ISCCCE And RADx-MA Authorship Guidelines, Paper Proposal and Approval Protocol (Updated, April 13, 2022)

To the extent possible, our publication policies are consistent across ISCCCE and RADx-MA, with variations largely in the review committee composition, as noted below.

ISCCCE Paper Review Committee (PRC)
The paper review committee is made up of the leadership team, including: a multi-PI*, the I-Lab Director (Kruse), Implementation Studies Unit director (Winickoff), MA League representative*, a PI or co-I with analytic expertise*, and 1-2 other co-I/PIs. Positions indicated by a * will be rotating positions with a 2-year term, who can self-nominate or be recommended by other team members. If more than 1 person is suggested for a specific term, the MPIs will make the final selection, considering individual workload and responsibilities.

If a member of the PRC is listed as an author on a submission, that member will be asked to recuse themselves from that review. In this event, the Principal Investigators may elect to bring in additional members for the review.

Any issues that arise in the conduct of the committee that cannot be resolved by the committee itself will be resolved by the Principal Investigators, Karen Emmons and Elsie Taveras.

RADx-MA Paper Review Committee

This review committee is comprised of the members of the RADx-MA leadership team, including: multi-PIs (Emmons, Taveras, Dargon-Hart), I-Lab representatives (Kruse & Pelton-Cairns), and other core team members (Lee & Erani).

If a member of the review committee is listed as an author on a submission, that member will be asked to recuse themselves from that review. In this event, the Principal Investigators may elect to bring in additional member for the review.

Any issues that arise in the conduct of the committee that cannot be resolved by the committee itself will be resolved by the Principal Investigators, Karen Emmons, Elsie Taveras, and Susan Dargon-Hart.

Manuscript Proposal, Development and Analytic Review, and Final Approval Process
Proposal Development: All papers and presentations related to ISCCCE and RADx-MA data must first be proposed to the PRC using the **paper proposal form**. The form should be submitted prior to any level of review outside of ISCCCE or RADx-MA (e.g. dissertation proposals, submission to conferences, or proposals to other groups). The proposal form will be filled out by first author, with agreement from the rest of writing group. The first author of the proposed paper should submit their form via REDCap, found here: https://redcap.link/ISCCCEPaperProposal. Once submitted, the user will get an email with a link back to their form in case they want to make revisions. First authors can expect a response within one month of submission. Please contact project manager, James Daly at jdaly@hsph.harvard.edu with any questions.

If in the process of manuscript development there are changes made to the original plans, the lead author should submit a modified proposal summarizing the changes and reasons for them using the REDCap link received upon initial submission. The PIs or selected members of the PRC will review and indicate approval or need for further discussion.

Analysis Review: Once the paper is in final draft form and before journal submission, any quantitative analysis will be reviewed by one programmer identified by the evaluation unit.

    A) The analytic reviewer will complete the review by doing the following:

        1) Run the statistical program(s) provided to ensure that reproduction of the analysis is possible and yields the results reported in the paper tables (unless in rare circumstances in which data sharing is not possible).

        2) Raise questions as needed regarding analysis techniques used and results presentation.

        3) Suggest coding style revisions, at the request of the first author and/or analyst and the agreement of the analytic reviewer, for skill sharing and development purposes.

    B) Results of the review will be returned to the first author and/or analyst by the analytic reviewer

    C) The first author and/or analyst will review the feedback, adjudicate if necessary, and make any coding revisions, update the manuscript, and repeat the review process as necessary.

Final Approval: Following analytic review and approval, the final manuscript must be reviewed and approved for submission. Typically, this will be completed by a subset of the Paper Review Committee. Our goal will be to complete the review within 2 weeks.

I-Lab Paper Writing Support

As outlined in the paper proposal form, the I-Lab Team can provide some support to authors in the following areas of the writing and submission process: adding citations, formatting figures, formatting paper for specific journals, submission to journal. Please reach out to Maddie Davies at medavies@mgh.harvard.edu if you would like to discuss any of these areas of support.

Process for including CHC staff in ISCCCE and RADx-MA papers

- All ISCCCE papers will include "for the ISCCCE (or RADx-MA) Partnership" in the authorship line, so that all CHC staff that have been involved may include the papers on their resumes if they wish. This will also allow our extensive research team members to include papers on their resumes/CVs as appropriate.

- At the initiation of each new project, the study team will let the CHC project leads know that we would like to provide the opportunity for staff to participate in papers that result from our work together.

  - A partner-facing overview of the publication policy will be provided, including a brief summary of the typical roles for manuscript authors (see Appendix A).

  - Note that most journals do have limits on the number of authors, and thus so that all participating CHCs can have representation, it is likely that one or two staff members would participate on a given paper, to the extent that there is interest. However, as noted above, all involved staff members can include the reference on their resume, as part of the Partnership.

