



# IHCC Governance & Policies Documents

Title: IHCC Publication Policy

Version: 1.0

Date Approved: 18-Nov-2020

Document Owner: Team Policy & Bio-Data Sharing

## IHCC Publication Policy

### **Overview –**

The purpose of the IHCC Publication Policy is to support timely and open dissemination of IHCC research and findings as well as fair and equitable opportunity for IHCC Members to participate in authoring IHCC publications. The Policy expresses the IHCC value for open and timely dissemination of research findings and promotes transparency about IHCC activities as well as inclusivity of cohorts within IHCC activities (both in terms of scientific expertise and population diversity). This document is proposed as a “policy” to promote consistent adherence to the IHCC values integral to open dissemination of IHCC research outputs.

### **Purpose**

The purpose of the International HundredK+ Cohorts Consortium (IHCC) Publication Policy is to support timely and open dissemination of research results from IHCC Projects (i.e., a project that has been approved by the IHCC Scientific Projects Sub-Committee). The Policy also promotes fair and equitable opportunities for IHCC Members (Cohort, Affiliate, or Industry) who substantively contribute to a Project to publish.

Per the IHCC Membership Agreement, any IHCC Project Proposal submitted to the Scientific Projects Sub-Committee for review should include a Publication & Authorship Plan that ensures all IHCC Members who will substantively contribute to an IHCC Project have been invited to participate and have come to mutually agreed upon terms regarding resultant publications before beginning the project. Such plans should be consistent with this Policy. The IHCC Publication & Authorship Plan form found in Appendix 1 to this document can be used to identify points that must be established and agreed upon in general terms for each anticipated publication.

### **Publication Types**

#### *IHCC Consortium Paper*

IHCC Consortium Papers are expected to describe IHCC procedures or protocols or have broad policy implications. The IHCC Scientific Steering Committee will have purview over the writing process and final approval of the manuscript prior to publication. In some cases, manuscripts describing IHCC Projects with broad consortium participation may also be considered to be IHCC Consortium Papers. In such cases, the IHCC Project Writing Group (see below) will coordinate with the Scientific Steering Committee on manuscript development. Consortium Papers will list the IHCC as the author with a list of individual contributors made according to the journal’s style preference (e.g., “on behalf of IHCC” with PubMed recognition of individual authors from participating IHCC Members). Appropriate acknowledgement statements recognizing IHCC Members for this type of publication will be developed and provided to IHCC Members through the IHCC website.



# IHCC Governance & Policies Documents

Title: IHCC Publication Policy

Version: 1.0

Date Approved: 18-Nov-2020

Document Owner: Team Policy & Bio-Data Sharing

## *IHCC Project Paper*

IHCC Project Papers are anticipated to describe results generated through an IHCC Project approved through the Scientific Projects Sub-Committee and involving multiple IHCC Members. It is possible that for projects with a substantial number of IHCC Members contributing, an IHCC Project Paper might be written as an IHCC Consortium Paper. Individual authors for IHCC Project Papers will come from participating IHCC Members and participating partners, if any, with the number of authors from each substantially contributing party agreed to up front based upon level of anticipated contribution and, where applicable, individual cohort publication policy. Member cohort PIs are responsible for designating authors from their study and ensuring that those individuals review and provide input on any resulting manuscript(s) within appropriate timeframes. An acknowledgement statement identifying the IHCC and the specific IHCC Member Cohort dataset(s) studied in the Project should be included.

## *Non-Consortium Paper*

Manuscripts generated through direct collaboration of one or more IHCC Members that is not done under the auspices of the IHCC (i.e., not an IHCC Project approved by the Scientific Projects Sub-Committee) and does not utilize IHCC resources do not fall under this Publication Policy. It is anticipated that individual authors would be listed per International Committee of Medical Journal Editors (ICMJE) standards and any applicable policies for participating cohorts. An acknowledgement statement pointing to the IHCC should be included in the appropriate section of the publication, if appropriate.

