

## CARRA AUTHORSHIP, PUBLICATION, AND PRESENTATION GUIDELINES

### 1. Introduction

The goals of the CARRA Authorship Publication and Presentation Guidelines are to:

- a) Promote timely and high-quality presentation and publication of findings.
- b) Support broad and equitable participation by CARRA investigators in presentations and publications.
- c) Define prospectively a set of equitable rules and guidelines that can be used to determine authorship and the order in which authors are listed.
- d) Define rules and guidelines for non-authorship acknowledgements.
- e) Provide editorial support and timely review for presentations and publications.

### 2. Scope of Guidelines

These guidelines apply to all CARRA-related publications and presentations, including but not limited to those resulting from any of the following:

- Analysis of data and biospecimens collected via CARRA-sponsored or CARRA-funded protocols, including the CARRA Registry and sub-studies;
- Analysis of data and biospecimens shared via the CARRA Data and Sample Share Committee application process;
- CARRA-Arthritis Foundation Grants;
- Other studies authorized to be managed by the CARRA Publications Committee after completion of the primary study;
- Analysis of data obtained via surveys of the CARRA membership (including subsets);
- CARRA Consensus Treatment Plans (CTPs);
- Utilization of CARRA infrastructure or intellectual property, including but not limited to mailing lists, conference call time, annual meeting space, funding, or other support provided by or in collaboration with CARRA.

It is the responsibility of authors to adhere to the guidelines and to direct any questions they may have regarding these guidelines to the Publications Committee (by emailing [publications@carragroup.org](mailto:publications@carragroup.org)) in a timely fashion, per the Publications Review Timeline.

### 3. Publications Review Timeline

Authors are responsible for submitting publications and presentations to the Publications Committee in advance of all external deadlines. Publications related to Consensus Treatment Plans (CTPs) should be approved by the CTP Advisory Committee prior to submission to the Publications Committee. See table below for minimum lead times needed for the Publications Committee review process:

| Type of Publication | Time Needed for Review by Publications Committee |
|---------------------|--|
| Abstracts           | 7 days   |
| Papers/Manuscripts  | 3 weeks  |
| Posters             | 7 days   |
| Slides              | 7 days   |
| Meeting Proceedings | 7 days   |
| Press Releases      | 7 days   |

#### **4. Publication Submission Instructions**

All submissions to the CARRA Publications Committee should be submitted via the online publication review form (<https://app.smartsheet.com/b/form/f796990cb7a2460cb44353f99dde06f0>).

#### **5. Types of Publications**

Media and communications within the scope of these guidelines are subject to review by the CARRA Publications Committee regardless of publication type and include the following:

- a) Manuscripts and publications, including methodology and validation papers
- b) Proceedings
- c) Abstracts
- d) Presentations (including posters) that represent reports of any CARRA study results, findings, etc.
- e) Press Releases concerning CARRA activities or studies.
- f) Presentations given at national and international meetings

All manuscripts shall adhere to NIH Open Access policies. (<http://publicaccess.nih.gov>).

#### **6. Authorship**

Authorship requirements should be discussed early in a project so that expectations are consistent throughout the research group. Order of authorship should be determined by the author group as early as possible in the process. Publications resulting from data and/or samples obtained via the CARRA Data Sample Share Committee should adhere to the authorship plan as outlined in the approved application.

Authors should participate in the writing of the paper according to guidelines of the International Committee of Medical Journal Editors (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>.) Journals have their own authorship requirements which should be adhered to and supersede the CARRA authorship guidelines. For example, those who participated in conception and design, analysis and interpretation of data, drafting of the manuscript, critical revision of the manuscript relating to important intellectual content, and final approval of the manuscript should be included as authors. Statistical, epidemiological, genetic, or other expertise that relates directly to the conduct of the study are additional criteria for authorship. Honorary authorship will not be considered. In cases where an individual does not meet criteria to be included as an author, it is encouraged to acknowledge their contribution in the paper. Please see the General Guidelines for Authorship Contributions chart for specific examples (page 5).

#### **7. Use of the Masthead**

For CARRA studies authorized to be managed by the CARRA Publications Committee, the masthead should be used to indicate CARRA involvement:

- a) CARRA Registry papers should end in “for the CARRA Registry investigators”
- b) Studies resulting from surveys of CARRA membership should end with “for the CARRA investigators”
- c) Acknowledge/include CARRA workgroups and committees as appropriate (e.g., a sub-study of sJIA patients could use “for the CARRA sJIA workgroup”)

In the event that a study is considered sufficiently independent of CARRA support or masthead acknowledgement would be inappropriate, this requirement may be waived on a case by case basis by the Publications Committee.

## **8. Acknowledgements**

All CARRA-related publications must include the following statement: “The authors wish to acknowledge CARRA and the ongoing Arthritis Foundation financial support of CARRA.”

If there is not separate space for acknowledgements in an abstract, they should be listed in the poster or oral presentation.

An updated list of study-specific acknowledgements is maintained on the CARRA website. In general:

CARRA Registry. All CARRA Registry manuscripts are to include an acknowledgment of site investigators and coordinators listed in an appendix or footnote that identifies study centers and study site personnel to be acknowledged. This includes principal investigators, sub-investigators and coordinators who have changed institutions or retired. This list will be updated twice a year to include new study investigators and coordinators, with the most current list of acknowledgements found on the CARRA Website. If an investigator’s CARRA membership has been revoked, their name will be removed from the acknowledgment list for future publications.

