

The COVID-19 Critical Care Consortium



The COVID-19 Critical Care Consortium Study Publication and Authorship Policy

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Executive Summary

- This document details the policy of publication and authorship
- Writing Committee is responsible for manuscript preparation under the guidance of Steering Committee
- Manuscripts are classified into 2 categories (Major and Investigator-Initiated). Authorship in each category includes:
 - Major: Writing Committee also comprising one or two statisticians, and 'on behalf of the COVID-19 Critical Care Consortium Investigators'. Steering Committee, Site Investigators and all other contributors to be listed in the appendix as contributors.
 - Investigator-Initiated: Writing Committee also comprising one or two statisticians, and 'on behalf of the COVID-19 Critical Care Consortium Investigators'.
 - All authors must satisfy the requirements stated by ICMJE, in particular, substantial contributions and critical review of the manuscript.
 - Any author who fails to review and respond within 7 days will be removed as authors and credited as contributor/collaborator

A. Writing Committee Objectives

- To assure timely dissemination of **The COVID-19 Critical Care Consortium** Investigators findings to the scientific community.
- To maintain high scientific standards for published material.
- To prioritize the order of publication and presentations.
- To assure equitable investigator participation and attribution of authorship in presentations and publications.
- To prevent publications that:
 - are factually or conceptually inaccurate
 - prematurely release data which might subsequently preclude publication of results in high quality peer reviewed journals
 - are redundant

B. Roles and Duties of the Writing Committee

The Writing Committee serves as an advisory committee to the Steering Committee which has final authority for approval or disapproval of recommendations of the publications.

The Writing Committee Chairperson:

- The Consortium Steering Committee will select/approve 1 person as the Writing Committee chairperson per each manuscript topic.

- The Writing Committee chairperson is responsible in forming the Writing Committee, also comprising one or two statisticians, in consultation with the Consortium Steering Committee.
- The Writing Committee chairman will be the main contact person

The Writing Committee

- The Writing Committee should be composed of no less than three persons, one of whom must be a member of the Consortium Steering Committee and one should be a statistician performing the analysis. This is to ensure clear communication with the Steering Committee.
- The Writing Committee will recommend a format and destination for each manuscript.
- Manuscripts are generally expected to be in submission-ready form for review by the Steering Committee, within two months of designation of the Writing Committee.
- Changes in the chair or composition of the Writing Committee can be made by the Steering Committee for failure to perform in a timely fashion.

C. Proposals for Publications arising from COVID-19 Consortium Study

The Steering Committee encourages **COVID-19 Consortium** investigators to submit suggestions for publications and presentations.

Overall process for main or investigator-initiated manuscript and preparation:

Idea Submission and Approval

- New idea submitted via email ECMOCARD@health.qld.gov.au
 - Rationale
 - List of Data Field required
 - *Manuscript will go through feasibility check (data availability and completeness)*
- Proposal distributed to Steering Committee and reviewed within two weeks.
 - Voting is via email, and approved by at least 6 “Yes” and 0 “No”
 - If approved, Steering committee appoints/approves Writing Committee Chairperson.
 - If disapproved, Steering Committee could propose alternative/similar idea to facilitate clinically-relevant manuscript
 - Majority vote by the COVID-19 Consortium Steering Committee will be used to resolve disputes.

Manuscript Preparation and Review

- Writing Committee is paired with Statistician to develop manuscript draft
- Manuscript draft submitted to Steering Committee within two months
- Steering Committee reviews/approves final draft within 2 weeks

Approval, Submission and Review

- Approved manuscript sent to all coauthors. Comments returned within one week.
- Final comments incorporated by Writing Committee and Steering Committee chair or his/her delegate.
- Manuscript submitted.
- Manuscript revisions after receiving journal reviewers feedback made by Writing Committee.

D. Other Disseminated Information Approval Process

All publicly disseminated information from the **COVID-19 Consortium** or information generated using **the COVID-19 Consortium** Investigators resources, including but not limited to: Press releases, manuscripts, posters, abstracts, presentation slides, transparencies, video or audio tape materials must be approved by the Steering Committee before publication or presentation.