## **Open and Timely Publication**

All publications arising from IHCC Projects are expected to be made available to the scientific community in a timely manner through an open access format. 'Timely manner' is intentionally flexible for varying data types and research designs. A reasonable projection for the anticipated data release and publication timeline(s) for a specific project should be included within the Publication & Authorship Plan submitted for review by the Scientific Projects Sub-Committee as part of the IHCC Project Proposal.

## **Writing Group**

A writing group should be formed for any intended publication stemming from an approved IHCC Project. Lead and senior authors for each anticipated publication should be determined at the outset of the Project to the mutual agreement of all cohorts intending to substantively contribute to the Project. At least one individual from each substantively contributing party to a Project Paper should be invited to participate in the writing group and designated by the IHCC Member's delegate to the project or the cohort PI as appropriate. IHCC encourages cohort PIs to consider opportunities for junior investigators to substantively participate in IHCC Projects and Writing Groups in order to promote opportunities for professional development and scientific leadership.

Per standard practice, all authors to be listed on final publications should be provided with sufficient time to review the manuscript, including any potential need for institutional review, prior to publication submission (generally at least three weeks). This should also be done at



# IHCC Governance & Policies Documents

Title: IHCC Publication Policy

Version: 1.0

Date Approved: 18-Nov-2020

Document Owner: Team Policy & Bio-Data Sharing

appropriate points during the review process. Additionally, the Writing Group should notify the IHCC Scientific Steering Committee when an IHCC Project Paper has been submitted for review and when it is accepted for publication. Final citation information should be forwarded to the IHCC Secretariat for inclusion on the IHCC webpages as soon as it is available.

## Authorship

Author lists should reflect the contributions of IHCC Members and IHCC Project Teams. Publication & Authorship Plans submitted with IHCC Project Proposals should anticipate the number of manuscripts envisioned to result from the proposed project, the number of authors per participating IHCC Member (Cohort, Affiliate, or Industry) and any other contributing partner(s), including any distinction in the number of authors based upon contribution (e.g., sharing of metadata only or sharing of certain numbers of cases or controls).

IHCC Members will be reasonable and self-critical in their claims for authorship and abide by the guidelines for authorship set out in the ICMJE recommendations.<sup>1</sup> These recommend that authorship be based on the following four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

It is generally anticipated that authors other than the lead and senior authors would be listed alphabetically unless there are substantial contributions made to the analysis or manuscript preparation beyond other participating authors (e.g., junior investigators who take leadership for particular scientific aims or provide substantive contributions to manuscript development). Any such plans should be agreed upon by the Writing Group prior to circulation of draft manuscripts for review by all participating authors.

## Acknowledgement Statements

In order to credit cohorts contributing data for IHCC Projects, each IHCC Cohort or Affiliate Member PI will provide a brief statement to be used by Writing Groups in developing the IHCC-relevant acknowledgement for any manuscripts submitted for publication. The statement should at minimum note the name of the IHCC Cohort Member and the cohort PI(s), an acknowledgement of the research participants/data donors who shared their information, and any applicable accession number(s) and data repositories through which the data were accessed. If expected by individual cohort policies, primary institutions or research funders supporting cohort development may also be appropriate to include within IHCC Member acknowledgement statements.

---

<sup>1</sup> <http://www.icmje.org/recommendations/>



## IHCC Governance & Policies Documents

**Title:** IHCC Publication Policy

**Version:** 1.0

**Date Approved:** 18-Nov-2020

**Document Owner:** Team Policy & Bio-Data Sharing

In addition, the IHCC Scientific Steering Committee will work with the Secretariat to develop an acknowledgement statement (or multiple examples for different journals) to be submitted with IHCC Consortium Papers in order to recognize appropriately all IHCC Members and their participating representatives on such papers.

All statements will be submitted to the IHCC Secretariat and made available to IHCC Members.



