

# Authorship change request

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This form is to request any change in authorship (additions, removals, or reordering) of a submitted manuscript, including changes in corresponding authors. This form should not be used for changes requested *after* publication or for [name changes or corrections](#).

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- Authorship of the paper
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In order for the request to be considered, this completed form should be submitted in Editorial Manager with the cover letter for your revision.

## Section 1. Submission information

To be completed by the corresponding author.

### Submission information

Journal title

Manuscript number

Manuscript title

### Change(s) requested (indicate as appropriate)

Add new author(s)

Remove author(s)

Change the corresponding author

Change the order of authors

## Section 2. Author(s) added or removed

Complete one table for each author to be added or removed. Please include as much detail as possible in the “Reason for change” section so that we can evaluate if the change is necessary. At a minimum, this should include an explanation for why the change is being requested and why the author was/was not included in the original author list.

If the form is incomplete, or the reasons provided are insufficiently detailed or do not address the points above, your request will be denied.

### 2.1 Author information

Given/first name(s)

Family/last name

Email address

Institution

Change(s) requested  
(indicate as appropriate)

Add new author

Remove author

Make the corresponding author

Individual contributions [per CRediT Contributor Roles Taxonomy](#) (complete for author additions only)

Conceptualization

Data curation

Formal analysis

Funding acquisition

Investigation

Methodology

Project administration

Resources

Software

Supervision

Validation

Visualization

Writing – original draft

Writing – review & editing

Reason for the change

## 2.2 Author information

Given/first name(s)

Family/last name

Email address

Institution

Change(s) requested  
(indicate as appropriate)

Add new author

Remove author

Make the corresponding author

**Individual contributions** [per CRediT Contributor Roles Taxonomy](#) (complete for author additions only)

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**Reason for the change**

## 2.3 Author information

Given/first name(s)

Family/last name

Email address

Institution

Change(s) requested  
(indicate as appropriate)

Add new author

Remove author

Make the corresponding author

**Individual contributions** [per CRediT Contributor Roles Taxonomy](#) (complete for author additions only)

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**Reason for the change**

## 2.4 Author information

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Family/last name

Email address

Institution

Change(s) requested  
(indicate as appropriate)

Add new author

Remove author

Make the corresponding author

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**Reason for the change**

## 2.5 Author information

Given/first name(s)

Family/last name

Email address

Institution

Change(s) requested  
(indicate as appropriate)

Add new author

Remove author

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Writing – review & editing

**Reason for the change**

\*Add additional page(s) as needed for more requested changes.

### Section 3. Author order and agreement

Provide the author list in the order that you would like it to be published.

The form must be signed individually by each author, including any added/removed authors. In cases of multi-author collaborative or consortia groups the corresponding author must sign on behalf of the group.

While manual signatures are acceptable, we highly encourage the use of electronic signature software (DocuSign, Adobe Sign, HelloSign, or similar) with valid e-signatures. These signatures should reflect your institutional information and email, as provided in the author list below. Typed signatures or images of signatures will not be accepted.

By signing this form all authors agree:

- 1) that they have read and acknowledge the publishing ethics policies linked in the “Important Information” section of this form;
- 2) agree to the addition and/or removal of the authors listed in section 2 and to the revised order of the author list in this section 3, and;
- 3) that all information provided accurately reflects the authorship of the article.

Agreement of removed author(s)			
Full name	Email address	Signature	Date

Proposed author list				
Order	Full name	Email address	Signature	Date
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Proposed author list				
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