CARRA Registry Substudies. Publications that result from substudies should include an acknowledgment of site investigators and coordinators from participating sites, and acknowledgment of appropriate study funder(s). Lists of acknowledgements are available on the CARRA Website. <http://carragroup.org/members/policies-templates>

## **9. Presentations**

CARRA-related presentations and posters should acknowledge both CARRA and the Arthritis Foundation, in addition to any additional funding sources.

When a previously approved presentation is to be re-presented at a national or international meeting, the authors shall notify the Publications Committee by emailing [publications@carragroup.org](mailto:publications@carragroup.org) so that CARRA may track presentations. Unchanged presentations do not require re-review.

Requests for permission by meeting organizers, industry sponsors, or non-CARRA investigators to reproduce slides, to videotape or audiotape presentations, and/or to publish written summaries of these presentations must be submitted to the Publications Committee, which will review the material to ensure that previously unpublished data are protected.

## **10. Publications Priorities and Access**

Investigators should not jeopardize the publication of CARRA Registry or other CARRA study data in a peer-reviewed journal by releasing or presenting data prematurely. Press releases should be timed to coincide with publication of manuscripts, either in print or electronically on

the internet, whichever comes first, and should respect any applicable publication embargoes. The responsible author is required to send a finalized copy of all publications to the CARRA Publications Committee at [publications@carragroup.org](mailto:publications@carragroup.org) for CARRA records. All published manuscripts and abstracts are listed on the CARRA website.

### **11. Disputes, Conflicts, and Sanctions**

The CARRA Publications Committee will mediate all disputes and conflicts related to publications, including priorities, authorship, and author order etc., among study investigators. Investigators who perceive inequities in authorship or other problems relating to authorship should discuss these concerns with the Publications Committee chairperson; if the difficulty cannot be settled in this informal manner, the concerned investigator should submit a letter to the Publications Committee chairperson outlining the problem and requesting formal review. The disputing author should agree to the process and agree to abide by the outcome of the Committee's decision. The document will be reviewed and discussed by the Publications Committee and/or by members of the CARRA Steering Committee (designated by the chairperson), and a written reply will be made to the investigator. If the chairperson of the Publications Committee has a known or potential conflict of interest, he or she shall be recused, and another member of the Publications Committee or a nonconflicted member of the CARRA Steering Committee shall assume the chairperson's role in resolution of the dispute.

If investigators publish a CARRA-related study without seeking the approval of the publications committee prior to publication, or if or if investigators seek to publish results outside the scope of an approved CARRA data/sample share application, they may be subject to sanctions from CARRA, which may include denial of access to future data or infrastructure support. These sanctions may be imposed by majority vote of the Publications Committee and with the agreement of the CARRA Steering Committee.


















### **12. Resources**

Lists of CARRA Registry, CARRA Legacy Registry, CARRA Registry substudy, and CARRA-endorsed study authors and acknowledgements, logos, and poster templates can be found on the CARRA website at <https://carragroup.org/members/policies-templates>.

For questions related to this policy, please contact the Publications Committee at [publications@carragroup.org](mailto:publications@carragroup.org).

## General Guidelines for Authorship Contributions

### Contributions Authorship? ( yes no) Comments

|   |                                  |  |   |
|---|----------------------------------|--|---|
| <b>Design &amp; interpretation of results</b> | Original idea, planning & input  |    | An idea alone may not warrant authorship, unless highly original & unique   |
|   | Other intellectual contribution  |    | Yes, but assuming active involvement  |
| <b>Supervisory role</b>                       | Supervision of the project       |    | Yes, but assuming active involvement  |
|   | Training, education              |    |   |
|   | Mentoring of 1st author          |    | No, unless substantive contribution made to study   |
| <b>Administrative &amp; technical support</b> | Resources: financial support     |    | Authorship, no; acknowledgement, yes  |
|   | Resources: animals, reagents     |    | Depends on circumstances  |
|   | Resources: database mgmt         |    | Depends on circumstances  |
|   | Resources: biospecimens          |    | Depends on circumstances  |
|   | Resources: patients              |    | Depends on circumstances  |
| <b>Data acquisition</b>                       | Original experimental work       |  |   |
|   | Technical experimental work      |  | No if routine; yes if novel methods or specific role added (eg. statistics, imaging); acknowledgement appropriate |
|   | Data analysis (assays)           |  | Yes, unless only very basic   |
|   | Data analysis (statistics)       |  | Yes, unless only very basic (eg. t-tests)   |
| <b>Writing &amp; other</b>                    | Drafting of manuscript           |  | Warrants first authorship   |
|   | Reading/commenting on manuscript |  | Substantial feedback can be acknowledged  |
|   | None                             |  | Includes honorary authorship for lab chiefs, celebrities etc.   |

Adapted from: Colbert MC, Nussenblatt RB, and Gottesman MM. Chapter 3 - Integrity in Research: Principles for the Conduct of Research, in Principles and Practice of Clinical Research (Fourth Edition), Academic Press, 2018, 33-46. (Ed. John I. Gallin, Frederick P. Ognibene and Laura Lee Johnson).