

REQUIRE: Publications Policy

A. Publications Committee

The Steering Committee of REQUIRE appointed a Publications Committee that comprises members of the Steering Committee, a clinical representative from each country, the project manager, observational study manager, database manager and the Patient Advisory Group. The current members of the Publications Committee are: Catharine West, Jenny Chang-Claude, Tony Payton, Chris Talbot, Liv Veldeman, Dirk De Ruysscher, Barry Rosenstein, Tiziana Rancati, Ana Vega, David Azria, Ananya Choudhury, Petra Seibold, Adam Webb, Erik Briers, Hilary Stobart, and Tim Ward. Any active member of REQUIRE Consortium is eligible to serve on the Publications Committee.

For the purposes of clarity, from 1st October 2018 (i.e. beyond the end of REQUIRE funding) the Publications Committee will continue in its remit as laid out below, and any person who previously worked and participated in the REQUIRE Consortium will be eligible to sit on the Publications Committee.

The primary charge of the Publications Committee is to:

- Maximise the number of high-quality, timely publications and encourage junior researchers
- Review concept forms submitted by members of the consortium and external institutes
- Promote FAIR access to REQUIRE data (**F**indable, **A**ccessible, **I**nter-operable, **R**e-usable) as detailed in the current REQUIRE Data Management Plan
- Encourage creative thinking and use of data
- Be vigilant against fraud and bad scientific practice
- Minimise turf-wars over access to or use of data and promote fairness in assigning authorships; if necessary, arbitrate in disputes
- Oversee a library on the REQUIRE website of all publications, presentations, posters and abstracts

The Publications Committee will meet on an as-needed basis. Their aim is to facilitate 'value add research' through careful consideration of submitted concept forms; ensure timely turnaround and quality publications, rather than being prescriptive or bureaucratic.

B. Project Initiation & Management

New research projects can be proposed at any time via submission of a Concept Form to REQUIRE (require@manchester.ac.uk). The Publications Committee encourages submissions from researchers associated with REQUIRE and also external investigators who wish to make use of this resource. Following open discussion and review by the Publications Committee, a decision will be made by consensus as to whether the project should be taken forward.

Once a proposal for a project is accepted, it will be signed off and posted to the REQUIRE SharePoint. Additional investigators/ study groups will be given the opportunity to join in and contribute to the proposed

project, for example by playing a role in data analysis or contributing data. Study groups that choose to sign up for a given project are agreeing to submit their data by a given deadline, and if that data passes quality control assessment and is included in the final analysis they can nominate up to three co-authors on the paper.

The lead investigator who proposes the project will undertake the analysis and write up the work themselves, or they can nominate others to do it. The lead investigator will be responsible for developing a projected time frame for manuscript preparation, however, it should generally be expected that analysis and write up of the draft manuscript is completed within six months of the data submission deadline.

The draft manuscript must be circulated *before submission*, giving at least three weeks to complete review. This will ensure there is sufficient time for all contributing study groups to suggest edits and decide co-authors and affiliations. Any errors in analysis or interpretation will be identified by other experts in the field during this review phase. As soon as this is complete the lead author can submit to the journal.

C. Authorship Designation

REQUIRE appreciates the large number of people who are involved in the project, and where substantial intellectual, scientific or practical contributions have been made to the proposed project individuals will be credited as co-authors. All individuals credited must qualify for authorship according to standard journal requirements (e.g. JAMA guidelines for authorship) as well as those laid down in this policy document. There will be the option to accommodate joint first authors, joint second authors and joint last authors as appropriate. The lead investigator is responsible for keeping the Publications Committee updated as to the membership of the core writing group and other likely co-authors.

REQUIRE encourages collaboration between investigators and recommends discussing potential problems at an early stage. The investigator making the largest contribution will serve as the first author and/or present the paper at a conference.

Typically the lead investigator will have been responsible for:

- formulating the concept of the project
- leading data analysis
- writing the initial draft of the publication

The core writing group will comprise individuals who were involved in any of the following:

- writer and/or editor of manuscript
- design and/ or management of project
- processing and/ or analysis of data

Co-authors contributing to the observational study in terms of patient recruitment and data collection will be listed in alphabetical order:

- Up to a maximum of three members of each study group (or recruitment centre contributing at least 20 patients to REQUIRE) will be entitled to co-authorship either because they were involved in the original design, management, physics support or they contributed patients to the study
- It is the decision of each study group to decide which individual co-authors will be named on each manuscript

D. Abstract Submissions

The authorship designation for manuscripts applies equally to abstract submissions to scientific meetings and conferences. A draft abstract must be circulated to all co-authors before submission giving as much time as possible prior to the deadline. Ensure all copies of all abstracts are sent to the REQUITE (requite@manchester.ac.uk).

E. Conflicts & Disputes

If disagreements arise, the Publications Committee can be brought in to try and resolve disputes, and ultimately will seek to make a final decision regarding authorship, acknowledgement of investigators and institutions. If necessary, they can also arbitrate in the review process. If there is no consensus following arbitration, an external ombudsman can be appointed to make the final decision.

F. Acknowledgments

All publications must acknowledge REQUITE funding as follows: “REQUITE received funding from the European Union's Seventh Framework Programme for research, technological development, and demonstration under grant agreement no. 601826.”

Membership of the Consortium alone is not sufficient for individuals to be named or acknowledged on *every* manuscript, although efforts will be made to ensure local collaborators are acknowledged where possible in accordance with the journal's guidelines.

G. Confidentiality

All project-generated data, materials, results, and reports are confidential and should not be disclosed to any third party nor use such data for any other purpose without the knowledge and consent of the Publications Committee. Data protection pertains to all data collection and abstract forms, questionnaires, databases, protocols, lab conditions, and website design and content. Requests for any project related materials must be presented in writing.