

Publication Policy

This Policy document covers i) the scope for potential authorship, ii) the process of drafting and approving publications and iii) tracking and creating consistency across all dissemination efforts.

i) Scope for potential authorship

With an aim to be inclusive regarding authorship, all grant holders and project staff will be eligible to opt in to co-authorship of any of the papers, providing they meet the criteria for authorship (see below).

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
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

iii) Tracking and creating consistency across publications and other outputs

The policy in this document refers to full papers (e.g., primary research papers, review articles and book chapters). The procedures for other outputs such as posters and short oral papers will be a “lighter touch”, but we will keep track of these outputs for CIHR reporting purposes. Lead authors will need to update the Research Coordinator when a new output of any sort arises.

Funding acknowledgement

The grant number for the project is _____ in manuscripts as follows:

. Funding may be acknowledged

This study was undertaken as part of a project funded by the

Authorship and Contributions

Authorship

The International Committee of Medical Journal Editors (ICMJE) considers that an “author” is someone who has made substantive intellectual contributions to a published study. *An author must take responsibility for at least one component of the work, should be able to identify who is responsible for each other component, and should ideally be confident in their co-authors’ ability and integrity.*

The ICMJE has recommended the following criteria for authorship:

- I. Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.
- II. All persons designated as authors should qualify for authorship, and all those who qualify should be listed.
- III. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
- IV. Those who have contributed to the work but who do not meet the criteria for authorship should be listed in the Acknowledgements.
- V. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.
- VI. If a journal requests a “guarantor(s)” for the work, this should be the person(s) who takes responsibility for the integrity of the work as a whole, from inception to published article. It is considered good practice for all authors to act as guarantors, signalling that all authors are willing to take responsibility for the findings and their interpretation (which is implied by authorship).

The following policies are not dealt with explicitly by the ICMJE guidelines and are informed by best practice:

- VII. All authors are expected to make significant contributions to drafting (i.e. make substantive intellectual contributions) and to approve the final manuscript. Minor (technical) editing is insufficient to justify authorship.
- VIII. Order of authors within the list of authors will be decided on a case-by-case basis. The first author will normally be the person who drafted the paper and has been most involved with data analysis. The PI will usually be the last author. Other authors will be listed in order of contributions to the paper. The first or last author will be the corresponding author.

Lead (or corresponding) author

The ICMJE defines the “lead (or corresponding) author” as someone who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process.

The following are tasks and responsibilities held by the lead (or corresponding) author:

- I. The lead (or corresponding) author will submit the paper to the journal and are responsible for revisions and rejections until the paper is accepted.

- II. The lead (or corresponding) author will ensure that all journal administrative requirements are met. For example, providing the journal with details of authorship, indicating ethics approval, study protocol registration, disclosures of conflicts.
- III. The lead (or corresponding) author is responsible for responding to journal queries in a timely manner and are available throughout the submission and peer review process.

Lead (or corresponding) authors should provide an opportunity to involve co-authors at a suitable point during the manuscript development process (i.e., at or before the data interpretation stage) by circulating the contributor matrix below with the abstract above and ask potential co-authors to: (a) opt in to authorship, making a commitment to meet the ICMJE criteria (above); and (b) complete the matrix identifying their actual and anticipated contributions to the paper.

The lead (or corresponding) author should then:

1. Involve all opted-in co-authors in the writing and redrafting process;
2. When ready to submit, revisit the matrix and confirm that contributions were as anticipated;
3. Draft a contributors' statement for the journal, reflecting the contributions in the matrix;
4. Decide on authorship order based on level of contributions.

It is likely that the lead author will be first author, other significant contributors second and third authors, and the author taking overall responsibility for the work will be last author (if not first author). Where contributions cannot be separated in terms of effort, then authors should be listed randomly (rather than alphabetically, which introduces various biases). The lead (or corresponding author) is also responsible for obtaining permission from non-author contributors who will be acknowledged in the paper (see below).

Non-author Contributors

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Some examples of non-author contributions may include acquisition of funding, general supervision of a research group, and writing assistance and editing. Contributions that do not justify authorship may be acknowledged individually or under a single heading (e.g., participating investigators) and their contributions should be specified (e.g., provided scientific guidance).

Supported by



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

Attach a draft outline of paper (1-2 pages of A4 maximum), including the following sections.

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

