

SHOW PUBLICATION POLICY

(Version 4, August 2013)

Overall responsibility for overseeing and managing the use of SHOW data for publications lies with the SHOW Publications Committee, which reports to the SHOW Director and the SHOW Steering Committee.

The Publications Committee has developed procedures for approval of manuscripts and abstracts. The overall aim of this process is to encourage the preparation of manuscripts and abstracts while also providing appropriate control over their quality and content. The process also serves to avoid inappropriate duplication and tries to ensure a balanced and fair composition of the writing groups.

This policy applies to manuscripts intended for either written publication in a peer-reviewed journal or for presentation at scientific meetings. Policies related to other types of presentations (e.g., press releases, presentations at non-scientific meetings, publications in non-peer reviewed journals, joint publications with other surveys, etc) are described in the “Special Cases” section below. It also applies to the publications of results from ancillary studies related to the SHOW project unless otherwise agreed upon at the time of the ancillary study approval.

1. Composition and Functions of the Publications Committee

The Publications Committee is composed of four members, all of whom are active in the SHOW Project; one member serves as chairperson. Periodically, the Committee checks on the progress of previously approved manuscripts. For this purpose, it has developed a series of tracking tables, generated by the SHOW administrative staff using an ad-hoc Publications Committee database. With support from SHOW administrative staff, the Publications Committee maintains a list of abstracts/presentations. These materials are updated and periodically (at least once every 3 months) distributed to the SHOW Steering and Core Committee and are available on the SHOW web site.

The Publications Committee requires a review of a manuscript before submission for publication to a journal. In most cases, this review is conducted to confirm that administrative details are in order. However, some reviews may include an assessment of scientific rigor by the Publications Committee, e.g., in cases of particularly important or potentially controversial manuscripts.

The Publications Committee has jurisdiction over publications arising from the use of SHOW core data, as well as SHOW ancillary data, or other SHOW intellectual capital.

2. Authorship

Publications and presentations proposals usually arise from individual investigators.

The Steering Committee or the Core Committee occasionally designates a topic and selects a writing group and its lead author.

Lead authors prepare a list of co-authors and obtain their willingness to participate. In addition, the Publications Committee may recommend that lead authors consider including in the writing group a member of the SHOW investigative team or another investigator with significant expertise on the methods or the topic of the manuscript.

If more than a reasonable time (generally one year, but could be less for manuscript deemed “high priority”) lapses before an approved manuscript is submitted for publication, the Publications Committee may re-assign the manuscript to a different lead author and writing group. The author is responsible for communicating progress with the Publications Committee. Updates should be provided semiannually.

In manuscripts of particular relevance and potential impact, the Publications Committee may ask the lead author to add at the end of the list of authors "...for the SHOW Investigators." In addition, the phrase "Survey of the Health of Wisconsin" or its acronym (SHOW) is to be included in the title and/or Abstract whenever possible. At a minimum, the acronym "SHOW" should be in at least one PubMed searchable field.

The Steering Committee is responsible for resolving any conflicts or confusion that occur with respect to appropriate recognition of authorship.

3. Preparation of Manuscript Proposal

The manuscript proposal including the lead author and list of writing group members is submitted to the Publications Committee for approval. The study has a standardized electronic form that is used to submit all manuscript proposals (see enclosed form—also downloadable from www.show.wisc.edu/researchers).

Under normal circumstances, the lead author of the writing group will be listed as the first author for those manuscripts where individual recognition is appropriate or as the first preparer for those where SHOW investigators are collectively listed as authors. The lead author also has the responsibility for listing the co-authors in the appropriate order. As indicated above, the Publications Committee may request the addition of other authors. The Steering Committee serves as final arbitrator of any conflicts.

The proposal must include a brief rationale for the study, the specific objectives or hypotheses to be addressed clearly stated, the nature of the publication proposed, and the anticipated need of statistical support, if any. When statistical expertise or support is requested by a writing group external to SHOW investigators group, additional funding will typically be required. The authors must also indicate whether the proposed manuscript is covered by an existing IRB approved protocol or whether IRB review is pending.

4. Approval Process

The Publications Committee has the responsibility for reviewing and approving these proposals, both for appropriateness and for a priority designation. The Publication Committee requests a minimum of one week in possession of the proposal before a decision is made.

The lead author will be informed of the Publications Committee's decision, which could be one of the following:

- Manuscript proposal approved
- Manuscript proposal deferred
- Manuscript proposal rejected

Requests will be processed according to the priorities specified by the Publications Committee. The SHOW Data Center and/or SHOW Core group should have representation on the writing group whenever possible and this representative serves as the liaison to the writing group, both for communication about computing issues and for providing or obtaining appropriate statistical input.

The Publications Committee periodically reviews the progress that each writing group is making toward the completion of its task and makes changes required for the timely completion of each manuscript or abstract. The Committee reserves the right to revoke approval in such a case.

All manuscripts require review before submission for publication. For manuscripts that require scientific review upon completion (before publication), the Publications Committee will designate one of the

committee members to act as an editor. The editor will assign external reviewers (SHOW investigators outside the writing group), and will forward the outcome and review plus any recommendations to the authors. The full committee must approve the review and resulting recommendations for the author(s). For manuscripts that require only standard administrative review, the Publications Committee coordinator will review and as necessary will forward to the full committee.

5. Media/Public Relations

In general, scientific findings from SHOW made available to the media will involve those findings being presented at scientific meetings and being published in the scientific literature. Such presentations and publications require prior clearance as noted above. In some circumstances, media discussions and press releases may be appropriate to clarify scientific findings for the lay public, but they should not be used as forums to release new information. Investigators are requested to keep the SHOW director informed of contacts with representatives of the major national media and of major national media coverage of information that they have supplied. If a situation arises in which it appears desirable to release to the media new information not otherwise cleared for presentation or publication, or if such has been cleared for scientific presentation or publication, but this has not yet transpired, prior clearance from the Director (possibly upon consultation with the Publications Committee) is required.

Release of general descriptive information about the SHOW for local use (such as a local newspaper, university newsletter or state medical society journal) does not require formal approval; however, consultation with the Publications Committee is encouraged. Use of centrally prepared materials for such purposes is also encouraged. A copy of any resultant article should be sent to the SHOW Office.

No formal approval is required for lectures and informal presentations so long as they do not constitute the initial release of SHOW results. Otherwise, the above rules apply.

6. Special Cases

Part of the SHOW mission is to facilitate innovation and transformational population health research in Wisconsin, and as such, a policy to provide data to students has been enacted. Because of the unique issues associated with students' use of SHOW data for educational projects, a separate policy was created to address these types of requests. Graduate and undergraduate students of the University of Wisconsin - Madison may submit a Letter of Intent (LOI) to the Publications Committee to request access to SHOW data for use in an educational project. The LOI provides information regarding project details, including title or topic to be studied, scholastic requirement, and preliminary background research. Students are also required to obtain a SHOW mentor to assist in answering questions regarding the SHOW database and to provide analytical support. The LOI should be submitted electronically, downloaded from www.show.wisc.edu/researchers. A student with an approved LOI must still submit a manuscript proposal if they plan to use SHOW data for any non-educational purpose, including but not limited to a manuscript, poster, or conference presentation.

A Letter of Intent may also be submitted by Faculty interested in using SHOW data for teaching purposes on a case-by-case basis. Please contact publications@show.wisc.edu for further information.

7. Submission and Contact Information

For more information on policies and procedures or assistance and to submit form please contact:

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publications@show.wisc.edu

(608) 821-1259

Dropbox\Publications\Policy and Forms

SHOW Manuscript Proposal Form

Date: _____

1) Title of Manuscript _____

2) Proposed Writing Group

Lead author:

Contact information:

Phone:

Email:

Co-authors:

3) Background/rationale (max 200 words)

4) Goals/specific objectives (or hypotheses to be addressed)

5) Keywords (up to five)

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6) Type of Study

The primary objective of this manuscript is (check one):

☐ Description of methods or survey design

☐ Reporting of empirical results

The manuscript is based on the following (check one or both):

☐ SHOW core data

☐ Ancillary Study (please specify

7) Data Needed

Main Outcome(s):

Main Exposure(s):

Other data [Confounders, Modifiers]:

8) Anticipated responsibility for statistical analyses (check one)

☐ Writing group

☐ SHOW statistical data center

☐ To be determined

9) Anticipated type of publication (check all that apply)

☐ Peer reviewed journal

☐ Presentation at a scientific conference

☐ Lay press/media

☐ To be determined

☐ Other (please specify)

10) IRB Status

☐ Manuscript covered by SHOW IRB (SHOW IRB approved investigators)

☐ IRB approval for non-SHOW investigator(s) has been obtained

☐ IRB approval pending

Comments:

11) Notes/Special Requirements

Please send completed form electronically to our publications team at publications@show.wisc.edu