ECTU Central Office POL 02: Publication and Acknowledgement Policy

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Authorship and Approval			
Name and Designation	Author/Reviewer/ Approval/ Authorisation	Date	Signature
Gina Cranswick, Trial Management Team Lead	Author	19-Nov-2024	Gina Cranswick Gina Cranswick (Nov 19, 2024 14:19 GMT)
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Christopher Weir Statistics Team Lead	Reviewer	19-Nov-2024	Christopher Weir (Nov 19, 2024 13:02 GMT)
Hannah Ensor Statistician & Research Fellow	Reviewer	02-Dec-2024	Hannah Ensor Hannah Ensor (Dec 2, 2024 14:10 GMT)
Joyce Thomson, Chief Operating Officer	Approver	25-Nov-2024	Joyce Thomson (Nov 25, 2024 16:17 GMT)

Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	06 May 2013	Initial creation
2.0	11 Sep 2017	Unknown
3.0	24 Jan 2020	Unknown
4.0	30 July 2020	Unknown
5.0	14 Jun 2021	Moved over to new policy template. General review and re-write of previous ECTU Publication Policy.
6.0	06 April 2022	Instruction for lead authors of documents for wider public access added to section 3.1.

7.0	18 Dec 2024	Updated ICMJE guidelines. Edited to include Eurocris criteria. Included section 3.3 and 3.6, POL02 F01 – Trial Collaboration

1.0 PURPOSE

This policy describes authorship and acknowledgement of ECTU in publications in accordance with the recommendations of International Committee of Medical Journal Editors (ICMJE).

2.0 SCOPE

This policy covers all projects that have been supported by ECTU and covers authorship, contribution and acknowledgement of ECTU staff. This includes staff who have left the unit in some instances.

This policy will be reviewed every 2 years.

3.0 POLICY

3.1 Definitions

Author

Meet **all four** of the following criteria as per the ICMJE recommendations

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or reviewing it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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.

Where a member of ECTU is the lead author on an abstract or a document for wider public access (with the exception of ECTU professors and directors) these should be discussed with the line manager and/ or Team Leads prior to submission.

Contributor

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be recognised.

They may be specified individually or together as a group under a single heading (e.g. "Clinical Investigators" or "Participating Investigators"), and their contributions should be specified (e.g., "served as scientific advisors," "critically reviewed the study proposal," "collected data," "provided and cared for study patients," "participated in writing or technical editing of the manuscript").

Contributors should meet one or more of the roles outlined in https://eurocris.org/casrai-domain-handover

CRediT (Contributor Roles Taxonomy) is a high-level taxonomy, including 14 roles, that can be used to represent the roles typically played by contributors to research outputs. The roles describe each contributor's specific contribution to the scholarly output.

The 14 Contributor Roles are detailed below –

1. Conceptualization – Ideas; formulation or evolution of overarching research goals and aims.

2. 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 re-use.

3. Formal analysis – Application of statistical, mathematical, computational, or other formal techniques to analyse or synthesize study data.

4. Funding acquisition – Acquisition of the financial support for the project leading to this publication.

5. Investigation – Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.

6. Methodology – Development or design of methodology; creation of models.

7. Project administration – Management and coordination responsibility for the research activity planning and execution.

8. Resources – Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.

9. Software – Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.

10. Supervision – Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.

11. Validation – Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.

12. Visualization – Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.

13. Writing – original draft – Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).

14. Writing – review & editing – Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.

Acknowledgement

Have had a substantive contribution to the delivery of the trial but not authors or contributors.

3.2 Publication Conventions – Requirements and Recommendations

The ICMJE journal guidelines should be followed for authorship, contributors and acknowledgements. Further guidance can be found on the COPE website and the University of Edinburgh's Fair Publication Policy. (See section 4)

If REDCap was used in the management of the data this must be acknowledged.

Prior to publication the Chief Investigator should confirm with ECTU (i.e. the Trial Manager, Trial Statistician or designee) the staff to be named and in which capacity (as per definition above). This is referenced in the ECTU Study Database Lock Checklist, and the ACCORD Trial Support Responsibilities Record (see section 4), and should be referred to in the Trial Steering Committee and Project Closure Meetings.

ECTU recommend that investigators:

- Publish their protocol (e.g. via protocols.io)
- Follow the University of Edinburgh policy on use of PURE
- Include a data access statement which provides information about where the research data is and how it is accessed. This may be a funder requirement.

3.3 Record of contributors within ECTU

All trials within ECTU should maintain a Trial Collaboration document (see section 4.0) for recording contributors during the course of the trial. It is the individual staff members' responsibility to include their name, and complete the sections under consent for inclusion in the publication (where applicable), even if this after they have left ECTU.

3.4 Notification of accepted papers / publications

ECTU's expectation is that The CI will be responsible for notifying the ECTU staff member(s) of any publications arising from their work which involved ECTU

3.5 Record of Publications within ECTU

ECTU will maintain a list of all publications where ECTU have been listed as an author or have been acknowledged. (See section 4)

3.6 Omission of ECTU acknowledgement

If the ECTU staff member(s) as an author and/ or contributor was omitted in the publication, following discussion with the line manager, consideration can be given to contacting the CI/ PI for a request to be included. This will involve providing the required documentation/ information to substantiate the request.

If the above actions do yet yield further progress, the staff member, in discussion with the line manager could consider contacting the editor of the publication on guidance for inclusion.

4.0 RELEVANT DOCUMENTS AND REFERENCES

ECTU Shared Drive

- ECTU List of Publications
- OP-F04 ECTU Study Database Lock Checklist
- POL02 F01 – Trial Collaboration

ACCORD Website

- GS003 Sponsorship Approval
- Trial Support Responsibilities Record

Others

- International Committee of Medical Journal Editors (ICMJE) http://www.icmje.org/
- https://eurocris.org/casrai-domain-handover
- Contributor Roles Taxonomy - https://credit.niso.org/
- https://www.ed.ac.uk/information-services/research-support/research-information-management/pure
- COPE guidance (publicationethics.org)
- CMVM Fair Publication Policy

ECTU Central Office POL02 - Publication and acknowledgement policy v7.0

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