

DISCOVER-TT CRE Publication Policy

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1. What this policy is intended to achieve

The DISCOVER-TT CRE involves a large number of investigators across several organisations and jurisdictions, working on many different projects. This can create many challenges for those leading and managing the CRE.

This publication policy is NOT intended to create unreasonable barriers or restraints to publishing and/or presenting the results of research. Rather, it is intended to:

- 1) Support the creation and maintenance of a central repository of information about DISCOVER-TT publications and presentations;
- 2) Ensure that a standard set of acknowledgments is used for all DISCOVER-TT related publications;
- 3) Ensure that all work published under the DISCOVER-TT CRE banner is consistent with DISCOVER-TT values and principles and presents DISCOVER-TT in a favourable light;
- 4) Provide a mechanism for mobilising appropriate communication, dissemination, and stakeholder notification processes through the Coordination, Communication and Translation Unit in conjunction with the relevant organisations' media units;
- 5) As appropriate, provide an avenue for useful input from supportive peers; and
- 6) Allow for adjudication in the event of serious conflicts over authorship and/or content that can not otherwise be resolved within the research team.

2. Types of publications and presentations covered by this policy

Dissemination products covered by this policy include journal articles, oral and poster presentations at international, national and regional conferences, books and book chapters, and post-graduate research theses.

3. Projects covered by this policy

This policy applies to publications relating to all projects specified in the initial DISCOVER-TT NHMRC application as 'new projects' (listed in Table 2 of the application), as well as any subsequent projects formally approved as DISCOVER-TT projects. Projects described in the NHMRC application as 'currently funded projects' (listed in Table 1) are not required to

abide by this policy but are strongly encouraged to do so in order to facilitate the objectives of the policy as described in section 1, above.

4. Authorship

The criteria for authorship will be those of the International Committee of Medical Journal Editors (also known as the 'Vancouver Group'; see www.icmje.org). This is consistent with relevant Menzies School of Health Research policies.

Specifically, authorship requires:

- 1) substantial contributions to conception and design, or 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 must meet all of conditions 1, 2, and 3. There will be no honorary or courtesy authorship.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. No person who is an author, consistent with this definition, may be excluded as an author without his/her permission in writing. Each author should have participated sufficiently in the work to take public responsibility for at least some part of the manuscript, and each part of the manuscript must be the responsibility of at least one author.

All authors must specify, in writing, the nature of their contribution to the paper when the final manuscript is submitted to the Research Quality Committee for review (see below).

The nominated 'driver' of a paper, abstract or other publication will generally be the first author of that publication, and will write the first draft of the manuscript or abstract. The first author will determine the order of the other authors, in consultation with them. (If the first author is a student, he or she will be guided by the senior author/supervisor.) If any disputes over authorship can not be resolved through good-faith negotiation among the relevant parties, the Research Quality Committee will adjudicate.

Formal discussions about authorship should begin well in advance of the drafting of a manuscript. All DISCOVER-TT investigators who are listed as being involved in a DISCOVER-TT approved project must be given the opportunity to express their interest in participating as a co-author on all papers arising from that project; as always, they must meet the conditions specified above in order to actually be named as an author on a given publication.

The DISCOVER-TT CRE operates under an agreed set of 'Principles of Practice' (see separate document). The core principle relevant to this policy is the involvement of Indigenous people throughout the research process, particularly as authors on publications. In some cases, this may require a conscious and active effort by the project leader to include, and build the capacity of, relevant individuals early enough in the process to allow the level of contribution required to qualify as authors, particularly in relation to condition 1 (above).

5. Standard acknowledgement

In order to ensure consistency and meet the requirements of our funders, all publications from DISCOVER-TT approved projects must include the following acknowledgements:

This study was undertaken under the auspices of the Centre of Research Excellence in Discovering Indigenous Strategies to improve Cancer Outcomes Via Engagement, Research Translation and Training (DISCOVER-TT CRE, funded by the National Health and Medical Research Council #1041111), and the Strategic Research Partnership to improve Cancer control for Indigenous Australians (STREP Ca-CInDA, funded by Cancer Council NSW with supplementary funding from Cancer Council WA). We also acknowledge the ongoing support of the Lowitja Institute, Australia's National Institute for Aboriginal and Torres Strait Islander Health Research. The views expressed in this publication are those of the authors and do not necessarily reflect the views of the funding agencies.

