes, the relevant project PI will be the first arbitrator. If this fails, then relevant University channels and policies will be used to settle the dispute.

Persons listed as authors should have made a substantial direct academic contribution (i.e. intellectual responsibility and substantive work) to at least two of the six main components of a typical scientific project or paper:

- a) Conception or design of the general methodology including research questions, writing of the grant application, or refining of the methodology document;
- b) Data collection and processing;
- c) Analysis and interpretation of the data;

- d) Writing substantial sections of the paper (e.g. synthesizing findings in the literature review or the findings/results section);
- e) Editing or review of the final manuscript before submission;
- f) Enabling the research to succeed in substantial ways – our international research requires various support to succeed, including, monitoring data collection, working and coordination with international and local partners, etc. Most of this work is done by program managers

Generally, the first author of a manuscript and the person who originated the publication idea should determine authorship order. If all the authors believe they have contributed equally to the paper, this can be indicated in a footnote.

The specific funding acknowledgements must be used for all publications:

“This research was funded (in part) by a grant (SSJTIP18CA0015, SSJTIP19CA0032 or SSJTIP22CA0029) from the United States Department of State. The opinions, findings, and conclusions stated herein are those of the author(s) and do not necessarily reflect those of the United States Department of State.”

## Review Process

Concept proposals for publications or conference presentations will be directed to the CenHTRO Associate Director of Research (Dr. Anna Cody, [acody@uga.edu](mailto:acody@uga.edu)). The Associate Director of Research will then submit the concept proposals to a review team consisting of the Principal Investigator and CenHTRO Director (Dr. Okech) and CenHTRO faculty (Drs. Clay Warner, Cody, Yi, and Zimmermann). If a faculty member submits a grant through CenHTRO, and no other CenHTRO member is included in the publication, then the policies in this document do not apply. The PI with advice from the team will make a final decision on the suitability of a publication request. Faculty only inform other faculty of their intentions to publish using data from grants in which they are PI. The Research Coordinator will then communicate the outcome of the publication request to the relevant parties. The review process should take no longer than two weeks from the date of submission to the Research Coordinator, who will inform the applicant of the decision. The concept proposal application form is attached at the end of this protocol.

## Publication Process

Concept proposals can be submitted at any time.

If there is need for an expedited concept proposal, the PI will review the concept and make approval to move forward to the next step without bringing the proposal to other members of the CenHTRO Leadership team for review.

All approved requests will be saved in DropBox and all CenHTRO members will have access to these records.

All applications should include the names of the lead author and co-authors, preferably in order of authorship. After an approval, other individuals within CenHTRO can express their interest in participating in the development of a given paper by sending an email to the Research Coordinator who will liaise with the lead author to explore the suitability of additional coauthors who intend to be a particular working group.

Upon acceptance and online publication of a manuscript, the lead author is requested to inform the Director of Communications at CenHTRO so we can update our website with publication records.

**Note 1:** If significant progress is not made in 3 months, the lead author should inform the PI of any extenuating factors and if this does not happen, another investigator is free to take a lead on that same concept and submit it for publication.

**Note 2:** Acknowledgement for technical reports include CenHTRO staff and faculty as well as field staff who contributed in the collection of data. Technical reports are copy-righted to CenHTRO.

# Manuscript Concept Proposal Template - CenHTRO

Name:

Date:

Proposal title:

Standard approval request

Expedited approval request

- 
1. Project objective:
  2. Specific aims:
  3. Brief description of the background and problem:
  4. Overview of methods:
  5. Database (and if applicable, assessment times):
  6. Primary variables of interest:
  7. Expected date of submission:
  8. Target journal:
- 

Additional information:

1. Is presentation at a professional meeting anticipated?    Yes            No

    If yes, meeting title and date:

2. Names of target journals for submission (top 3):

3. Timetable for completion of first draft:

4. Do you need help with data analysis?            Yes            No

    If yes, name of preferred analyst:

By submitting a concept proposal, you agree to:

1. Gain approval from the Principal Investigator for all concepts, data analyses, professional presentations and publications results from CenHTRO data.
2. Abide by specified authorship guidelines.