March 2026

LAHMAS Lab Code of Conduct

This is a living document, to be revisited each year and when new members join the lab.

Land Acknowledgement

McGill University is located on the unceded territory of the Haudenosaunee and Anishinabeg nations. The LAHMAS research group recognizes and respects these nations as the traditional stewards of the lands and waters on which we presently live and study.

Our field work occurs on First Nations' and Inuit land, including land of the Kluane First Nation, the White River First Nation, the Champagne and Aishihik First Nations, the Kwanlin Dün First Nation, the Ta'an Kwäch'än Council, the Carcross / Tagish First Nation, the Tłı̨chǫ Nation, and Inuit land in the territory of Nunavut. We recognize their ownership and rights to these lands. As researchers, we are visitors who have been granted the privilege of working on these lands. We do so with the utmost respect and care. This privilege must be continuously earned and may be revoked at any time.

Lab Guiding Principles

General

- Treat all lab members with respect and kindness, as well as those you interact with during research, fieldwork, conferences, etc. Remember you are representing the lab group during these times.
- Use everyone's preferred pronouns. Share pronouns when introducing oneself and offer opportunities for others to share their pronouns.
- Respect the diversity of identities, perspectives, and skills in our lab group.
- No harassment, discrimination, bullying, or exclusionary behavior is tolerated.
- Respect others' personal space and privacy in the office, lab, and during fieldwork.
- Be considerate of noise and conversations that may disrupt others' focus or need for a quiet working environment.
- Foster a positive and supportive learning environment.
- Be constructive with feedback.
- Support each other's professional development and well-being.
- Communicate openly and early when concerns arise.
- "Dare to learn."

Research Integrity

- Uphold high standards of honesty and transparency in data collection, analysis, and reporting.
- Back up and archive data responsibly (talk to Jeff if you need more storage!).
- Respect confidentiality of unpublished work.
- Properly cite ideas, datasets, and prior work.

Mentorship (see "Advisor and Student Responsibilities" section for more specifics)

- Mentors provide clear expectations and timely feedback.
- Mentees communicate proactively and take ownership of their development.

- Expectations around timelines, authorship, and project roles should be discussed early.
- Supervisors and senior lab members foster an inclusive, supportive lab environment.
- Hiring and leadership decisions should aim to reduce bias and expand opportunities.

Fieldwork

- Safety is a shared responsibility; all lab members are encouraged to speak up about safety concerns.
- Respect differences in physical strength and endurance during field work.
- Respect others' personal space and privacy needs.
- Follow "leave no trace" principles. Before starting a project, have a plan for how you will take down any infrastructure installed, and set aside money for this.
- Follow all permitting requirements.
- Complete required safety training before field deployment.
- Ensure there are designated individuals who know you are in the field and when to expect your return.
- Before going to the field for an extended period of time, create a regular check-in plan with a designated individual. Check in when returning from field work.
- Ensure team members know the field plan before going out each day.
- Engage respectfully with local communities and land users.
- Be careful and intentional in collection, organization, and storage of field samples and data.
- After each field season, there should be a wrap-up meeting with the field team and PIs to share how the field season went, what can be improved next time, and any concerns. During this time, safety practices should be documented and reviewed.

Community Engagement

- Conduct research with awareness of local context and respect for the community. It is important to remember that we are visitors in these areas, and it is a privilege to work there.
- Do your homework before engaging with a community – try your best to understand their history/culture/traditions. Do not make assumptions. There are resources available that you can/should use before starting your project (e.g., Yukon First Nations 101 [self-paced course]; Towards Reconciliation: Ten Calls to Action to natural scientists working in Canada [publication]; Northern Quebec: Issues, Spaces And Cultures [online course]). Additionally, many First Nations have websites where you can learn about their background and history (e.g., https://www.tlicho.ca/government/our-story, https://cafn.ca/about/history-of-cafn/).
- Do not conduct on-site research for the project prior to consulting communities/First Nation/other parties/stakeholders.
- Engage with the community and build relationships – show up as a person before showing up as a researcher.
- Share results in accessible formats (e.g., plain-language summaries), and not just at the very end of the research project. Be prepared to share formally via community meetings but also informally in personal interactions when you are on-site / in the community. Before starting your project, create a plan for how you will share your research with the community.
- Ensure reciprocity and community benefit in research design.
- Involve community members in your work – be prepared to pay them a competitive wage for their time and knowledge. This includes Honoria for elders who attend meetings and a competitive wage for services such as bear monitoring, first aid, sampling, etc. Remember a fair wage in the South is not the same as a fair wage in the North. Provide training and resources to community members if they are doing work.

