

Intestinal Stem Cell Consortium (ISCC)

Authorship and Publication Policies and Procedures

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1. Authorship and Publication Purpose and Responsibilities

Purpose: This document outlines the responsibilities of and policies related to reviewing and discussing Authorship and Publication matters within the Intestinal Stem Cell Consortium (ISCC).

- a. **Steering Committee Membership and Responsibilities:** The SC is composed of 21 members (11 voting members (1 SC Chair, 8 Contact PIs, 1 CC PI, and 1 NIDDK Project Scientist) and 10 non-voting members (8 Additional PIs/Co-Investigators, and 2 NIDDK and NIAID Program Officers)). **The responsibility of SC members is to consider, on a continuing basis, authorship associated with collaboration within the consortium and all ISCC publications.** Specifically,
 - Review proposals for publications (specifically manuscripts) of scientific work generated under the auspices of the ISCC, including ISCC data, information, resources, techniques (collectively, "ISCC Work")
 - Review the authorship of such proposed publications involving ISCC Work.
- b. **Subcommittee Membership and Responsibilities:** The Subcommittee will be composed of 5 members. The Chairperson, Co-Chair, and Subcommittee members are elected by voting members of the ISCC SC. **The responsibility of the Subcommittee will be to resolve potential disputes or issues that arise.** If a dispute is not resolvable within the SC, it will be presented to the Chair of the Authorship and Publication Subcommittee for arbitration. The arbitration will occur via teleconference or in person. Arbitration decisions will be made based on a simple majority of votes among the Subcommittee members. Following the teleconference, the Chair will submit a brief arbitration report which has the

concurrence of all parties to Subcommittee members requesting approval prior to moving forward with the submission. If arbitration fails to resolve the issue, the Authorship and Publication Subcommittee will report to the full Steering Committee and a vote of the Steering Committee will be taken. Subcommittee meetings will be convened by the Chair as business arises, or upon request of any Subcommittee member(s), and will be held by telephone conference or as a face-to-face meeting. Meetings will be organized by the ISCC Coordinating Center. The ISCC Authorship and Publication Policies and Procedures will be reviewed by the Subcommittee every 3 years or more frequently if needed.

Special Circumstances: Any circumstances arising that are not covered in the guidelines will need to be addressed by discussion at the next Authorship and Publication Subcommittee and/or Steering Committee meeting. Meetings should be scheduled timely to avoid undue delay of publications.

2. Procedures:

a. Publication Guidelines:

Proposed ISCC publications that involve ISCC Work must be reviewed by SC members before submission for publication. ISCC funding and/or support must be acknowledged in grant citations, per NIH guidelines provided in Section 3 below. Preferably, authorship should be determined at the inception of the study, project or work.

Each author must have participated sufficiently in the study, project or work to take public responsibility for the content of and approve the final version of the publication. Authorship should be based on substantive contributions to one or more of the following:

- 1) Conception and design of the study, project or work;
- 2) Generation, collection, assembly, analysis and/or interpretation of data; and/or
- 3) Drafting, revising, and approving the final version of the manuscript.

Where full authorship by an ISCC member is not warranted, but a minor contribution stemmed from published ISCC Work, ISCC may be acknowledged but the paper need not be reviewed by the SC.