Approval is assumed if no objection from the Steering Committee within 2 weeks. Majority vote by the

COVID-19 Consortium Steering Committee will be used to resolve disputes.

Exceptions to this requirement includes: Materials (e.g. Posters, handouts, recruitment cards) or presentations used solely to promote enrollment or inform professional audiences of the COVID-19 Consortium structure, purpose, or clinical study design. Such presentations should not include discussion of previously **COVID-19 Consortium** study data and must not result in publication of study results.

E. Detailed Rules of authorship

Attribution of authorship is expected to vary by type of publication, but in general, an inclusive approach is encouraged while fulfilling requirements listed by the ICMJE. All publications using **COVID-19 Consortium** data will normally have members of the Steering Committee as part of the Writing Committee. All publications using COVID-19 Consortium data including sub-study datasets should present the entire list of the **COVID-19 Critical Care Consortium** contributors (to be listed on Pubmed) and collaborators within the appendix.

1. Major Manuscripts (those describing the core dataset)

In summary, named authorship of Major Manuscripts will include:

- Writing Committee (Chair of Writing Committee as First or Senior Corresponding author)
- 'on behalf of the COVID-19 Critical Care Consortium Investigators'
- Steering Committee, Site Principal Investigator/Associated Investigators and any other contributors/collaborators will be listed as contributors in the appendix.

For all major publications the named authors will comprise The Writing Committee and any person with significant contributions to the manuscript, with the final phrase 'on behalf of the **COVID-19 Critical Care Consortium** Investigators'. The chair of the Writing Committee will act as corresponding author. Any other contributors (Steering Committee, Site PI etc.) will be listed as contributor in the appendix and, when allowed by the journal, it will be requested that the names of the individual members of the Group to be searchable through their individual PubMed records.

All **COVID-19 Critical Care Consortium** actively contributing site investigators, site coordinator, national coordinators and affiliated institutions will be listed as contributors, in alphabetical order. All sites that have yet to contribute patient data will be listed as collaborators, in alphabetical order.

2. Investigator-initiated Manuscripts

In Summary, authorship of Investigator Initiated Manuscripts will include:

- Writing Committee and the phrase "**on behalf of the COVID-19 Critical Care Consortium**"
- Writing Committee Chairperson will be listed as corresponding author, and, as first author

Examples of investigator-initiated publications include those generated by probing the **COVID-19 Critical Care Consortium** database, or the publication of one of the predefined sub-studies [e.g. Neurology, Cardiology, ECMO, etc.]; and those which utilize **COVID-19 Critical Care Consortium** resources but are not study primary endpoints.

The Writing Committee chair will be appointed by the Steering Committee, taking into account the suggestions of the investigator(s) proposing the study.

All **COVID-19 Critical Care Consortium** actively contributing site investigators, site coordinator, national coordinators and affiliated institutions will be listed as contributors, in alphabetical order. All sites that have yet to contribute patient data will be listed as collaborators, in alphabetical order.

3. Acknowledgements

Support of the COVID-19 Critical Care Consortium Investigators will be acknowledged in all manuscripts. This includes, but are not limited to, funding, in-kind, coordination and/or any other forms of support. In addition, studies/database used to supplement data analysis will be acknowledged.

4. Abstracts for scientific meetings

Abstracts based on Major Manuscripts will be generated by the Writing Committee appointed by the Steering Committee. All abstracts will be reviewed by the Steering Committee.

The approved, edited, abstract will be circulated to all co-authors for comment prior to submission. Co-authors comments are expected to be sent to the Writing Committee chair within 3 days. Because of limited space in abstracts, only the name of a single presenter, (the chair of the Writing Committee or his or her designee) and the phrase "on behalf of the COVID-19 Critical Care Consortium" will be listed as authors.

Abstracts based on investigator-initiated studies will be generated by the proposing investigator and reviewed and approved by the Steering Committee, or his delegates, within 3 days. Only the name of a single presenter, (the chair of the Writing Committee or his or her designee) and the phrase "on behalf of the COVID-19 Critical Care Consortium" will be listed as authors.