



GUIDELINES FOR PUBLICATIONS

1. **Publication Strategy:** The Project Team should determine a publication strategy as early as possible after project launch. For some Project Teams, particularly larger groups, this may include the formation of a Publications Subcommittee at or before project launch which will propose a list of projected publications. For smaller Project Teams, the team may serve in this role. If a Subcommittee is formed, the full Project Team should ultimately review and approve the proposed list of publications. It is possible additional publication opportunities may arise after the approval of this list of publications and during the execution of the Project. The publication strategy should consider the various types of communications that are available to teams including: primary communications, sub-study publications, peripheral or methodological papers, individual vs. consensus papers, abstracts, etc.
2. **Writing Groups:** Based on the list of proposed publications, Writing Groups can be formed. The FNIH Scientific Program Manager (SPM) will organize and manage these Writing Groups, requesting a limited number of volunteers per group.
3. **Authorship:** Each Writing Group will propose how authorship will be managed on their respective publication. This proposal should be approved by the Publications Subcommittee and Project Team. Decisions include:
 - Who is the senior author? – This is typically the Project PI or Team Chair.
 - Who is the first author? – This is typically the individual who did the majority of the work on the publication (e.g. writing the first draft, etc). This is typically the Project PI, key contributor or SPM.
 - How should the remaining authors be listed?
 - Alphabetical order? In order of contribution? Or a combination of both? Key contributors with a “Biomarkers Consortium XXX Project Team” reference?
 - Writing groups should consider Project Team turnover. Team members that actively participated earlier in the life of the Project may no longer be team members due to job changes (internal reassignment within a company, or movement to another company that is not participating in the project).

Should these team members be referenced individually or as part of the “Project Team” reference.

- Different authorship rules may apply for different types of publications and may be journal dependent. Author limitations may impact number of authors able to participate.
 - Are there members that have requested to be omitted from publications? How should NIH/FDA “recusal” from authorship be handled, particularly if they are key contributors?
- Acknowledgements? The Writing Group should consider how attributions and acknowledgments will be handled (e.g. for ADNI related publications, a reference to ADNI must be included in the author list and acknowledgements). This should also include adding standard language acknowledging FNIH and the Biomarkers Consortium, and any additional disclaimers needed.
 - What are the timelines? The Writing Group should discuss expectations with regard to time frames for publication, turnaround time of draft versions, team review of documents, etc. The lead author(s) primarily responsible for writing a manuscript should agree to responsibly manage timelines.
 - What happens if the article requires resubmission to a different journal? In some circumstances, resubmission may require substantial reworking and/or refocus of the manuscript. The Writing Group should determine whether authorship will remain the same or whether the resubmission process warrants reconsideration of the author listing order and/or additional authors.
4. **Publication Contributions:** Writing Teams should discuss the distribution of workload and contribution for each author. Journals typically require a description of each author's contribution in an authorship form or in the acknowledgement section. Biomarkers Consortium publications will generally follow the publication guidelines set by the International Committee of Medical Journal Editors, adjusted as necessary to follow individual journal standards (http://www.icmje.org/ethical_1author.html). Specifically, authors must fulfill all three of the following criteria:
- Idea/design or data acquisition or data analysis/interpretation
 - Writing or revising the manuscript
 - Approval of final manuscript

5. **Final Publication Approval:** Final approval of publications should proceed in the following order:
- Writing Group
 - Publication Subcommittee if applicable
 - Project Team
 - Any appropriate external subcommittees (ex. Parent study Executive Committee)
6. **Publication notifications:** The SPM for the Project Team should keep the relevant Steering Committee notified of pending publications and forward a courtesy copy after publications have been accepted or abstracts submitted. The SPM is also responsible for ensuring the publication is posted on the FNIH and BC websites if appropriate. Formal FNIH press releases about publication are rare; however the SPM may work with the FNIH Communications Officer to promote a lay version of the publication on Linked-In or other social media