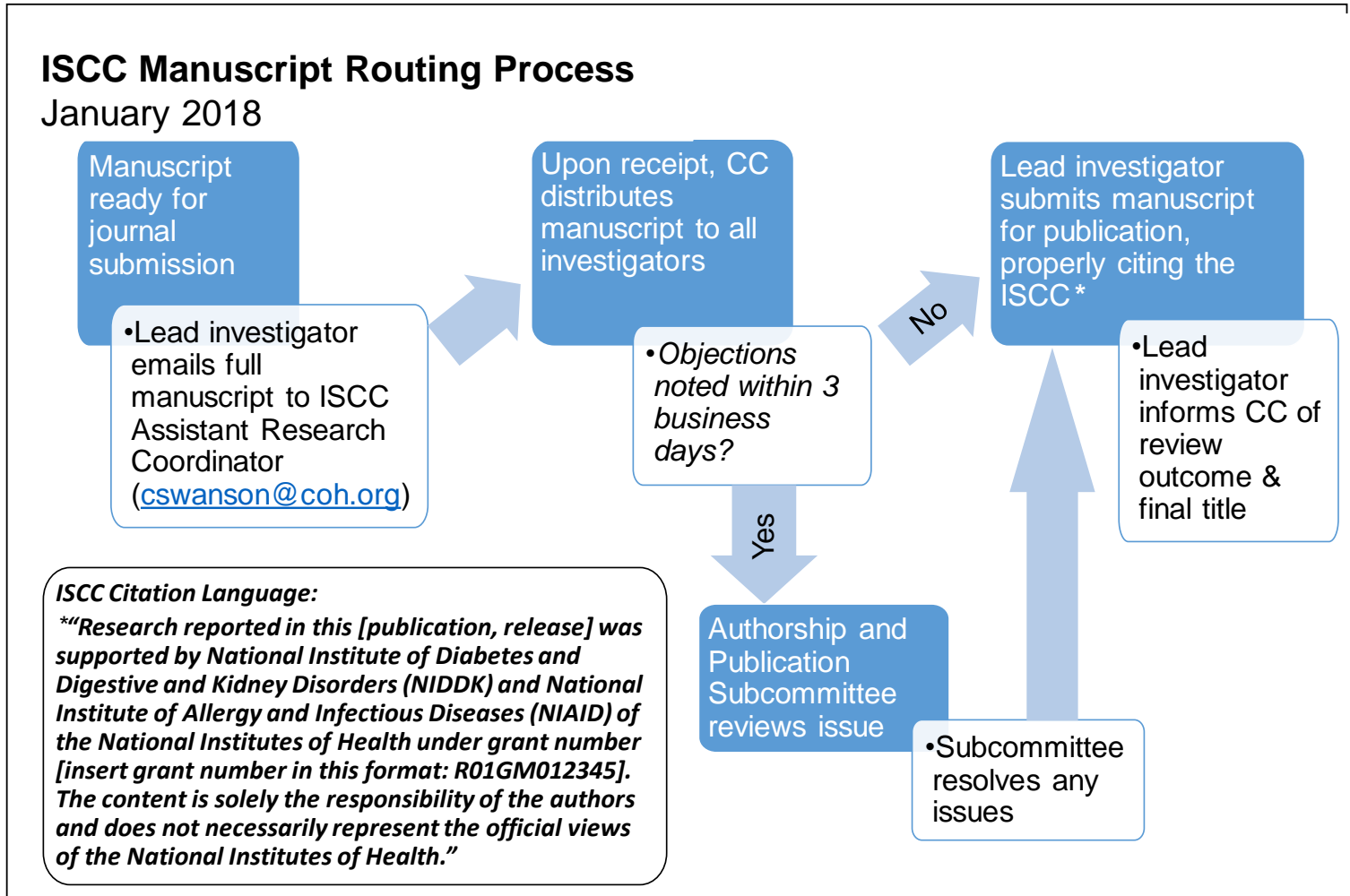
Proposed publications that use unpublished ISCC Work must conform to the ISCC Standards of Conduct (<https://isccconsortium.org/Documents>). ISCC members are obliged to maintain the confidentiality of unpublished ISCC Work that is disclosed, during the course of ISCC projects, studies, meetings and/or communications including, information disclosed during email, teleconferences and laboratory group discussions. This applies regardless of the source of funding or support for the ISCC Work to be published.

It is the responsibility of participating ISCC researchers to make potential collaborators aware of these requirements. It is also their responsibility to inform ISCC members of interactions early in the collaborative process.

The obligation for ISCC publication approval remains in effect for a period of 12 months after the last contact with ISCC. ISCC Investigators funded out of the first period of funding will continue to see and review publications out of that period of funding. ISCC Investigators funded out of the second period of funding will see and review publications out of that period of funding.

b. Publication Submission and Review:

The following outlines the procedures for proposing individual laboratory and collaborative publications (specifically manuscripts) from internally or externally driven projects, and the subsequent review process. Abstracts, posters, and AV presentations that are shown at regional, national or international meetings are not required for SC consideration, but will be submitted to the ISCC-CC for informational purposes and posted on the secure portion of the ISCC website. Any other publication that uses Consortium data or materials must have prior consideration by the ISCC SC.



b.1 Individual Laboratory Publications:

Submission: The full manuscript is required for manuscript submissions (with the exception of a manuscript without primary data, such as commentaries) and must be submitted at least 5 business days before the submission deadline in order to provide ample time for discussion and consideration by the SC. The manuscript should be submitted by e-mail to the ISCC Assistant Research Coordinator at the contact information below:

Carol Swanson
 ISCC Coordinating Center, Assistant Research Coordinator
 Email: cswanson@coh.org

Review: The Coordinating Center will distribute the manuscript, to both voting and non-voting SC members, requesting SC consideration. If no objections are made within 3 business days, the manuscript is considered approved. If discussion of any issues regarding content or authorship arise, they will be referred to and led by the Chair of the Authorship and Publication. After any necessary discussion, the Lead Investigator(s) or ISCC Sponsor should act on such feedback by editing their manuscript accordingly.

