

**The Florida State University
Recreation and Leisure Services Administration**

THE GRADUATE PROGRAM, POLICIES, AND PROCEDURES

Introduction

The master's degree program in Recreation and Leisure Services Administration at the Florida State University has a reputation for excellence in curriculum, faculty, and educational philosophy. The faculty continually strives to maintain the highest standards in graduate education. The graduate curriculum is designed to prepare professionals for top ranking leadership positions in the areas of administration, supervision, programming, and higher education.

The master's program focuses on educating professionals who will become the "trend-setters," "problem-solvers," and "decision-makers" in various settings, such as public recreation agencies, outdoor recreation, campus recreation, hospitals and rehabilitation centers, resorts, corporate settings, military bases and posts, and educational institutions, colleges, and universities. The Recreation and Leisure Services Administration program at The Florida State University is accredited by the National Recreation and Parks Association/ American Association of Leisure and Recreation Council on Accreditation.

Important Web Sites

For access to information about graduate study in Recreation and Leisure Services Administration, link to: **www.fsu.edu/~smrmpe** and click on the link for Graduate Information. For information about Florida State University link to: **www.fsu.edu** and click on Prospective Students – Graduate.

Admission Requirements

For admission to graduate study at FSU, an applicant must submit applications to the FSU Graduate School as well as to the Recreation and Leisure Services Administration program.

Submit to the University Graduate School:

1. Graduate Application form and application fee
To apply online, access the Graduate Studies Office at **www.fsu.edu** and click on Prospective Students. Follow the link for Graduate Study.

To request an application by mail, write: Graduate Admissions Office, Florida State University, A2500 University Center, Tallahassee FL 32306-2400, or call the Graduate Admissions office at: 850.644.3420 or fax at: 850.644.0197
2. Official college transcripts.
3. Submit official Graduate Record Examination scores. The official scores must be mailed to the Office of Graduate Admissions directly from the Educational Testing Service.

Submit to the Recreation and Leisure Services Administration program:

1. Graduate application of the Recreation and Leisure Services Administration program

To request an application by mail, write: Graduate Coordinator, Recreation and Leisure Services Administration, 200 Tully Gym, Florida State University, Tallahassee FL 32306-4280, or call the office at: 850.644.4813 or fax a request to: 850.644.0975

2. College transcripts of all undergraduate or graduate course work (unofficial copies are acceptable)

To gain regular admission, you must present evidence by official transcripts of a satisfactory prior academic record (at least a 3.0 G.P.A. on a 4.0 scale as an upper division undergraduate student or at least a 3.0 G.P.A. on a master's degree from an accredited institution). Exceptions to this policy are occasionally granted by the Graduate Coordinator.

3. Three recommendation forms

Note: The recommendations may come from professionals in the recreation, parks, and leisure services field, or from individuals familiar with the prospective student's academic ability or potential for graduate level studies.

Prerequisite Course Requirements

Students admitted to the master's degree program who do not have a degree with a major in recreation, parks, or leisure services **from a college or university accredited by NRPA/AALR**, or the course equivalents, will be required to take prerequisite course work. The Graduate Coordinator assigns prerequisite course work, and also approves all waivers from prerequisite course requirements.

To satisfy prerequisite course requirements, students may choose to enroll in the prescribed undergraduate course at the 3000 and 4000 level, **or** register for a graduate level Directed Individual Study (DIS) LEI 5908r. Course work at the 3000 level or below will not apply toward the master's degree requirements. And, only 6 semester credit hours of course work at the 4000 level can be applied toward the master's degree requirements. In addition, credit hours for a course with a grade of **C- or below** will not apply toward master's degree requirements, however, the credit hours and quality points for that work are computed in the student's cumulative graduate grade point average.

Required Prerequisites:

LEI 5941 Internship in Leisure Service (9 semester credit hours)

LEI 3435 Recreation Program Design (3 semester credit hours) with

LEI 3403 Applied Recreation Programming (1 semester credit hour)

or

LEI 5908r Directed Individual Study (2 semester credit hours)

LEI 4551 Administration and Supervision of Leisure Systems (3 semester credit hours)

or

LEI 5908r Directed Individual Study (1 semester credit hour)

LEI 4524 Supervision of Personnel in Leisure Systems (3 semester credit hours)

or
LEI 5908r Directed Individual Study (1 semester credit hours)

LEI 4602 Planning and Maintenance of Facilities in Leisure Systems (3 semester credit hours)

or
LEI 5908r Directed Individual Study (1 semester credit hour)