- At the beginning of each project, the investigator team should work with the i-Lab to identify paper ideas and specific topics of interest that each CHC staff member may be especially drawn to, and when possible, will directly offer these opportunities.

- We anticipate that a rotational model across all CHC staff who are interested might be optimal, because authorship does involve time and effort. Across papers, we will offer the publishing opportunity to those who have not yet participated before moving on to the rest of the group.

- Once an idea for a manuscript proposal has been identified, the lead author will share a summary of the idea with the CHC project leads and ask them to determine if any CHC staff wish to be part of the authorship team, and in particularly ensuring inclusion of those staff members that have identified a particular interest in the topic. It is the lead author's responsibility to ensure that CHC staff members are invited into the manuscript development process in a respectful and authentic manner. By inviting CHC staff to participate from the earliest phase of idea development, engagement will be maximized. We ask that all lead authors work with the I-Lab to determine the best point of contact with CHC staff for that particular project.

Guidelines for Named Authorship: As noted above, all ISCCCE and RADx-MA papers will include "for the ISCCCE (or RADx-MA) Partnership" in the authorship line. For named authors, our guidelines draw from authorship guidelines by the New England Journal of Medicine and the American Psychological Association. ISCCCE and RADx-MA team members who have made substantial contributions to the following may be included in the list of authors on a paper:

(a) the conception and design or analysis and interpretation of the data
(b) the drafting of the article or review and critical revision for important intellectual content
(c) final approval of the version to be published.

Consideration may also be made for team members who contribute substantially to:
- Developing the research design
- Integrating diverse theoretical perspectives
- Developing new conceptual models
- Designing assessments
- The execution of intervention planning, implementation, or adaptation in CHCs

The following tasks may warrant acknowledgement in a footnote:
- Obtaining articles from the library
- Assisting in collecting data
- Inputting data
- Carrying out data analyses specified by the supervisor
- Typing, formatting, references, development of figures

Acknowledgements: The grant number must be included in the acknowledgement section of all papers and proposals. All papers and proposal must also include the following: "The authors acknowledge and appreciate the efforts of all participating CHCs". Please use the below example(s) of acknowledgment and NCI disclaimer.

Public Use Dataset: A dataset will be created that becomes public access, as required by Cancer Moonshot funding. All public use data will be de-identified, and will be restricted to elements that are acceptable to our partner CHCs. The details will be determined when NCI moves the development of this resources forward.

Common Practices Related to Dissertation Papers: When students propose to use data for dissertation papers, the above guidelines still apply. Students are expected to conduct the analyses and write up sections themselves. Dissertation committee members, who often include at least one or two faculty outside of the ISCCCE group, also spend considerable time working on such manuscripts and often are also authors on resulting papers. The expectation is that additional members of the ISCCCE team who were key to aspects of the research used in these papers will also be included as authors and will also have the chance to make comments on the manuscript. These team members can receive versions of the papers at the same time as committee members and provide comments to the first author.

Appendix A: Publication Policy Overview—Involvement of Community Partners

The Implementation Science Center for Cancer Control Equity (ISCCCE) and Rapid Acceleration of COVID Diagnostics in Massachusetts (RADX-MA) are initiatives led by Dr. Karen Emmons at the Harvard T.H. Chan School of Public Health, Dr. Elsie Taveras at the Kraft Center for Community Health at Massachusetts General Hospital, and Susan Dargon-Hart at the Massachusetts League of Community Health Centers. Broadly, the goals of ISCCCE are to develop and test strategies to improve cancer prevention and control practices and health equity in Massachusetts community health centers. The goal of RADX-MA is to implement a community-partnered COVID-testing strategy to increase the number of tests completed.

We have developed approaches to help ensure equitable participation in study products, including guidelines for including community partners on author teams. For both of these initiatives, papers will include "for the ISCCCE (or RADx-MA) Partnership" in the authorship line so that all CHC staff that have been involved with the project may include the papers on their resumes if they wish. In addition, we anticipate that in most cases one or two CHC staff members may participate as named authors on a given paper, to the extent that there is interest.

Once a publication idea has been identified, the lead author will share a summary of the idea with the CHC project leads, via the I-Lab, and ask them to determine if any CHC staff wish to be part of the authorship team. We will in particular ensure inclusion of those staff members that have identified a particular interest in the topic. It is the lead author's responsibility to ensure that CHC staff members are invited into the manuscript development process in a timely, respectful and authentic manner.

Typical roles for manuscript authors may include any of the following:
- Ongoing participation in authorship team communication
- Contributions to the interpretation of study findings
- Informing the framing of implementation or findings in local or broader context
- Participation in drafting of manuscripts sections, such as background, methodology, results, or discussion/conclusion
- Reviewing the manuscript for accuracy and relevance