

## Tool for naming and owning written work

The TIES Team has produced a number of texts in an endeavour to record our collective thinking on different subjects, and also to influence the development of the Tāmaki Transformation Programme. Here is a tool we use in naming and owning our work:

- The title will indicate that the text is a TIES Team paper/peer review/comment.
- Contributors will be named as co-authors in respect of their contribution, whatever it may be. Someone will act as the community scribe as well as contributing ideas. Others will contribute ideas to the text and offer feedback during the editing process. In naming the co-authors of the text, the writer will be named first and names of co-authors will follow. Co-authors will usually be listed in alphabetical order, although sometimes the order may change in respect of particular contributions to the work, in which case the writer shall exercise her/his judgment on the matter.
- Drafts are to be dated. The final paper is to be dated the day it is completed.
- Other details are to be included when relevant to do so:
  - Publication details.
  - List as an unpublished paper.
  - List as a commissioned work (and may be either published or unpublished).
  - The copyright symbol is to appear in the footer in the name of the TIES Team.

### **Case example:**

The Tāmaki Transformation Programme commissioned the TIES Team to peer review its draft community engagement strategy. In that instance, we used the following citation:

Frances Hancock, Kathryn Scott, Puamiria Maaka, Neil Darragh and Bob Wakefield, *TIES Team Peer Review of Tāmaki Transformation Programme Draft Community Engagement Strategy*, commissioned work, 7 July 2009.