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 Team Manager	Author	20 May 2021	See Retained Approval Email dated 20 May 2021
Steff Lewis, ECTU Statistics Team Leader	Reviewer	24 May 2021	See Retained Approval Email dated 24 May 2021
Joyce Thomson, Chief Operating Officer	Approver	20 May 2021	See Retained Approval Email dated 20 May 2021

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.

The user of this document is responsible for ensuring it is the current version.

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 studies 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 conception and design, acquisition of data, or analysis and interpretation of data;
- Drafting the article or revising it critically for important intellectual content;
- Final approval of the version to be published
- 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.

Contributor

Meet one or more of the roles outlined in https://casrai.org/credit/

Acknowledge

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

3.2 Publication Conventions – Requirements and Recommendations

The journal guidelines should be followed for authorship, contributors and acknowledgements.

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 Senior Manager) the staff to be named and in which capacity (as per definition above).

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ECTU recommend that investigators:

- Publish their protocol (e.g. via protocols.io)
- Follow the University of Edinburgh policy on use of PURE

(https://www.ed.ac.uk/information-services/research-support/research-information-management/pure)

3.3 Notification of accepted papers / publications

The CI will be responsible for notifying ECTU of any publications arising from their work which involved ECTU.

3.4 Publications

ECTU will maintain a list of all publications where ECTU have been listed as an author or have been acknowledged.

4.0 RELEVANT DOCUMENTS AND REFERENCES

- International Committee of Medical Journal Editors (ICMJE) http://www.icmje.org/
- https://casrai.org/credit/
- https://www.ed.ac.uk/information-services/research-support/research-information-management/pure)
- ECTU List of Publications held Z:\Publications\ECTU publications.docx

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