International 100K Cohort Consortium

# IHCC Governance & Policies Documents

Title: IHCC Publication Policy

Version: 1.0

Date Approved: 18-Nov-2020

Document Owner: Team Policy & Bio-Data Sharing

## Revision History

| Version Number | Section(s) | Summary of changes   | Updated by      | Approved by | Date |
|----------------|------------|--|-----------------|-------------|------|
| 0.0            | All        | <p>Drafts updates:</p> <ul style="list-style-type: none"> <li>-Clarified language regarding the expectation that IHCC Projects involving a broad number of IHCC members could be developed as IHCC Consortium Papers.</li> <li>-Changed the name of papers resulting from individual collaborations among IHCC Cohort Members outside the scope of the IHCC from “Individual Paper” to “Non-Consortium Paper”. Also, clarified that the Publication Policy did not apply to such papers and that a defining distinction of such collaborations would be the lack of non-public IHCC resource utilization.</li> <li>-Added explicit language supporting the inclusion of junior investigators in Writing Groups and promoted recognition through authorship order for scientific leadership by junior investigators in IHCC Projects.</li> <li>-Added call-out of research participants/data donors as an expected element within the Acknowledgement Statements to be developed for IHCC’s use.</li> <li>-Added an acknowledgement that manuscript review timelines should allow for organizational review, if required.</li> <li>-Added an element within the Publication &amp; Authorship Plan to anticipate any communications</li> </ul> | Laura Rodriguez |             |      |



## IHCC Governance & Policies Documents

Title: IHCC Publication Policy

Version: 1.0

Date Approved: 18-Nov-2020

Document Owner: Team Policy & Bio-Data Sharing

|     |     |  |                 |                    |             |
|-----|-----|--|-----------------|--------------------|-------------|
|     |     | planning needs for proposed IHCC projects. |                 |                    |             |
| 1.0 | All | Initial approved version                   | Laura Rodriguez | Steering Committee | 18-Nov-2020 |

### **Draft Policy Highlights –**

- Defines the types of IHCC-related publications anticipated and the expectation to acknowledge the IHCC and IHCC Members who contribute to relevant publication types.
- Provides information on and defines expectations for the Publication & Authorship Plan to be submitted with any IHCC Project Proposal to the Scientific Projects Sub-Committee per the terms of the IHCC Membership Agreement.
- Details expectations for Writing Groups, Authorship contributions, Acknowledgement Statements, and reiterates the expectation for IHCC Projects to be published in open access formats per the IHCC Membership Agreement.
- Provides a template form for IHCC Members to use in developing Publication & Authorship Plans as part of IHCC Project Proposals.



# IHCC Governance & Policies Documents

Title: Appendix 1 - IHCC Publication Policy

Version: 1.0

Date Approved: 18-Nov-2020

Document Owner: Team Policy & Bio-Data Sharing

## Appendix 1

### IHCC Publication & Authorship Plan Form

|  |  |
|--|--|
| <b>Project Title</b>   |  |
| <b>Anticipated topic(s) of publication(s)</b>  |  |
| <b>Tentative Lead Author(s) for each planned publication</b>   |  |
| <b>Tentative Senior Author(s) (last author) for each planned publication</b>   |  |
| <b>Other anticipated authors and expected contribution(s) to the Project or manuscript development based on study contributions or other factors.<br/>(Provide for each planned publication)</b> |  |
| <b>Cohorts/Organizations involved</b>  |  |
| <b>Ethics considerations with regard to publication/dissemination of findings</b>  |  |
| <b>Target journal(s) for each planned publication</b>  |  |
| <b>Milestones for each planned publication**</b>   |  |
| <b>Expectations for Communications/PR planning needs (if any) and any support anticipated from the IHCC Secretariat</b>  |  |

\*\*Timely and open dissemination of data and findings of IHCC Scientific Projects are expected; please include a timeline for completion of project, including approval, project duration, metrics or timelines that will guide data release and drafting of any manuscript(s), and manuscript submission.