Other people and /or institutions may be acknowledged as appropriate for a particular manuscript. In particular, please remember to indicate any fellowships, scholarships, and/or project grant funding.

NOTE: For conference posters, there are additional requirements relating to the inclusion of various logos. Please seek advice from the Research Quality Committee for the relevant guidelines.

6. Research Quality Committee

A Research Quality Committee has been established to oversee the publication process (as outlined below) on behalf of the DISCOVER-TT Management Group. This Committee will consist of the following individuals:

- Joan Cunningham (Chair)
- Sid Baxi
- Jenny Brands
- Dianne O'Connell
- Gail Garvey

The Research Quality Committee will conduct the majority of its business by e-mail. This includes circulation of manuscripts/abstracts, circulation of comments, and decisions for which there is obvious agreement. The Committee will meet by telephone, Skype or similar means to consider any issues on which more extensive discussion is required.

Decisions of the Research Quality Committee will be recorded and reported to subsequent Management Group meetings.

7. The publication process

All abstracts and publications must be approved by the Research Quality Committee in advance of submission. All submissions to the Research Quality Committee are confidential and should not be cited or quoted publicly.

7.1 Abstracts

All abstracts using data from DISCOVER-TT approved projects must be approved by the Research Quality Committee prior to submission.

The first author should submit a copy of the abstract along with a completed DISCOVER-TT Abstract Submission Approval Form (see below) to the Research Quality Committee at least two weeks before the submission deadline.

The Research Quality Committee will respond within 7 days. Any member of the Research Quality Committee who has not responded within this time will be assumed to have no comments.

7.2 Manuscripts (including journal articles, books and book chapters)

All manuscripts must be approved by the Research Quality Committee prior to submission to a journal or publisher.

The first author should submit a copy of the manuscript along with a completed DISCOVER-TT Manuscript Submission Approval Form (see below) and a 1-page (maximum) plain language summary to the Research Quality Committee.

The Research Quality Committee will respond within a maximum of 3 weeks. Any member of the Research Quality Committee who has not responded within this time will be assumed to have no comments.

7.3 Theses

Post-graduate research students who use data from a DISCOVER-TT approved project as part of an academic thesis must provide the title, abstract and table of contents to the Research Quality Committee at least one week in advance of the submission of their thesis.

8. Post-approval record-keeping

The Research Quality Committee must be notified when a manuscript is accepted for publication. In addition, once a manuscript has been published or a conference abstract has

been accepted, a final printed copy with publication/presentation details must be lodged with the Research Quality Committee. This will help to maintain a complete and up-to-date DISCOVER-TT publication library.

9. Contact details for all correspondence

All correspondence should be sent electronically to:

Professor Joan Cunningham at joan.cunningham@menzies.edu.au

Telephone: (03) 9819 2245

10. Forms

The following forms are included as an appendix to this document:

10.1 DISCOVER-TT Abstract Submission Approval Form

10.2 DISCOVER-TT Manuscript Submission Approval Form

**DISCOVER-TT Abstract Submission Approval Form
(10/13)**

Proponent's Name:	
Institution:	
Address:	
Phone:	
E-mail:	
Title:	
Co-authors:	
Name of conference:	
Date and location of conference:	
Abstract submission deadline:	
Date submitted to Research Quality Committee:	
	Office Use Only:
Decision:	<p align="right">Approved without revision <input type="checkbox"/></p> <p align="right">Approved with revision(s) <input type="checkbox"/></p> <p align="right">Not approved <input type="checkbox"/></p>
Abstract number:	

This form must be submitted **along with an electronic copy of the abstract to:**
joan.cunningham@menzies.edu.au

**DISCOVER-TT Manuscript Submission Approval Form
(10/13)**

Proponent's name:	
Institution:	
Address:	
Phone:	
E-mail:	
Title:	
Authors and their roles/contributions:	
Intended journal (indicate word limits) or other outlet:	
Date submitted to Research Quality Committee:	
	Office Use Only:
Decision:	<p align="right">Approved without revision <input type="checkbox"/></p> <p align="right">Approved with revision(s) <input type="checkbox"/></p> <p align="right">Not approved <input type="checkbox"/></p>
Manuscript number:	

This form must be submitted **along with an electronic copy of the manuscript and a plain language summary** (1-page maximum) to:
joan.cunningham@menzies.edu.au