- Some community members may fall into the role of authorship – be prepared to alter traditional authorship guidelines to be more flexible to non-traditional contributors.

Advisor and Student Responsibilities

Advisor Responsibilities

- Provide constructive and timely feedback on manuscripts, proposals, and analyses.
- Be transparent about expectations for degree milestones, productivity, and authorship.
- Support equitable access to fieldwork, funding, conferences, and professional opportunities.
- Foster a safe, inclusive, and respectful research environment.
- Provide guidance on project scope and feasibility.
- Communicate availability and anticipated delays (e.g., travel, field seasons).
- Address conflicts or concerns promptly and fairly.
- Ensure students receive appropriate safety and research training.
- Advocate for students' professional growth and recognition.

Student Responsibilities

- Take ownership of research progress and degree requirements.
- Communicate proactively about progress, delays, challenges, and needs.
- Come prepared to meetings with updates, questions, or agenda items.
- Meet agreed-upon deadlines or communicate early if timelines shift.
- Seek clarification when expectations are unclear.
- Follow safety protocols in lab and field settings.
- Contribute to a positive and encouraging lab culture.
- Be receptive to feedback and willing to revise work.
- Act professionally in all research, field, and community interactions.

Shared Responsibilities

- Honor meeting times and inform the other as soon as possible if meetings need to be rescheduled.
- Discuss authorship, project roles, and expectations early and revisit as needed.
- Reassess goals and workloads as projects evolve.
- Maintain open, respectful communication.
- Raise concerns early.
- Follow set deadlines for submission of products and provision of feedback. Communicate expected timelines for feedback with Jeff. Below are general guidelines for feedback expectations:
    - Manuscript and proposal drafts should be shared with the PI at least 2 weeks before requested feedback deadlines.
    - Conference abstracts should be shared with the PI at least one week before requested feedback deadlines.
    - Note: If you have not heard anything from Jeff leading up to the deadline, send a follow-up reminder (email, WhatsApp, in-person).

Communicating Concerns

- When safe and appropriate, address concerns directly with the individual involved.
- Concerns may be brought to the PI or another trusted lab member.

- Retaliation against individuals who raise concerns will not be tolerated.
- McGill has resources for conflict resolution, including specifically graduate and postdoctoral support: https://www.mcgill.ca/gradsupervision/supervisees/conflict-resolution.
- If resolution cannot be found with Jeff, talk to the GPD (currently Peter) or for postdocs, the Chair (currently Galen).

Guidelines for AI Use

Artificial Intelligence tools (ChatGPT, Copilot, other LLMs and coding assistants) may be used as supportive tools, but not as substitutes for intellectual contribution or critical thinking. We also follow McGill's policies for AI use in research writing, which can be found here: using_generative_ai_in_research_gps_guidelines_november_2024.pdf

Acceptable Uses

- Improving clarity, grammar, or flow of text after you have written the original content.
- Outlining manuscripts, proposals, or presentations.
- Rephrasing sentences for readability.
- Troubleshooting code.
- Summarizing notes or helping organize ideas.

Unacceptable Uses

- Generating written work and copying it without substantial original authorship and revision.
- Submitting AI-generated text as your own intellectual work.
- Using AI to generate analyses, interpret results, or write conclusions without independently verifying accuracy.
- Using AI-generated code without fully understanding, testing, and validating it.
- Allowing AI tools to determine analytical decisions (e.g., choosing statistical tests, excluding specific outliers) without verification / justification.
- Uploading unpublished data or results into AI tools that are not approved by McGill. Currently, Copilot is the only AI tool officially approved by McGill, and it has a specific secure version. See here: AI tools at McGill | IT Services - McGill University.

Expectations

- You are responsible for the accuracy, integrity, and originality of all submitted work.
- All code, analyses, and interpretations must be understood and reproducible by the student.
- When required by journals or funding agencies, AI use must be disclosed.
- If unsure whether a specific use of AI is appropriate, discuss with the PI.

LAHMAS Lab Authorship Policies

General guidelines

- All products that are the result of progress towards overarching project goals should **open the discussion for authorship opt-in** to all project PIs, postdocs, students, and other

project members (e.g., techs). Many additional details for these guidelines are provided in the sections below.

- As primary author, be inclusive and take a leadership role in these efforts. You can consult early and often with the PI about these decisions.
- As a potential coauthor, honestly consider your contribution and only accept coauthorship if warranted. We do not want to support the proliferation of authorship that is unwarranted.
- Discuss authorship early, often, and openly. Ideally, plans for authorship should be clearly outlined for each project in a coauthorship memo. The timeline for a paper is rarely straightforward or linear, but once the study is being drafted into a manuscript, it is time to set the initial author list and set up the roles going forward for the completion of the manuscript. The authorship roles should then be documented at the start of papers under development and will be adaptively managed through the completion of manuscript publication.
- Papers and products that take place or are enhanced as a result of specific external funding (e.g., NSERC grant) should include the project grant in their manuscript acknowledgements.

