

This protocol applies to theoretical, historical, behavioral, description and documentation, non-invasive, electrophysiological and neuroimaging-related linguistic research conducted by affiliates and official guests of the Leiden University Centre for Linguistics (LUCL). Investigators who are planning to conduct research in a medical environment such as the Leiden University Medical Center (e.g. fMRI experiments) will have to obey the regulations of an accredited medical research ethics committee. The *Commissie Wetenschapsbeoefening* requires that investigators read this protocol carefully and fill in the necessary details if they apply for an ethics assessment.

A. Nature of Research

1. Theoretical, including historical, description and documentation

Linguistic description and documentation research involves the participation of human subjects: local individuals who speak the language(s) researched (hereafter called consultants).

Consultants may be asked to:

- translate word lists or phrase lists
- narrate stories, anecdotes, procedural explanations, and other genres of oral tradition
- help translate and transcribe the aforementioned stories
- introspect on linguistic structures present in their language

All these tasks should be conducted with utmost respect to local cultural norms.

Other (theoretical) researchers may retrieve and analyze information by means of database queries, or they may set up databases themselves. A user of a database is only permitted to perform those (secure) operations on the database for which that user is authorized.

2. Experimental, including behavioral, electrophysiological and neuroimaging

Experimental research involves the participation of human subjects. Participants in linguistic experiments may be asked to:

- fill out a questionnaire
- watch a video (and answer questions about it)
- listen to presented stimuli (and answer questions about them)
- read presented stimuli (and answer questions about them)
- be recorded when:
 - reading aloud presented stimuli
 - naming pictures
- take part in a question-answer experiment which may be (video) recorded
- take part in a reaction-time experiment

Richtlijnen (experimenteel) taalkundig onderzoek (met proefpersonen) binnen LUCL

- take part in an eye-tracking experiment
- take part in an EEG experiment
- take part in an fMRI experiment

These methods are safe and non-invasive. Experimenters may obtain their measures in laboratories, or during fieldwork (abroad). Supervisors make sure that the investigators are well trained for a specific method and that they comply with (hygienic) rules of the laboratory they use. Fieldworkers should abide by the local legislation.

B. Human Subjects

Participants should be sufficiently informed about the nature of the research and the way the participant is compensated. To prevent invasions of personal integrity participants agree with their voluntary contribution by signing a free and informed consent. A template for such consent can be found in Appendix I. In a fieldwork situation, if a consultant is not comfortable (or indeed is incapable) of signing a written form, their agreement to participate may be recorded orally. A free and informed consent is only needed to perform research that entails physical contact with the research subjects. At all times investigators respect the rights of their participants to the extent that they:

- are treated as autonomous agents
- their privacy and well-being is protected
- have the right to end their participation at any time without reason
- have the right to safeguard integrity
- are protected from mental, emotional, and physical harm
- have access to information about the research they are involved in

In a fieldwork situation, particular effort should be put into explaining the exact use of the data collected. If the data are to be put into an archive that is accessible online, the consultants must be made explicitly aware of this. Consultants have the right to refuse accessibility to data, which are sensitive for the community (information about rituals, religious practices, secret cultural traditions, etc.).

Participants who are under the age of 18 (children) should be accompanied by their parent/guardian. An informed consent must be obtained from the child's parent/guardian and the child's assent should be obtained through the provision of age-appropriate information. However, assent will not be possible for a very young child or neonate: in all cases any deliberate objection from a child must be respected. In a fieldwork situation, local cultural norms of adulthood should be observed, as this may not correspond to common European practice.

C. Authorship

Guidelines for Authorship in PhD Projects, specifically PhD projects in which the candidate is employed on a personal grant to their supervisor(s)/ promotor(s)

One of the cornerstones of scientific code of conduct is that authorship of to be published work is primarily dependent on the amount of work each of the contributors has invested in the (work

leading up to-) publication. Apart from being unethical, failure to recognize significant contributions of authors damages the career of (especially just starting-) authors and therefore ultimately compromises the quality of the research community and scientific progress as a whole. In case of disagreement, the PhD candidate may involve the Confidential Councillor of LUCL to mediate in the dispute.

To prevent disagreements in the first place, we propose the following set of guidelines to promote fair authorship:

It is encouraged that authorship is discussed among the potential contributors before the actual work of a project commences. This ensures an initial basic agreement on the ratio of amount of work to amount of credit (in the form of authorship) amongst contributors, hopefully preventing disagreement at a later stage.

Any co-worker on a project who has significantly contributed to a publication should be listed as author of that publication. The order in which authors appear should be proportional to the amount of work each author has put into the research-project and the publication proper.

Within the scope of the project, both the PhD candidate and the supervisor(s)/ promotor(s) should inform each other of planned and ongoing submissions of papers and abstracts that could possibly co-authored in a timely manner.

The above guidelines apply to journal submissions as well as to presentations, both at conferences and in less formal settings, and to popular articles and books that aim at wider audiences.

D. The proposed research

To be filled in by the applicant:

Nature of the research	Applicable for the proposed research?	Note
1. Theoretical	yes / no	
2. Experimental	yes / no	
Will the proposed study make use of human subjects?		yes / no
If so, is a free and informed consent needed?		yes / no / n.a.

E. Agreement to terms

I agree that I have carefully read and understand the ethics code stated above.

Date:

Name:

Signature: