ARIC Publications Committee Processes and Procedures

Committee list

★ ARIC Publications Committee

The Publications Committee is responsible for reviewing and approving all manuscript proposals, as well as abstracts.

If you would like to submit a Manuscript Proposal:

1. Download and complete the ARIC Manuscript Proposal form located under the main ARIC website, under the Publications ➔ Policies & Forms tab
   (http://www.csc.unc.edu/aric/utility/docfilter.php?study=aric&filter_type=policy&sorter=s_mid)
2. Once you have completed the form in its entirety, send an electronic copy to Nell Malone at the Coordinating Center.
3. Nell will assign the manuscript proposal an ARIC MS Proposal number, add it to the agenda, and input it into the Manuscript Tracking system (available to PIs on the main ARIC website, under the Publications tab, here: http://www.csc.unc.edu/aric/published_public.php). She will email you with the ARIC MS Proposal number, which you may use for any future correspondence regarding this manuscript proposal.
4. Once the manuscript proposals have been reviewed by the Publications Committee, they will be assigned a status (approved, conditionally approved, or deferred) and priority, and the notes along with the proposals are then sent to the Steering Committee for final approval.
5. Once the Steering Committee completes the approval process, you will receive an official letter with the Committee's decision from Jenni Seltzer (aricju@jhsph.edu).

*** Please keep deadlines for submissions in mind when submitting manuscript proposals. The Publications Committee meets on the second Tuesday of each month, and materials for the call go out the Friday before (e.g. materials for a call on Tuesday, 11 May will be sent out on Friday, 7 May). Therefore, all manuscript proposals need to be sent to Nell no later than noon the Friday prior to the call.

For a detailed process flowchart on the Publications Committee manuscript proposal process, please click here.

Click here to see a list of scheduled Publications Committee meetings and manuscript proposal submission dates.

Abstract submissions

If you would like to submit an abstract for approval:

1. Submit the abstract as a Microsoft Word attachment via email to Nell Malone at the Coordinating Center.
2. In the body of the email include
   a. The Abstract title and the title and ARIC Manuscript Proposal number that the abstract is affiliated with.
b. The Organization to which you will be submitting the abstract.
c. The name of the conference at which you will be presenting the abstract.
d. The dates, city, and state the conference will be held.
e. The deadline by which the abstract needs to be submitted.

3. Nell will forward the abstract, along with the information regarding the conference to the Publications Committee for approval.

4. Once the committee reviews the abstract and makes a decision regarding approval, you will be notified of their decision via email by Jenni Seltzer.

Some things to remember:

1. An abstract will only be considered for approval by the Publications Committee for an approved Manuscript Proposal.

2. The Publications Committee has **one week** from the date they receive the abstract to review it and make their decision.

3. If you submit an abstract to the Publications Committee for approval without the one week time consideration, you may still submit your abstract to the conference for consideration **contingent on your agreement to withdraw the abstract should the committee reject your submission.**
Appendix A

Steering Committee – Ancillary Study Approval Process Diagram

Completed Ancillary Study Proposal

(email) To: Dr. Aaron Folsom
CC: Nell Malone

Proposal reviewed at Steering Committee conference call

Approval/Deferral notice sent to the person who sent in the proposal.
Appendix B

THE ARIC MANUSCRIPT PROPOSAL REVIEW PROCESS:

MANUSCRIPT PROPOSAL SUBMISSION

P&P Review

Deferred
Approved
Approved with Comments
Conditional Approval

A notification letter is sent to the writing group lead author along with any comments from P&P Committee.

P&P decision approved
P&P decision reversed

Re-write with changes submitted to P&P Committee Chair.

Steering Committee Review

Deferral approved by the Steering Committee; a notification letter is sent to the writing group lead author with comments and/or suggestions intended to guide the writing group on what to change should they want to re-submit the proposal.

Resubmission of deferred manuscript proposal to P&P Committee.

Paper writing begins. Data obtained /used following established procedures.

Completed manuscript submitted to ARIC editor for review (Peers, Steering, CC) Review. (NHLBI reviews when MS includes an NHLBI co-author).

Approved
Deferred

Notification letter sent to lead author that manuscript has been approved for submission to journals (or returned with comments for revision and re-review).

Re-write with changes suggested by review.
### Appendix C

**Publications Committee - Meeting Schedule for 2011**

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheduled Meeting Dates</strong></td>
<td>11</td>
<td>8</td>
<td>8</td>
<td>12</td>
<td>10</td>
<td>14</td>
<td>12</td>
<td>9</td>
<td>13</td>
<td>11</td>
<td>8</td>
<td>13</td>
</tr>
<tr>
<td><strong>Proposal Submission Deadlines</strong></td>
<td>7</td>
<td>4</td>
<td>4</td>
<td>8</td>
<td>6</td>
<td>10</td>
<td>8</td>
<td>5</td>
<td>9</td>
<td>7</td>
<td>4</td>
<td>9</td>
</tr>
</tbody>
</table>