The Lead Investigator or ISCC Sponsor should be responsible for notifying the Assistant Research Coordinator of the acceptance and publication of the manuscript. Any change in title of the manuscript or publication journal must be documented. If the Assistant Research Coordinator is not informed, a follow-up with the submitting author regarding status of any approved publication will occur within 6 months after submission. The Assistant Research Coordinator will distribute status to the SC via the ISCC Weekly Email once an update is received.

b.2 Collaborative Publications Submitted by or on Behalf of the ISCC

The ISCC will create contributions to the literature from time to time that will be published as a common effort of all or the majority of its members. These manuscripts will also be submitted to the ISCC SC for consideration. The ISCC SC will follow the following guidelines in decisions about authorship:

1. Scientists/Physicians who led the effort, e.g., organized the performance of experiments or wrote the main portions of the paper, will serve as first authors, corresponding authors and senior (last) authors.
2. Other ISCC members will be added as co-authors in alphabetical order if they provided data or made significant intellectual contributions.
3. Any additional authors will be added based on their having made significant intellectual contributions to the manuscript.
4. The NIH ISCC consortium will be mentioned in two places in each paper:
 - a. In a footnote attached to the name of each author who is an ISCC member, e.g., top of the page “Name^{a,b}”, bottom of the page “^aInstitution, ^b NIH Intestinal Stem Cell Consortium.”
 - b. In the grant support acknowledgments, the approved NIH citation guidelines must be utilized (see **Section 3** below)
5. When manuscripts are submitted to journals that place limitations on the number of authors, the ISCC SC will develop a method for each case to coordinate and arbitrate the number of authors (e.g. only PIs on the ISCC as authors, only one author is named for each ISCC team site, etc.). In the case of differences of opinion, the ISCC Authorship and Publications Subcommittee will make recommendations to the SC and the SC will make any final decisions.

3. Final Publication and NIH Citation Policy

All final publications incorporating results from ISCC projects or using ISCC resources must acknowledge Consortium grant support in compliance with the NIH Public Access. According to the [NIH Grants Policy Statement](#), the following sentences should be used when acknowledging NIH support in manuscripts, presentations, posters, press releases, etc.:

“Research reported in this [publication, release] was supported by National Institute of Diabetes and Digestive and Kidney Disorders (NIDDK) and National Institute of Allergy and Infectious Diseases (NIAID) of the National Institutes of Health under grant number [insert grant number in this format: R01GM012345]. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

NIH Public Access Policy is permanent law which requires NIH-funded research be made freely available in PubMed Central within 12 months of publication. The purpose of this policy is to “Advance science and improve human health.” Researchers must remain in compliance with the NIH Public Access Policy. To do so, researchers must:

- Register for My NCBI
- Link eRA Commons account with My NCBI account
- Add publications to My Bibliography and associate your NIH grants to the appropriate publications

For more information, refer to the NIH PAP Web site: <https://publicaccess.nih.gov/policy.htm>

For a publication where citing the grant was overlooked, the following steps can be taken to associate the publication with the appropriate grant:

- [My Bibliography](#) (3 min., YouTube video, January 2012)
 1. Log into My NCBI here: <http://www.ncbi.nlm.nih.gov/myncbi/> using your eRA Commons account. Or, create a My NCBI account ([Register here](#))
 2. Or, once in PubMed click on the My NCBI link in the upper right-hand corner.
- To view/update My Bibliography, click on My NCBI, to view the My NCBI Home page:
 1. Look for the My Bibliography box in the left column; click on the “Manage My Bibliography” link
 2. In the upper area of the page that is highlighted in yellow, click on “make it public.” This will make My Bibliography publicly viewable and generate the URL for inclusion on the NIH biosketch.
 3. To add publications, start with the buttons on the right-hand side of the page (look for the “Add from PubMed”, “Add manually”, and “Upload a file” buttons); refer to the above tutorial for assistance with adding publications.
 4. Next, a Delegate can be designated for the investigator.
 - To do this, click on the email address in the upper-right hand area of the page. This will take you to Account Settings.
 - Scroll down to the bottom, and look for the Delegates heading. Click on “Add a Delegate” and type the email address. Click OK.
 - The person will receive a confirmation via email to be associated with the person’s My Bibliography. They will need to click on the link to solidify this connection.
 - [Manage your compliance with the NIH Public Access Policy](#) (3:27 minutes, YouTube video, April 2013)
 - [SciENcv](#) (3.5 min., YouTube video, July 2014)

4. Coordinating Center Publication Tracking Procedures

The ISCC Coordinating Center staff will run a monthly literature search for new publications by ISCC members and will post results on the ISCC website (<https://isccconsortium.org/>). The ISCC Coordinating Center will verify that all publications citing ISCC Work were appropriately considered by the ISCC Steering Committee. The ISCC Coordinating Center will report any deviations to the Lead Investigator and the ISCC NIDDK Project Scientist.

5. Confidentiality and Disclosure Forms

All ISCC PIs and their staff must submit updated confidentiality and conflict of interest disclosure forms at least once per year and/or prior to attending an in-person ISCC SC meeting. The Coordinating Center will compile results for the Executive Committee to review cases in need of clarification and make recommendations to the ISCC SC on addressing, disclosing and managing conflicts of interest, as applicable. The Executive Committee will also consider any conflict of interest issue of which it becomes aware through other sources. Each ISCC PI will include any disclosures as the second slide of their research project presentation for the in-person ISCC SC meetings. SC Meeting presentations and confidentiality and conflict of interest disclosure forms will be posted on the secure portion of the ISCC website.