

Guidelines for using the Inclusive Publication & Data Management and Ownership Policies

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Inclusive publication policy

Why we have a publication policy?

- Clear and explicit guidelines on research project process and expectations for all team members
- Transparency around research project and stages of research
- Support the inclusion of a range of team members and shared benefits of the research

What the publication policy helps us do?

- Ability for team members to provide feedback and steer the direction of the research at important stages of the work (e.g., data collection, analysis, write-up)
- Defines roles and expectations of team members during the project lifecycle
- Provides flexibility for team members to become active in the project (or to step back if needed)
- Involves a greater amount of team members, including early-career scholars and student trainees

ii) *Process of drafting and approving publications*

The following will be used to support a reasonably objective and transparent process:

1. The lead (or corresponding) author for each paper should complete the form below at a suitable point (i.e. at or before the data interpretation stage, thus ensuring co-authors could be involved in this).
2. Lead (or corresponding) author circulates a summary of the proposed paper to everyone involved in the project, giving them the opportunity to comment on the proposal and opt in. In many cases, it will make sense for there to be a writing team or 2-3 co-authors who work together from this stage onwards.
3. Potential co-authors opt in and indicate their likely contributions on the matrix.
4. If not included in the initial summary, the lead author circulates the proposed data to include in the paper, seeking input to interpretation.
5. Lead (or corresponding) author then circulates a first draft, seeking comments (and subsequent drafts until ready to submit).
6. Lead (or corresponding) author seeks agreement on the journal and proposed author order (based on co-author contributions). Those who have contributed most are likely to be first, second and last author. Corresponding author to be either first or last author. Disagreements to be resolved by discussion with the NPA **[enter grant PI name here]**.
7. Lead (or corresponding) author submits to journal, handles revisions or rejections until paper is accepted.
8. Lead (or corresponding) author liaises with PI and co-authors concerning any media coverage (if appropriate).
9. Lead (or corresponding) author send final, published version to the Research Coordinator for logging into the shared outputs database **[list potential databases here]**.

Data management and ownership policy

What is the data management plan?

- Ensure that project data is stored securely and sustainably
- Provide a transparent process for data access
- Support partnerships with research collaborators with concrete steps to access the data collected

Why we have a data management plan?

- **Co-creation** of research questions, research process and/or study outputs
- Clear and sustained **communication** with all those involved in the project
- Long-term **commitment** to developing equitable research partnerships
- **Continuous review** of research processes to ensure they support equitable partnerships

Key take-away: [everyone here has access to the data](#), and we can provide access anytime you would like to use it



Data management plan

This document outlines the data management plan for **[please type out the title of the project as specified on the grant here]** (hereafter 'the project'). The aim of this plan is to ensure that project data is stored securely and sustainably, while providing a transparent process for data access. This will also support more equitable partnerships with research collaborators through concrete steps taken across the research process, facilitating all members of the team in both leading their own analyses and participating in analyses from across the project.

This document was informed by existing work on equitable research and research partnerships in global health [1–7]. This is intended to be a living document that is periodically revised considering researchers' experience of the process and input from research partners.

Principles

This document outlines procedures that are designed to support adherence to the following principles of equitable partnership [4]:

1. **Co-creation** of research questions, research process and/or study outputs
2. Clear and sustained **communication** with all those involved in the project
3. Long-term **commitment** to developing equitable research partnerships
4. **Continuous review** of research processes to ensure they support equitable partnerships

Project data

Archived project data will be described in the project data database. This database will also indicate the data owner for each data set.

Data management roles

Data owner: Researcher responsible for developing or including a data collection instrument (e.g. survey instrument, interview question) in study protocols. Data owners have decision-making power over how their data is shared, with whom and for what purpose.

3 forms to complete: publication, data management, and ownership policies



Intention to Publish Form

Lead (or corresponding) author:

3-4 Target journals (in priority order, with Impact Factor): *[NB SSM is just an example – delete and replace with your proposed journals in rank order]*

Possible journal	Impact factor	Word limit (excluding figs, tables, refs etc.)	Notes	APC
[Social Science and Medicine]	[2.7]	[Up to 8000 words including abstract, tables, figures, references and (printed) appendices as well as the main text]	[International and interdisciplinary forum for the dissemination of social science research on health]	[\$3200/£2631]

Draft outline of paper (1-2 pages of A4 maximum)

Title:

Background/scientific rationale and research question, objective or hypothesis:

Methods:

Findings to be presented in the paper:

Discussion:

Strengths/limitations

Interpretation and conclusions

Relationship to prior knowledge (what this paper adds)

Implications for policy, practice and research



DECLARATION OF NON-DISCLOSURE

I acknowledge that I will have access to confidential information as part of my work with data administered by the **[enter consortium/lab name, if applicable, here]**. This information includes, but is not limited to, the following: data files, interview transcripts, protocols, reports, draft publications, and data collection instruments. Confidential information may be oral, written, or electronic.

I agree that I shall not disclose to any other person, firm or corporation, any confidential information relating to data administered by **[enter consortium/lab name, if applicable, here]**, other than for the specific purposes required by my collaboration with **[enter consortium/lab name, if applicable, here]**. I agree to store all data files on a password-protected computer or secure storage drive.

I also understand that I am required to notify **[enter grant PI name here]** immediately of any breach of my obligations or conflict of interest under this agreement.

By signing and returning a copy of this document to **[enter grant PI name here]**, I confirm my understanding and acceptance of the above clauses and agree to comply with them. I also agree that my obligation to comply with the above will continue following the completion of my association with **[enter consortium/lab name, if applicable, here]**.

Name: _____ Position: _____

Signature: _____

Date: _____

Group lead: **[enter grant PI name here]**

Signature: _____

Date: _____



DATA SHARING WAIVER

I consent to hand over decision-making power related to the sharing of my data administered by the **[enter consortium/lab name, if applicable, here]** to **[enter grant PI name here]**. I agree to decisions around how these data can be shared and/or used being made by **[enter grant PI name here]**.

Data will be used for strictly non-commercial purposes, and all parties with whom data is shared will be asked to complete a declaration of non-disclosure before receiving data in order to ensure that data continues to be shared and stored in a secure way.

By signing and returning a copy of this document to **[enter grant PI name here]**, I confirm my understanding and acceptance of the above clauses and agree to comply with them. I also agree that my obligation to comply with the above will continue following the completion of my association with **[enter consortium/lab name, if applicable, here]**.

Dataset

ID(s): _____

Name: _____ Position: _____

Signature: _____

Date: _____

Group lead: **[enter grant PI name here]**

Signature: _____

Date: _____



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