

Guidelines for PREDICT Publications

Planning of potential publications

Prior to the start of any PREDICT study the principal investigator (PI) should draft a plan of the potential publications to be developed from a research project. The aim of a publication plan is to ensure there is a timely and transparent process to allow all investigators to be consulted about potential publications and given the chance to actively engage in publications of interest.

The publication plan should be discussed with the study steering group and circulated to all the research team and site investigators on a regular basis (prior to commencing and approximately 12 monthly). It should also be used as a tool to facilitate discussion of publications at investigator meetings. The publication plan should be updated as the study progresses.

Planning template

A publication plan is essentially a communication tool and should aim to include the following information (although completion of the template will be progressive):

Draft title or topic

Name of lead author

Names of co-authors (writing group)

Author order

Potential journals (in order of preference)

Timeline & submission date

Conference presentations (relating to the paper)

Please see example 1, publication plan.

Requirements for authorship

Participation in PREDICT studies does not guarantee authorship. The PI / lead author, along with the study steering group should clarify their expectations for authorship in writing and seek agreement from the investigator group. This can be



done using a written agreement or by email.

Please see example 2, publication agreement.

Authorship order will be determined by contribution to the publication and study overall. Journal requirements must be adhered to and all authors must accept responsibility for the manuscript.

It is the responsibility of each author to ensure the submitting author is aware of his/her affiliation and details to ensure these are correctly listed.

Group authorship

Studies lead by the PREDICT network must have PREDICT entered as last author.

This facilitates PREDICT studies to be found in literature database searches.

The citation should be as follows:

“...on behalf of Paediatric Research in Emergency Departments International Collaborative (PREDICT)”

When submitting a group author manuscript, the corresponding author should clearly identify all individual authors as well as the group name. Journals will generally list other members (who are not authors) of the group in the acknowledgements and/or list them on Pub Med. In collaborative projects, authorship arrangements may be mutually agreed that are different from these guidelines (but must be approved by the Chair).

Acknowledgements

Contributors who do not meet the criteria for authorship but have contributed to the study should be acknowledged.

All project specific funding must be acknowledged as well as the Centre for Research Excellence grant (2020-2024) as follows:



“Supported by a National Health and Medical Research Council Centre of Research Excellence grant for paediatric emergency medicine (GNT1171228)”.

Review of drafts prior to submission

Throughout the process of manuscript development, there should be an agreed method of distribution. Drafts should be distributed with clear timelines for when a response is required. If the writing group does not receive replies within the given timeline, it will be assumed that there is no feedback from that author and that there is agreement with the proposed draft. Please assist by replying promptly to publication draft emails or advise if extra time is required to respond.

All PREDICT publications must be submitted to the Chair of the Executive Committee (or Vice chair if unavailable) for review and approval, prior to submission to journals or professional organisations. These reviews will be done within 14 days of receipt. Revisions should also be reviewed if there is substantial changes.

Dispute resolution

Publication disputes will be referred to the PREDICT Executive for resolution. Executives who are part of the manuscript authorship team must stand down from this process so there is no conflict of interest. The decisions made will be communicated by the Chair or another nominated Executive to the study steering group.

Presentations and published abstracts

When submitting abstracts for scientific meetings, author numbers are often limited. **If authorship is limited**, the authorship should be the presenting author in the first position, plus the Principal Investigator and then PREDICT is included as a group author in the last position - unless all authors on the study unanimously want a different structure.

Because of the short lead times for abstracts being submitted it is not expected that abstracts will be reviewed by the Executive prior to submission. However, members



should submit accepted abstracts and presentations for review to a member of the Executive, prior to the actual presentation.

All PREDICT approved presentations must include the PREDICT logo on presentation slides and posters. Templates are available at <http://www.predict.org.au/research-information/site-staff-login/>.

Please forward the details of accepted / published abstracts to the Research Network Coordinator for inclusion in the PREDICT website and endnote library at predict@mcri.edu.au.

Process for investigators proposing a publication and requiring access to PREDICT data

PREDICT investigators and external investigators can put forward proposals to use PREDICT data for research and publication. Any internal or external investigator wishing to access PREDICT data or material, needs to submit a project proposal, using the PREDICT new projects template, to the PREDICT PI of the study and the PREDICT Executive.

- If the proposal is from an internal person, the PI will review the proposal, and send it to the entire investigator group to get agreement.
- If the request is from an external party, the proposal should be reviewed by the PI as above and then forwarded to the PREDICT executive for ratification. A data sharing agreement will need to be completed by the external party if they reside outside of Australia or New Zealand. If possible, the external party should apply for honorary status in the CPI's coordinating institution in order to undertake the work and so that the appropriate affiliation can be listed (rather than the external organization they are currently working in).
- External parties are required to include study steering group authors and PREDICT as a group author (as described above).



Media and communications

Prior to the initial publication of major study findings, contact your site media and communications team to develop a communications strategy and appropriate press release if findings are likely to generate media attention. (MCRI can provide this service for PREDICT studies if local support is not available). Any media or communications to be released in the public domain should be sent to the PREDICT Chair/ Executive for approval prior to release.

Please remember to acknowledge all funding groups appropriately and invite them to use the media release.



EXAMPLE 1 – PUBLICATION PLANNING TEMPLATE FOR ASTHMA RETROSPECTIVE STUDY (30 sites)

TITLE / TOPIC	LEAD AUTHOR	CO-AUTHORS/ ORDER	JOURNAL	SUBMISSION STATUS (eg. outline, draft, submitted, revision, published)	CONFERENCES
Protocol paper	XX	TBC	AEM, EMA, MJA letter EMA letter	Draft	N/A
Primary outcome paper	XX	TBC	MJA EMA		PAS 2021 ICEM 2021 ACEM 2021
Secondary outcomes paper	XX	TBC	JPCH		TBC



EXAMPLE 2 - Email to Asthma Retrospective Study team re publication plan

Dear Asthma Retrospective investigators,

Please find attached a draft publication plan showing proposed papers for this study identified so far. Please review the plan and if you have additional manuscript proposals please send them to our project manager, for approval by the study steering group.

Once a manuscript proposal is approved and an abstract is drafted, it will then be sent to all study investigators to identify those wanting to contribute.

A response must be received by the given deadline.

We have 30 sites involved in this study.

In general, for projects involving multiple sites, a maximum limit of authors from each site will be determined and we will adhere to the journal requirements for total authors.

All other contributors including research assistants as appropriate will be acknowledged in the acknowledgement section of the manuscript.

Please note, participation in the projects does not guarantee authorship. All individuals named on the authorship line must meet the authorship criteria of the target journal.

The ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Where the journal limits the number of authors and we cannot include an author from each study site, the Study Steering Group will be asked to recommend authors for inclusion based upon the level of input into the study. Their decision will be binding.

Level of input will also be used to determine authorship order.

As a lead researcher at your site, please ensure all researchers at the site are aware of this information.

Thanks Simon