RRISK Publications and Presentations Guidelines

In general, data analysis activities will be linked to abstract, presentation, and publication projects and carried out by a team of RRISK investigators and a Biostatistics and Data Management Core (BDMC) programmer. The Executive Committee (Jeanette Brown, M.D., David Thom, M.D., Ph.D., Steven Van Den Eeden, Ph.D., Eric Vittinghoff, Ph.D.) will oversee and coordinate these activities.

Approval of projects:

1) The first step in a project is for any investigator who wishes to be first author of a report to submit a plan for analysis/presentation/publication to the EC by contacting RRISK analyst Jennifer Creasman at jennifer.cresaman@ucsfmedicalcenter.org.

2) The plan will be set forth on the attached form, specifying:
   a. the research question, with brief rationale,
   b. the intended variables and analytic approaches,
   c. the co-authors with approximate order and role in the project,
   d. the intended meeting (for presentations),
   e. the journal (for subsequent publications), and,
   f. the timetable (for submission of a draft to the Steering Committee and submission of the paper).

3) The plan will go through an initial review, and any necessary revisions will be negotiated by EC investigators and staff.

Authorship

1) First authors:
   a. are sometimes designated for a particular project by the RRISK EC are limited to two unfinished projects per investigator (to avoid the problem of one investigator having too many projects to work on effectively)
   b. are always selected from among RRISK investigators if any are interested, and otherwise may be fellows or other interested scientists

2) Co-authors:
   a. are generally limited to five (plus the first author) on most projects, the exception being reports of the primary results of the study.
   b. may volunteer themselves for projects, with conflicts worked out by the first author (with the help of the EC if necessary) in an effort to reward prior contribution.
   c. are listed in order of contribution, as negotiated by the first author (again with the EC if necessary), except that the senior author may be last if (s)he prefers.
   d. must participate substantively in the analysis and writing project and approve the final version, in accordance with the International Committee of Medical Journal Editors guidelines (N Engl J Med 1991;324:424-8).
   e. must include at least one EC investigator
The projects and their products
1) The EC will periodically distribute, for review by the EC and resolution of any problems, a list of the status of all plans for analysis, presentation or publication.
2) Titles of RRISK abstracts and manuscripts are encouraged to include reference to RRISK.
3) The words "for the RRISK Research Group" should be included after the authors’ names.

Abstracts and presentations
1) Abstracts must be submitted to the EC at least 3 weeks before the due date. After an initial review, they will be sent to the EC, which will request revisions or approve the abstract at least one week before the due date.
2) The slides for any extramural meeting must also reach the EC at least 3 weeks before the presentation, and go through the same process.
3) Recognizing the historical fact that these deadlines have often been difficult to meet in other collaborative studies, we will encourage meeting these goals by a consistent Combination of feedback that is both positive (adulation for success) and negative (pointing fingers at offenders).

Publications
1) All authors must review each major draft of a manuscript for publication until all agree that the report is ready.
2) The first author then submits the manuscript to the EC for rechecking of the data, and for distribution to the EC and to a primary reviewer (a senior RRISK scientist who is not a co-author, selected by the EC chair).
3) Within 3 weeks the Committee acts to approve the manuscript, with or without requests for revisions; the latter are sent to the first author and the primary reviewer, and the latter approves the revised manuscript unless the EC Committee wishes to see it again.

Reports of ancillary studies and individual center data
Any report that uses the RRISK data or name must follow similar guidelines, although there is room for somewhat less stringent interpretation of them.

Revised 10/03/06