

# HPI.MS Standard Operating Procedure (SOP): Manuscript Submission

Hasso Plattner Institute for Digital  
Health at Mount Sinai





## *Responsibility*

This document is intended to explain the manuscript submission procedure at the Hasso Plattner Institute for Digital Health at the Icahn School of Medicine at Mount Sinai (HPI.MS). This process is required by ALL volunteers, students, staff, researchers, and faculty. At the end of this document you will find a link to a submission form that documents the fact that you have read this material and understand that you are obligated to follow these procedures.

This document is also intended to instruct on the policy for the submission and organization of all existing materials for publications that have been published or submitted for external review prior to October 1, 2020.





## *Why?*

### Reproducibility is Key

Scientific authors are oftentimes requested by journals and other scientists to reproduce their publication results. To comply, transparency and organization are important. Saving all original scientific documentation, such as manuscript versions, tables, figures, and codes, will facilitate compliance.

As people move on, it can be difficult to track them down and obtain their publication documentation. This can put HPI.MS' scientific integrity at risk. As such, we aim to establish this SOP to ensure that we have access to all documentation related to any publications coming out of HPI.MS and that we are always able to successfully reproduce publication results.



# *Prior Publications*

## Policy Objective

All first authors on publications that have been submitted for review or published are obligated to complete the following steps **no later than October 1, 2020.**

The purpose of this policy is to maintain, collect, and organize all existing figures, code, manuscripts, etc. into a centralized location to ensure that HPI.MS and associated centers have access to historical research materials to aid in future reproducibility and accountability.

# Prior Publications Procedure

## What You Need to Do

### Step 1 – OneDrive

- Existing first authors who have submitted their publication information using the HPI.MS Affiliated Publication Form have been identified by name in OneDrive and added to this shared directory: [OneDrive \(click here\)](#).

*Note: If you have not yet submitted your HPI.MS Affiliated Publication form, please do so using the following link: [HPI.MS Affiliated Publication Form](#). This is how we will keep track of publications.*

- Go to your OneDrive folder and rename the “Publication Short Title” folder with the short title for your publication.
- Dump all versions of the manuscript, tables, figures, legends, presentation, results, final submission, journal documentation, etc. into that folder. For published work, you do **NOT** have to create subfolders, as we are aware this would cause too much unwarranted work, just dump all of the relevant files into the respective publication folder.

*Note: If you have more than one publication, please complete the same steps above and create more folders as needed.*



# *Prior Publications Procedure (cont'd)*

## What You Need to Do

### Step 2 – GitHub

- Dump all versions of code into the HPI.MS GitHub online repository:  
<https://github.com/HPIMS>.

*Note: If you do not have a Github account, instructions for a free researcher account can be found at this link.*





# Current and New Manuscripts

## Policy Objective

All first authors on new and current publications to be submitted for review are obligated to follow this structure and organization policy for all manuscripts.

The purpose of this policy is to maintain, collect and organize all existing figures, code, manuscripts, etc. into a centralized location to ensure that HPI.MS and associated centers have access to historical research materials to aid in future reproducibility and accountability.

*Note: It is the **first author's responsibility** to manage and maintain this resource throughout the lifecycle of the publication process. All revisions, redrafts, and resubmissions must be added in addition to original draft. Be mindful of organization and conscious of the intended long term posterity of this resource.*

*Note: Policies of the Hasso Plattner Institute for Digital Health at the Icahn School of Medicine at Mount Sinai may differ from that of Mount Sinai and/or other collaborating labs. Please keep this in mind while working toward submitting a manuscript.*

# *Current and New Manuscripts Procedure*

## What You Need to Do

### Step 1 – Form Submission

- Submit your HPI.MS Affiliated Publication form by clicking this [link](#). This is how we will keep track of publications.
- Once your form is received, a folder will be created in OneDrive with your name and added to a shared directory. You will be notified of the creation of this folder and granted access to view and edit.





# *Current and New Manuscripts Procedure (cont'd)*

## What You Need to Do

### Step 2 – OneDrive

- Once you have been granted access, go to your OneDrive folder and rename the “Publication Short Title” folder with the short title for your publication.
- Upload and organize ALL of your documentation by creating subfolders (i.e. tables, figures, results, etc.).

*Note: If you are working on more than one manuscript, please complete Step 1 for each and create more folders and subfolders as needed.*



# *Current and New Manuscripts Procedure (cont'd)*

## What You Need to Do

### Step 3 – GitHub

HPIMS Online Repository: <https://github.com/HPIMS>

- Dump all versions of code into the HPIMS GitHub online repository utilizing the following structure:

```
README
Docker/
  --- MAKEFILE
Notebook/
  --- notebook.ipynb or .mkd
Code/
Figures/
  --- figure1.png
Supplement/
  --- Supplemental Materials
Data/
  --- File description of where all data are located on server.
```

*Note: If you do not have a Github account, instructions for a free researcher account can be found at this [link](#).*





## *HPI.MS Affiliations*

The following affiliations should be noted on all HPI.MS affiliated manuscripts:

Hasso Plattner Institute for Digital Health at Mount Sinai, Icahn School of Medicine at Mount Sinai, New York, NY 10029, USA

Digital Health Center, Hasso Plattner Institute, University of Potsdam, Prof.-Dr.-Helmert-Str. 2-3, 14482 Potsdam, Germany

*Optional:* Department of Genetics and Genomic Sciences, Icahn School of Medicine at Mount Sinai, New York, NY 10029, USA (or another department with whom you are officially affiliated)



# MANUSCRIPT SUBMISSION SOP ACKNOWLEDGMENT

[CLICK HERE](#)

to acknowledge that you have read and  
understand the standard operation procedures  
described in this document for manuscript  
submissions at HPI.MS.






## Questions

If you have any questions or concerns about the processes outlined in this document, please contact Melissa A. Nieves at [melissa.nieves@mssm.edu](mailto:melissa.nieves@mssm.edu) and Silke Muehlstedt at [silke.muehlstedt@hpi.de](mailto:silke.muehlstedt@hpi.de).

*Note: Policies of the Hasso Plattner Institute for Digital Health at the Icahn School of Medicine at Mount Sinai may differ from that of Mount Sinai and/or other collaborating labs. Please keep this in mind while working toward submitting a manuscript.*



# *Manuscript Procedure Checklist*

- ☐ Submit [HPI.MS Publication form](#)
  - ☐ Receive access to OneDrive folder and upload all manuscript documentation by creating subfolders
  - ☐ Dump all versions of code into HPI.MS Github online repository
  - ☐ Include appropriate affiliation(s) on all HPI.MS manuscripts
  - ☐ Submit [SOP Acknowledgement form](#)
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