Required Course Work for the Master's Degree

The number of semester hours required for a graduate degree in Recreation and Leisure Services Administration depends upon an evaluation of the student's undergraduate course work. There is no upper limit on the number of courses or semester hours a student may take and apply to the graduate degree. The minimum number of hours required for a master's degree is as follows:

Option A: Master's Comprehensive Exam, Project, or Professional Paper: 35 semester hours

Option B: Master's Thesis: 32 semester hours

<u>Required Coursework (Options A and B)</u> (24 hours)	<u>Semester Hours</u>
LEI 5171 Philosophical and Behavioral Foundations of Leisure	3
LEI 5185 Current Issues in Leisure (Fall)	1
LEI 5185 Current Issues in Leisure (Spring)	1
LEI 5530 Problems in Staff Development	3
LEI 5555 Analysis and Management of Leisure Systems	3
LEI 5576 Fiscal Management and Policy of Leisure Systems	3
LEI 5815 Leisure Education	3
LEI 5889 Research in Leisure	3
EDF 5400 Basic Descriptive and Inferential Statistics (or approved equivalent)	4

To successfully fulfill the requirements of the master's degree program, students must also choose 1 of the following options:

Option A: Master's Comprehensive Exam (11 hours)

Electives in area of specialization 11 hours
LEI 8966 Master's Comprehensive Examination 0 hours

Note: Students must register for LEI 8966 in the semester in which the examination is completed.

Option B: Master's Comprehensive Project or Professional Paper (11 hours)

Electives in area of specialization	8 hours
LEI 5915r Supervised Research	3 hours
LEI 8966 Master's Comprehensive Examination	0 hours

Note: Students must register for LEI 8966 in the semester in which the project or paper is completed.

Option B: Master's Thesis (8 hours)

Electives in area of specialization	2 hours
LEI 5971r Thesis	6 hours
LEI 8976 Defense of Thesis	0 hours

Note: Students must register for LEI 8976 in the semester in which the thesis is defended.

Elective Course Work in Recreation and Leisure Services Administration

The courses listed below are electives offered through the graduate program in Recreation and Leisure Services Administration. Students are also encouraged to register for interdisciplinary elective course work offered in other departments across campus.

Note: Only courses numbered 5000 and above are normally taken by graduate students. However, depending upon a student's professional goals, a student's major professor may permit 6 hours of specified 4000 level course work to apply toward the master's degree requirements.

Elective Coursework

Semester Hours

LEI 5908r	Directed Individual Study	1-3
LEI 5944r	Field Work in Leisure Services	1-3
LEI 5945r	Supervised Teaching	1-4
LEI 5941	Internship in Leisure Services	9/3 (see note below)
LEI 5915r	Supervised Research	1-4

Limitations:

- Only 3 semester credit hours of internship (LEI 5941) can be applied toward the master's degree requirements. However, students must register for 9 credit hours if they intend to participate in the internship program. Students should refer to the Graduate Internship Policies and Procedures manual and talk with their Major Professor for more specific details about a graduate internship program. All required course work must be completed **prior** to internship placement.
- Credit hours for a course with a grade of **C- or below** will not apply toward the master's degree requirements. However, the credit hours and quality points from that work are computed in the graduate student's cumulative grade point average.

- Course work taken by “special students” who are not officially admitted to the graduate studies program will not automatically be accepted for graduate degree credit. All graduate course work must be approved by the student’s Supervisory Committee. If approved, up to 12 credit hours taken as a special student may be applied toward the degree requirements.
- Transfer of courses not counted toward a previous degree from another accredited graduate school is limited to 9 semester hours (in-state) or 6 semester hours (out-of-state). All transfer credit must: 1) be approved by the student’s Supervisory Committee, 2) be evaluated as graduate work by the Office of Graduate Admissions at the Florida State University, and 3) have been completed with a grade of B or better.

Policy on Directed Individual Study Courses

A Directed Individual Study (LEI 5908), or more commonly referred to by students as a “DIS”, may be designed to develop knowledge or skills in a specialized area not specifically covered by regularly scheduled classes. For example, a student may want to examine “Issues of Women and Leisure” or “Risk Management Issues of Leisure Services Agencies.” All “Directed Individual Studies” are negotiated between the graduate student and the faculty member personally directing the work.

