

Bogalusa Heart Study Program Publications and Presentation Policy

Overview:

It is the role of the Bogalusa Heart Study Program Steering Committee to sustain and grow the impact of the BHS Program of research as a whole. The success of publicly funded studies is largely judged on the number and quality of scientific publications and presentations. To that end, the publication policy outlined here has been developed in order to promote and to encourage important analyses while providing guidelines to ensure that investigators know of ongoing research efforts, minimize duplication or overlap of analyses, and establish collaboration during all phases of the manuscript process so that all investigators have the opportunity to participate and be recognized in BHS manuscripts.

Objectives:

- To encourage the accurate and objective development of scientific manuscripts or abstracts based on data gathered from the Bogalusa Heart Study Program
- To prevent overlap of content across manuscripts and to ensure investigators adhere to the aims outlined in their proposal
- To ensure and expedite the timely publication and presentation to the scientific community of all pertinent BHS data.
- To maintain and post a complete and up-to-date list of BHS publications and abstracts.

General Guidelines:

- Manuscript proposals are required for all abstracts and publications that use BHS data, unless using only previously published summary data.
- All manuscript proposals must be reviewed and approved by the BHS Steering Committee. The primary objective of review is to avoid overlap and ensure sound scientific and methodological basis for publication.
- As defined by the *International Committee of Medical Journal Editors (ICMJE)*, each listed author should fulfill all three criteria for authorship i.e., 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.

Specific Guidelines:

- 1) Manuscript Proposals
 - a) Initiation of Manuscript Proposals
 - i) Manuscript proposals may be investigator initiated by BHS or external investigators. External investigators, persons with no direct connection to the BHS data, require involvement of a BHS investigator/sponsor for submission of a manuscript proposal.

- ii) Authors are encouraged to review the list of approved manuscript proposals to avoid potential overlap. If overlap exists, prospective authors should contact the team of investigators with the prior approved proposal to develop a plan for complementary projects, collaboration or other arrangement to eliminate overlap.
- b) Authorship
- i) The initiator of a manuscript proposal generally assumes first authorship.
 - ii) S/he should determine the order of authorship in collaboration with the writing group and ensure that each listed co-author fulfills all three criteria for authorship as specified by the International Committee of Medical Journal Editors (ICMJE) i.e., 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. “Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship” (icmje.org).
 - iii) To foster an atmosphere of collaboration, the authorship group should include all interested parties who can meaningfully contribute to the manuscript as outlined by the ICMJE criteria and the judgment of the proposal initiator.
 - iv) The lead author should elicit specific commitment for involvement in the manuscript from the co-authors, circulate drafts for co-author input, and coordinate revisions.
- c) Preparation of Manuscript Proposal
- i) The manuscript proposal must be prepared using the Manuscript Proposal Form which can be obtained upon request from the BHS Program Coordinator.
 - ii) The lead author initiates the manuscript proposal draft, prepares a list of co-authors and their commitment of responsibility to the study and writing process, and obtains prior review and agreement on the proposal by all co-authors.
 - iii) Completed proposals should be submitted electronically to the BHS Program Coordinator, for review at the next BHS Program Steering Committee meeting. The proposal will be given a number beginning with the year.month.day submitted eg. BHS2014.04.21 for a manuscript proposal submitted on April 21st of 2014, and then will be entered into the Manuscript Proposal Tracking Log, available by request.
 - iv) A formal manuscript proposal must include the following at a minimum:
 - (1) Title (to maintain a cohesive body of literature, each publication using BHS data should include the phrase “Bogalusa Heart Study” in its title. Titles not meeting this guideline should be justified at the time of the manuscript proposal submission.
 - (2) Primary author’s name, contact information including fax, email and affiliation.
 - (3) Suggested co-authors
 - (4) Suggested key words
 - (5) A detailed outline which includes
 - (a) Introduction (rationale)
 - (b) Methods
 - (c) BHS data required
 - (d) General analysis plan with mock tables and figures strongly recommended

(e) References

d) Proposal Review

- i) The Steering Committee Chairperson will initiate expedited review of all formal proposals and make the following decisions: Approval, Deferral, or Disapproval (with reasons).
- ii) Upon approval, the manuscript is given a BHS Manuscript Approval Number.
- iii) In the event a proposal does not receive full approval (approved with recommendations or disapproved), the committee will supply the author with a complete explanation and recommendations for re-submission if applicable.
- iv) The BHS Steering Committee will review the decisions of all manuscript proposals as part of their meeting agenda. The Steering Committee reserves the right to modify the initial expedited review decision.

2) Abstracts

- a) Abstracts submitted for approval for presentations at scientific meetings must be based exclusively on an approved BHS proposal or submitted or published manuscript.
- b) Abstracts for upcoming scientific meetings should be submitted electronically to the BHS Program Coordinator. These will be entered into the Tracking Log for Abstracts for Scientific Meetings, available by request.