Types of products

The LAHMAS Lab is a collaborative research group composed primarily of early-career researchers, including undergraduates, graduate students, research assistants, and postdocs. As such, we acknowledge the unique importance of publications at this career stage. We anticipate that projects will result in several different mechanisms for disseminating research that require coauthorship agreement. These include:

- Conference abstracts and presentations
- Peer-reviewed products (e.g., manuscripts)
- Educational / outreach materials
- Datasets

Detailed roles for authors & coauthors

Primary author

- The primary author, in collaboration with the lab PI, is responsible for being inclusive in listing potential coauthors on the first draft of the manuscript. The inclusive list of potential authors should be guided by early, often, and open discussion. Consider as potential coauthors anyone involved in the design of the study, collection or provision of data, analysis of the results, writing of the paper, as well as substantial analytical guidance or financial support.
- The primary author will lead the initial outlining, writing/drafting, and editing of a manuscript, including formatting the manuscript for submission to a journal.
- Primary authors are responsible for providing a draft of the manuscript to all coauthors and providing a final version of the manuscript once it has been submitted to all coauthors for their records.
- *The primary author (usually also the corresponding author) is responsible for leading any major/minor revisions and responding to reviewers upon journal submission, with assistance from coauthors. This includes after LAHMAS Lab members graduate from the lab. There should be a plan / agreement for finishing and submitting the manuscript before the lab member graduates.* If the manuscript is not submitted for publication within

2 years of the lab member graduating, Jeff may reallocate first authorship in discussion with the student. The original student author will retain co-authorship of the publication.

Coauthors

- Each potential coauthor is expected to make substantial contributions to the manuscript (see criteria below). If you think that someone else should be added to the author list, send this information to the primary author. Potential coauthors may need to advocate for themselves and make clear to the lead author and PI how they have or will earn authorship status.
    - Paid work on a project does not necessarily equate to meeting coauthorship criteria.
    - Potential coauthors should acknowledge receipt of the draft manuscript and note whether they wish to be included as an author within a reasonable period set by the primary author (e.g., 1-2 weeks). If they do not respond in this timeframe and after the primary author has made a reasonable effort to contact them (e.g., follow-up e-mail and phone call), then they will be omitted as an author so that the manuscript can proceed.

Criteria for coauthorship

We follow the Contributor Roles Taxonomy (CRediT, https://credit.niso.org/) framework in identifying roles team members can take in contributing to a manuscript. Coauthors must fulfill at least **two** of the following criteria to accept authorship:

- Conceptualization: Ideas, formulation or evolution of overarching research goals and aims
- Data Curation: Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later reuse
- Formal analysis: Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data
- Funding acquisition: Acquisition of the financial support for the project leading to this publication
- Investigation: Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection
- Methodology: Development or design of methodology, creation of models
- Project administration: Management and coordination responsibility for the research activity planning and execution
- Resources: Provision of study materials, samples, data, instrumentation, computing resources, or other analysis tools
- Software: Programming, software development; designing computer programs, implementation of the computer code and supporting algorithms, testing of existing code components
- Supervision: Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team
- Validation: Verification, whether as a part of the activity or separate, of the overall replication/ reproducibility of results/experiments and other research outputs
- Visualization: Preparation, creation and/or presentation of the published work, specifically visualization/ data presentation
- Writing - original draft: Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation)

If only one of the above criteria has been met, that person should be included in the acknowledgements section of the manuscript.

In addition to two of the above criteria, **all authors must also fulfill this role:**

- Writing - review & editing: ***Meaningful*** contribution to the preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary, or revision

All authors should be able to explain and defend the methods and results in the paper and should generally agree with them.

Therefore, one only accepts authorship when one feels like they made a real contribution to the work, can defend the work, and perhaps most importantly, has (or will make) the time to be actively involved in the process of writing including critically reviewing and editing the paper.

Authors must provide feedback and revisions in a timely manner (e.g., 2 weeks). **All coauthors should see and approve a manuscript prior to submission. Upon submission, all coauthors should be sent a copy of the final manuscript and cover letter.** At decision time, the primary author should forward the decision and reviews to all coauthors. The primary author (or corresponding author, if they differ) is responsible for keeping all coauthors fully informed regarding the progress of the manuscript.