Graduate students are expected to perform 3 hours of work each week for each hour of graduate credit of a DIS. For example, if a student registers for 3 hours of graduate credit, the student must commit 9 hours of work each week to the DIS. Also, a graduate student is required to attend a weekly meeting with the supervising faculty member to discuss the progress on the DIS. Letter grades (e.g., A, B, C. etc) are awarded for performance on DIS course work.

Policy on Graduate Internship

Graduate internship (LEI 5941) is designed to give a graduate student a full-time experience (14 continuous weeks, 40-hour work week) in a recreation, event, leisure services, or park resources setting with a focus on administration and management. The internship may only be scheduled after all major course work is successfully completed. Internship may be taken during the fall, spring, or summer semester.

Placement and supervision of the graduate student for internship is the responsibility of the student’s Major Professor.

The specific responsibilities of the Major Professor include:

- Making the initial contact with an agency’s internship supervisor
- Communicating with the agency for all official communication
- Sending the student’s resume to the agencies
- Sending all letters recommending the student directly to the agency
- Sending all cover letters written by the student directly to the agency
- Providing a grade clearance for the student’s eligibility for internship
- Making the initial contact with an agency’s internship supervisor
- Reviewing the graduate student’s resume and cover letter and sending them to the agency
- Supervising the graduate student during the internship semester
- Helping the graduate student negotiate a special project with the agency
- Grading all internship reports from the graduate student
- Communicating with the agency supervisor throughout the internship
- Working closely with the Undergraduate coordinator of internship to avoid the possibility of two internship placements in one agency and to avoid any other conflicts.
- Assigning a final grade

The specific responsibilities of the Graduate Student include:

- Providing the Major Professor with the student's current transcript showing evidence of eligibility of internship. A student must have a cumulative 3.0 gpa for eligibility.
- Exploring internship possibilities by reviewing agency web pages, agency literature, and the agency's internship file at FSU at least 2 semesters in advance of the internship
- Prioritizing at least 3 internship site possibilities and provide contact information to his/her Major Professor
- Preparing a professional resume and cover letter to submit to the Major Professor
- Making travel arrangements and interviewing with the agency supervisor when directed to do so by the Major Professor
- Completing and successfully passing a drug and controlled substance screening (if required by agency)
- Making financial arrangements for the internship semester for housing, transportation, meals, and all other expenses.
- Preparing professional reports during the internship semester and submitting them to the Major Professor on an agreed upon schedule.

Specific actions PROHIBITED by Graduate Students:

During the internship search, students may NOT negotiate or make a commitment with an agency. They also may **not** communicate (e.g., telephone, email, FAX) with the agency by sending resumes, reference letters, cover letters). All official communication must be done by the Major Professor.

Other Areas of Specialization

The faculty is willing to work with graduate students to design individualized programs of study which concentrate in specialized areas. Courses to fulfill a specialization will be identified to assist students in reaching their professional and educational goals. For those desiring a certificate in a specialization, the following are available:

College and University Teaching. The College Teaching Certificate program is an interdisciplinary program that is designed to enhance teaching competencies at the post-secondary level. Master level students who wish to teach at a community college or pursue doctoral studies in higher education will find this specialty of benefit.

Students are required to take EDH 5305 College Teaching Instruction (3) as one of the four courses required for the certificate and may select between EDH 5051 Higher Education in America: Basic Understandings (3) and EDH 5054 Postsecondary Education: Survey and Overview (3) as a second required course. EDH 5946 Internship in College and Community College Teaching (3) is a required course for those students who have not had previous experience in college teaching. In addition to courses on effective teaching offered within the student's graduate discipline, the student may choose among several electives within the College of Education in completing the twelve hour certificate requirements (obtain the approval of the College Teaching Certificate Coordinator before taking a recommended course).

Aging Studies. The Pepper Institute on Aging and Public Policy administers and awards the Certificate in Aging Studies. The Pepper Institute promotes an interdisciplinary approach to training in aging that reflects the complexity of the aging process and its impact on individuals, families, communities and other social institutions. To earn the Certificate in Aging Studies students must complete a total of 9 semester hours from a list of approved aging studies coursework and satisfy field experience requirements. See: www.pepperinstitute.org

Health Services Administration. The Certificate curriculum in health services administration and policy is organized to train managers, policy-makers, and researchers who will be able to respond to and help shape the rapidly changing health care arena. The Certificate program is interdisciplinary and draws upon faculty interest and expertise in the areas of Business, Economics, Law, Public Administration, Sociology, Social Work, Education, and Urban and Regional Planning.

