



Request for changes to journal article author list

What is this form for?

- Use this form to add or remove authors from an article.
- This form is not to request a post-publication change to an author's name (for example, to correct a misspelling). Please contact the Editorial office directly to make arrangements for these changes.
- This form is for use at all stages of submission and publication. **Change requests will not be considered unless the fully filled form is submitted.**

What should authors be aware of before completing this form?

- Requests to change an article's author list will be carefully reviewed by the Editor, in line with the authors and contributors policies outlined by [Committee on Publication Ethics](#) guidance, and in the journal's [Author Guidelines](#).
- If your article has already been published, a change to the online Version of Record will require an enduring erratum/correction statement.
- The initiating author must provide to each involved party every page of this document, including this cover page, and any additional pages to be attached, for review.
- No co-author (those remaining, those newly added, those to be removed) or individuals and/or representatives of multi-author collaborative or consortia groups **should sign this form without reading** a) every page of this form in full including the cover page and any attachments, b) the relevant authorship and contributorship policies outlined on the cover page, and c) agreeing with all changes to the author list proposed herein.
- The Editor and Publisher are not empowered to arbitrate authorship disputes; in the event of an authorship dispute, consult your institution's research ethics department for guidance.

What will be required to complete this form?

- The signature of each and every involved party (those remaining, those newly added, those to be removed) that the requested change accurately reflects the authorship of the article at hand.
- A brief explanation of why the requested change is needed.



The British Journal of **Diabetes**

How do I submit this form and what happens next?

- Submit the completed form to the journal's editorial or production office (visit the journal's [homepage](#) to find the email address); incomplete forms will not be considered.
- Note that the below tables are in editable PDF format; we recommend completing the details using this functionality. If you are unable to use this functionality and require additional space, provide numbered attached documents with your request that clearly show the changes being requested.
- All authors (including any added or removed) should be copied on the email requesting the change.
- BJD accepts handwritten signatures and e-signatures. If authors are unable to sign on a single form, multiple versions of the same form, collated into a single PDF, will be acceptable.
- The Publisher and Editor may seek further information from each author on the requested change, if appropriate.
- The Publisher and Editor may seek further information from each author's institution on the requested change, if appropriate.

Table 1. Article Information and change request

Article title	
Journal title	
Submission ID or DOI	
Provide a brief explanation of and reason for the changes requested	

Table 2. Provide the complete and correct author list, in order, as it should appear on the article (attach an additional sheet if more space is needed)

Author Name**		Degree/s (e.g. BSc, PhD)	Corr. autho r (Y/N)	Institutional affiliation	Email address	ORCID iD or Scopus Author ID	Signature*	Date
Given Name†	Family Name							

*By signing Table 2, individuals and/or representatives of multi-author collaborative or consortia groups confirm that the author list shown here accurately reflect the authorship of the article cited in Table 1

†Include the author’s middle initials with the given name, if applicable

**In cases of multi-author collaborative or consortia groups the most appropriate representative or legal guarantor must identify themselves and sign on behalf of the group

Table 3. Provide the following information for each NEWLY ADDED author in Table 2 (leave blank if no new authors have been added)

Author Name**		Conflict of Interest statement	Acknowledgements	Contribution statement††
Given Name	Family Name			

**In cases of multi-author collaborative or consortia groups the most appropriate representative or legal guarantor must identify themselves and sign on behalf of the group

††Ensure the contribution statement aligns with the journal’s contribution role taxonomy (e.g. CRediT), if relevant. This information can be found on the journal’s website.

Table 4. Provide a list of the individuals and/or representatives of multi-author collaborative or consortia groups to be REMOVED from the author list as it was originally provided for the article cited in Table 1 (leave blank if no authors are to be removed)

Author Name**		Institutional affiliation	Email address	Signature*	Date
Given Name†	Family Name				

*By signing Table 4, individuals and/or representatives of multi-author collaborative or consortia groups confirm that the author list shown in Table 2 accurately reflect the authorship of the article cited in Table 1

†Include the author's middle initials with the first name, if applicable

**In cases of multi-author collaborative or consortia groups the most appropriate representative or legal guarantor must identify themselves and sign on behalf of the group