

Statement: Letter of Intent (hensigtserklæring)**Publications issued from the *Copenhagen University Hospital, Bispebjerg*****Department of Orthopaedic Surgery and Traumatology, *University of Copenhagen*****Department of Clinical Medicine, Faculty of Health and Medical Sciences, Denmark**

The letter of intent shall be used in all projects initiated at the research unit to avoid doubt as to the order of appearance of co-authors.

It is the responsibility of the supervisor/project-manager of each project to issue a letter of intent. Each completed letter of intent shall be filed in SharePoint by the responsible person at the relevant site for the project in question.

For external projects it is also appropriate to fill in the letter of intent, which can be issued in our template or another relevant template. The letter of intent for external projects is filed in the researcher's site in SharePoint.

In the letter of intent, the first author and the last author must be stated. When the manuscript is forwarded for publication, the corresponding author must be specified.

In the ongoing process of the project, the list of authors can be changed. Therefore, changes can be made according to the Vancouver rules, which are specified below.

In case the researcher, who is in charge of the manuscript, has not completed the first draft within a reasonable time – depending on the project – the responsibility for the manuscript submission will be transferred to another researcher in the project group.

The timeframe is agreed upon in connection with the completion of data analyses. In connection with student projects (candidate, undergraduate) the timeframe is defined on the completion of the project. It is still possible for the former responsible researcher to be a co-author, if the Vancouver rules are honoured.

The process of the above is managed by the principal advisor or the last author.

The principal advisor / last author has the main responsibility for the order of the authors and in case of disagreement, the Research Board has to be contacted.

I. Corresponding or Co-author statement:

Tentative decisions on authorship should be made, at the beginning of the study, after the potential authors have agreed on its design and a protocol has been developed.

The list of authors (and the order of authors) should be included on the first draft of the manuscript. Do not change the order of authorship or delete or add names once it has been agreed on, without the consent of all the contributors.

The below scientists will either be the corresponding or one of the co-authors to publications derived from the study described below. Manuscripts will be submitted to relevant journal.

II. Signature and contributions

The undersigned will all be author on the paper described above, and hereby confirms that they will be contributing to the work in accordance with rules regulated by the Vancouver Protocol (www.icmje.org):

The Vancouver Protocol states that in order to be credited as an author, each and every author on a publication needs to have been involved in the:

- I. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
AND
- II. Drafting the work or revising it critically for important intellectual content;
AND
- III. Final approval of the version to be published;
AND
- IV. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

A legitimate author should fully meet all four criteria. Group members who do not meet these criteria should be listed, with their permission, in the Acknowledgments or in an Appendix

Authors who fulfill the first criteria should be given the opportunity, by the corresponding author, to participate in and contribute to the remaining three criteria.

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Describe the study:

Working title for the paper:

Aim of paper:

Briefly describe the outcomes and endpoints:

List of Authors and order of authors for the paper will be:

First author Date

Co-author Date

Co-author Date

Co-author Date

Co-author Date

Last author Date

Before the manuscript is submitted, the corresponding author has to be agreed upon, and any conflicts of interest have to be stated according to the journal, where the manuscript is going to be submitted.