The requirements for the Certificate is 15 semester hours. The 3 required courses are: PAD 5846 Health Policy and Public Administration (3 hours); PAD 5935r Selected Topics: Health Care Finance (3 hours); and SYO 5405 Health Institutions and Social Policy (3 hours). Two electives are also required from an approved list of courses.

Public Administration. The Public Administration certificate program is an executive development program that is designed for students who wish to prepare for professional and managerial positions as administrators in public-sector and nonprofit organizations. A certificate is available upon completion of 18 semester hours of Public Administration courses.

Human Resource Development. A Human resource development (HRD) certificate program is offered through the College of Education within the Department of Educational Leadership and Policy Studies. Students are required to complete 15 credit hours of relevant courses (five 3-semester classes). Up to 12 semester hours of HRD Certificate courses with a grade of B or higher may be transferred to the MS degree in Adult Education/HRD. All courses must be taken at Florida State University. Each semester a list of approved courses will be published and available from the Certificate Coordinator. See: <http://www.fsu.edu/~elaps/ae/programs/certificate.html>

Human Resource Management. The Reubin O'D. Askew School of Public Administration and Policy graduate certificate in human resource management is for professionals and graduate students seeking to enhance their skills, knowledge, and ability in managing human resources. Eighteen (18) semester hours are required to obtain the certificate. In order to obtain the certificate, 3 required and 3 elective courses selected from the curriculum below must be completed. Required: PAD 5106 Public Organizations (3 hours); PAD 5419 Issues in Human Resource Management (3); PAD 5427 Public Labor Relations (3 hours). Electives: PAD 5041, 5327, 5605, 5935, 6108; LAW 7544

Graduate Options: Comprehensive Examination, Master's Project, Comprehensive Paper, and Thesis

A graduate student must elect one of the following research options:

1. Comprehensive Examination

The comprehensive examination ("comps") is a written exercise that examines knowledge or skills that the student has gained throughout the graduate studies program. The questions are comprehensive in nature and are designed in such a way that students are required to critically think and synthesize knowledge and skills gained from their graduate studies course work. The examination is scheduled during the last semester of the student's program of study. The 8-hour examination is administered over a 2-day period with two sets of questions each day. For each set, the student is given 3 questions and is required to answer only two. Typically, 2-hours is set aside to respond to each question. The student's Major Professor is ultimately responsible for developing the comprehensive examination and questions are solicited from the student's Supervisory Committee members as well as from other graduate faculty members.

2. Master's Project

The intent of a master's project is to provide students an opportunity to research a particular problem in the field of recreation, parks, and leisure services, and develop an applied or creative project under faculty direction. The master's project can usually be accomplished within two semesters.

Students choosing the project option should meet regularly with their Major Professor and Supervisory Committee to conceptualize the project **in the first semester** of graduate course work. While master's projects may differ in presentation format, they must all include the following components:

1. Statement of Purpose
2. Information Gathering
3. Synthesis of Information as the Foundation of the Project
4. Methods and Procedures
5. Conclusion and Discussion
6. Application
7. Evaluation

Students must register for a minimum of **3 hours of Supervised Research (LEI 5915r)** during the semester of the most concentrated work on the project. Students must register for **LEI 8966, Master's Comprehensive Exam (zero credit hours)** during the semester in which they intend to submit their project for final evaluation.

The graduate project **must be submitted 4 weeks prior to the end of the semester**, and a final copy of the project must be delivered to each Supervisory Committee member. After completion of the project, the student is required to present the project in a **seminar setting** of graduate students and faculty. The written work of a graduate project must comply with the Recreation and Leisure Services Administration Program's Standards for Graduate Written Work.

NOTE: Graduate students may not use the graduate master's research project to substitute for the internship project required for LEI 5941 Internship in Leisure Services.

3. Comprehensive Paper:

The comprehensive paper provides the student the opportunity to retrieve and integrate in-depth information on a specific topic and relate that topic to the field of practice in recreation, parks, leisure services or therapeutic recreation. Topics can be selected from a predetermined list or approved by the Supervisory Committee. The paper should provide evidence of the student's in-depth knowledge of the topic area, be based on a thorough review of relevant literature, and present a synthesis of that literature to identify findings that are applicable to the profession. The written work of a comprehensive paper must comply with the Recreation and Leisure Services Administration Program's Standards for Graduate Written Work.

The comprehensive paper can usually be accomplished within two semesters. Students choosing the comprehensive paper option should meet regularly with their Major Professor and other Supervisory Committee members to conceptualize the paper **in the first semester** of graduate course work. Students must register for a minimum of **3 hours of Supervised Research (LEI 5915r)** during the semester of the most concentrated work on their paper.

Students must register for **LEI 8966, Master's Comprehensive Exam (zero credit hours)** during the semester students intend to submit their paper for final evaluation. A final draft of the paper **must be submitted 4 weeks prior to the end of the semester**, and must be delivered to each Supervisory Committee member.

4. Thesis

The master's thesis is an in-depth, thorough piece of research, which displays knowledge of research design, contributes to the field of recreation, parks, and leisure services, and demonstrates scholarly writing. The first step in writing a thesis is conceptualizing the research problem and developing a prospectus. This is typically done in consultation with the student's Major Professor in the **first semester** of graduate study.

Prospectus

1. The student must develop a prospectus. ("Prospectus Guidelines" and clearance procedures should be obtained from the departmental office manager).
2. The prospectus must be presented in a graduate seminar with faculty and students to discuss the research problem and methodology. The seminar is intended to provide the student with input from faculty and students to clarify the problem and improve the research process. In consultation with the major professor, the student must request a convening of the graduate seminar for review of the prospectus. Copies of the prospectus must be given to each Supervisory Committee member at least one week prior to the graduate seminar. Two additional copies must also be available for graduate student review.
3. A final draft of the prospectus must be approved by the student's Major Professor and a copy must be given to each Supervisory Committee member
4. The prospectus must be successfully defended and signed by the Supervisory Committee members and the Human Services and Studies Department Chair.

Note: No work may be done on the thesis beyond the prospectus until the prospectus has been approved and signed.

Thesis

1. A copy of the *Guidelines and Requirements for Thesis Writers* is available from the Graduate Research Office, University Center.
- A final draft of the thesis must be given to each Supervisory Committee member and Human Services and Studies Department Chair two weeks prior to the date of the thesis defense.

Defense of Thesis

1. Students must register for **LEI 8976 (Master's Defense)** during the semester in which they plan to defend the thesis.
2. It is the student's responsibility to notify the departmental office manager at the beginning of the semester in which he/she wishes to defend. The student will then request the necessary thesis clearance forms from the College of Education's Office of Student Services.

Master's Degree Program Planning Guidelines

Supervisory Committee. A graduate student's Supervisory Committee is comprised of a major professor and two other faculty members who serve to evaluate the student's comprehensive paper or to supervise the design and completion of the master's thesis, project, or project, or develop questions for the comprehensive examination. All faculty members serving on the student's Supervisory Committee must hold master's and/or doctoral directive status. The major professor and department chair must approve selection of members of the committee. At least two faculty members, including the Major Professor, must be from the Recreation and Leisure Services Administration program. Members of the Supervisory Committee must provide their signature on the student's Graduate Program of Study. The form must be submitted to the College of Education's Office of Student Services by Friday **of the last week of classes in the first semester the student is enrolled.**

Graduate Program of Study. The Graduate Program of Study is a listing of required and elective course work that the graduate student is contracted to complete to earn the master's degree. Required and elective courses are prescribed for the student following consultation with his/her Major Professor. An original and three copies of the Graduate Program of Study, signed by all Supervisory Committee members and the Human Services and Studies Department Chair, must be submitted to the College of Education's Office of Student Services by Friday **of the last week of classes in the first semester the student is enrolled.** Students may amend the Graduate Program of Study with the approval of their Supervisory Committee. When changes are made, the student must accept the responsibility for amending the Program of Study and securing the authorized signatures.

Student Meetings with Faculty

The faculty of the Recreation and Leisure Services Administration program maintains regular office hours each week. Graduate student are encouraged to schedule personal appointments with individual faculty members to discuss the Graduate Program of Study, career counseling, concerns about a particular course, or for other personal or professional reasons.

Monitoring a Graduate Student's Progress

To identify problems with respect to a graduate student's performance, the faculty will discuss student progress in a closed faculty meeting at mid-term of each semester. If problems are identified, they will be documented on a Counseling Warning form and fully discussed with the student, in conference with the student's Major Professor. Both the student and the major professor will sign a Counseling Warning form that is placed in the student's permanent file.

Policy on Incomplete Grades

If a graduate student wishes to receive a grade of "Incomplete" in a course taught by a Recreation and Leisure Services Administration program faculty member, the student must apply for the grade two weeks prior to the end of the semester by submitting a written request to the instructor of the course and to the student's Major Professor. Incomplete grades are awarded only for a death in the student's immediate family, or for serious illness or injury to the student or a member of the student's immediate family. The student's Major Professor will present the request to a meeting of the faculty where a decision will be made to grant or deny the grade of incomplete.

Requirements for Graduation

To graduate from the master's degree program, students must:

- Earn a cumulative grade point average of 3.0 on required and elective courses contracted on the student's Graduate Program of Study.
- Earn a letter grade of "C" or better on all required and elective courses contracted on the student's Graduate Program of Study
- Successfully defend a master's thesis, master's project, or comprehensive paper

Final Semester Information

***Note:* It is the responsibility of all students to know and adhere to graduation deadline dates as printed in the FSU Directory of Classes.**

All students should follow the procedures below during their final semester of work.

1. During the **first two weeks** of the final semester, students should file for an application to receive a master's degree diploma in the Office of Records and Registration, Graduation Section, on the third floor of the University Center
2. Obtain a final Graduation Clearance form from the College of Education's Office of Student Services (108 Stone Building). The Graduation Clearance form must be signed by the Supervisory Committee members following the student's defense of the research project or thesis, or after final evaluation of the comprehensive paper.
3. Check the *FSU Directory of Classes* for deadline dates. The dates to remember are:
 - The deadline date for submitting the **preliminary** copy of the thesis, project, or comprehensive paper to each member of the student's Supervisory Committee.
 - The deadline date for submitting the **final** copy of the thesis, project, or comprehensive paper to each member of the student's Supervisory Committee.

- The deadline date for holding a defense for the master's thesis or master's project.

Students Choosing a Master's Project or Writing a Comprehensive Paper. Students should also follow these procedures:

1. In consultation with the student's Major Professor, schedule a date for a graduate seminar to present the comprehensive project. The graduate seminar date may not be set until a final copy of the project is presented to each of the Supervisory Committee members. Two copies of the project should also be made available for review by graduate students
2. Successfully conduct a graduate seminar presentation
3. After the graduate seminar, submit a final copy of the comprehensive paper or project to each Supervisory Committee.

Students Writing a Thesis. Students writing a thesis should also follow these procedures:

1. In consultation with the student's Major Professor, schedule a date for the oral defense of the thesis. The oral defense date may not be set until a final copy of the thesis is presented to each of the student's Supervisory Committee members
2. Successfully defend the thesis
3. Duplicate the thesis and pay binding fees
4. Submit an abstract of the thesis to the student's Major Professor

Policy on Submission of Thesis, Project, or Comprehensive Paper Research for Publication

Students writing a thesis, project, or comprehensive paper are encouraged to rewrite and submit their research for publication. If the student declines to rewrite the thesis, project, or comprehensive paper for submission, the major professor or other members of the Supervisory Committee may rewrite and submit the paper, but the student's name must appear as first author. The student will retain first authorship status in any and all publications or presentations where only the student or any faculty member presents his/her data. The student will be awarded second, third, or fourth authorship status in any publication or presentation where the student's data are presented in addition to other authors' data.

Authorship Guidelines as Adopted by the Faculty of the Recreation and Leisure Services Administration Based upon Guidelines of the American Psychology Association

Authorship is reserved for persons who receive primary credit and hold primary responsibility for a published work. Authorship encompasses, therefore, not only those who do the actual writing but also those who have made substantial scientific contributions to a study. Publication credit is assigned to those who have contributed to a publication in proportion to their professional contributions. Major contributions of a professional character made by several persons to a common project are recognized by joint authorship, with the individual who made the principal contribution listed first.

Major professional contributions may include formulating the problem or hypothesis, structuring the experimental design, organizing and conducting the statistical analysis, experimental design, organizing and conducting the statistical analysis, interpreting the results, or writing a major portion of the paper. Those who so contribute are listed in the byline.

Lesser contributions, which do not constitute authorship, may be acknowledged in a note. These contributions may include such supportive functions as designing or building the apparatus, suggesting or advising about the statistical analysis, collecting the data, modifying or structuring a computer program, and arranging for research subjects. Combinations of these tasks, however, may justify authorship. In any case, the writer should always obtain a person's consent before including that person's name in a byline or in a note. Authors are responsible for determining authorship and for specifying the order in which two or more authors' names appear in the byline. The general rule is that the name of the principal coordinator should appear first, with subsequent names in order of decreasing contribution.