



A. ADMINISTRATIVE NOTES

A.1. The study website has an abundance of information to assist researchers within and outside the project to get involved. Initial contact for questions related to manuscript proposals and ancillary studies can be made through contact with HCHSAdministration@unc.edu should you not find your answer.

A.2. Committee work is done through website portal.
No email submissions are accepted. From proposal to abstract or poster and finally the draft manuscript, all reviews are done by Publications Committee (PC) using the HCHS/SOL website portal. Contact HCHSAdministration@unc.edu if there is a question regarding the process or website

A.3. Each investigator should have a study website account and complete directory listing. A new account may be obtained through the HCHS/SOL website with the assistance of the Principal Investigator. [Contact HCHSAdministration@unc.edu](mailto:HCHSAdministration@unc.edu) for questions.

B. AUTHORSHIP PUBLICATIONS POLICIES

NOTE: This section supplements policies stated in Manual 1 (Study Protocol, General Description and Study Management). See excerpt from study protocol section 4.0.

B.1. PROPOSALS ARE SPONSORED BY HCHS/SOL PIs -- All paper proposals should be pre-vetted by a HCHS/SOL (parent study) site PI sponsor. For Ancillary Studies papers, the sponsor noted on the website proposal form should be the HCHS/SOL PI as well as the Ancillary Study PI. When a lead author is new to HCHS/SOL, the PI or sponsor should be prepared to share with the Publications Committee who the lead author is and his or her qualifications/expertise/experience.

B. 2. GENERALLY, MANUSCRIPTS HAVE 12 or FEWER CO-AUTHORS --

All co-authors must contribute. In special circumstances, the limit of co-authors can be extended by the Publications Committee, e.g., when a paper is combined with another paper or a dissertation committee is listed.

B. 3. CO-AUTHORS NAMED IN THE PROPOSAL -- The collaborative nature of the project is extended to the study papers and in that vein, the lead author may name

up to four additional persons (from his/her center or elsewhere) for automatic co-authorship. Including the lead author the total of named authors will not be more than 5. The co-authors named on the proposal submission are expected to have reviewed the MS proposal prior to submission to PC. It should be noted that listing a PI sponsor does not automatically confer authorship on the PI. If you wish to name the sponsoring PI as a co-author, please also list him/her in the co-author section.

B. 4. CO-AUTHOR NOMINATIONS -- After the proposal is approved by the PC and assigned an MS number, a period of less than three weeks, the PI of each site may add names of persons who could contribute to the paper. The nominations for individuals not named by lead author must be accompanied by justification for nomination. The nominations close at the end of each month for the recently approved proposals and lead authors are notified by email that the website listing for the specific manuscript has the updated list of co-authors. The lead author is encouraged to communicate promptly with the co-authors. The study website's Manuscripts in Progress report has an email tool to facilitate communications. If during the course of developing the paper, the lead author wants to name more-coauthors, he or she must provide justification in an email request to the Publications Chair (cc to HCHSAdministration@unc.edu).

B.5. ACKNOWLEDGEMENTS : FUNDING – Required text to include at end of manuscripts submitted for publication

Text that must be included in the acknowledgements section of all manuscripts is provided in the Special Notes For All Primary/Lead Authors, which can be seen on the website under Publications → Publications Information → Special Notes For Primary/Lead Authors

(Relevant ancillary study grant numbers must also be included)

For all manuscripts with an NHLBI author and submitted for review and approval by NHLBI, please now add the below disclaimer statement:

“The views expressed in this manuscript are those of the authors and do not necessarily represent the views of the National Heart, Lung, and Blood Institute; the National Institutes of Health; or the U.S. Department of Health and Human Services.”

NOTE: Published papers must adhere to the NIH Public access policy (<https://publicaccess.nih.gov/policy.htm>) and acknowledge all funding appropriately. This includes depositing the manuscript through the NIHMS system (<https://www.ncbi.nlm.nih.gov/books/NBK3846/>) or ensuring that this is done by the journal, and also associating the manuscript with *all* parent study contracts, plus any relevant ancillary study grant numbers, e.g., through NCBI (https://www.nlm.nih.gov/pubs/techbull/ja12/ja12_myncbi_new_features.html).

C. SPECIAL TYPES OF PAPERS AND GRANTS

NOTE: The following principles apply:

1. Authorship: Recognition must be given to the contribution of HCHS/SOL investigators to organizing, obtaining, and providing HCHS/SOL data, even for papers that generate new data in ancillary studies but also use HCHS/SOL data. This recognition is reflected by including HCHS/SOL parent study investigators as co-authors.
2. Credit and tracking: HCHS/SOL must track any papers, ancillary studies, grant proposals, and presentations that involve HCHS/SOL data and must approve use of such data.
3. Exceptions: Any exception to the above must be approved by the Publications Committee on a case-by-case basis.

C.1. ANCILLARY STUDIES PAPERS AND GENETICS PAPERS BASED ON HCHS/SOL DATA

The above authorship processes/rules (delineated in section B) apply for Ancillary Studies papers and Genetics papers that are based on HCHS/SOL data. If the lead author wishes to have more than the 5 allowable named authors, plus any co-authors who have been nominated by the PI's, he or she may request co-authorship of additional co-authors by writing to the PC Chair (copy to HCHSadministration@UNC.edu) and provide justification.

C.2. CONSORTIA PAPERS INCLUDING GENETICS CONSORTIA

It is recognized that genetics papers often have a large number of authors, as do other consortia papers, and they may only allow a limited number of slots for HCHS/SOL. However, HCHS/SOL must be represented and it is the responsibility of the HCHS/SOL liaison to the consortium to ensure representation. The PC must be notified that these papers have a limited number of slots for HCHS/SOL before the nominations process by PIs begins. In other ways, these papers must adhere to the HCHS/SOL procedures.

C.3. TECHNICAL/METHODOLOGICAL/STATISTICAL PAPERS

Manuscripts on statistical or technical methods that do not report any major finding of HCHS/SOL do not need to be circulated for additional authorship. However, manuscripts that apply a method to an outcome where new or reanalyzed data are presented must be open for nominations by PIs. If authors want their methodology paper to have restricted authorship, they need to include a request and justification for this.

C.4. DISSERTATION PAPERS

Dissertation papers may have 6 named authorship slots consisting of the lead plus 5 others from same center. Exceptions are made with proper justification.

C.5. K AWARD PROPOSALS AND SIMILAR SUCH GRANTS (e.g. AHA EARLY CAREER GRANTS, F31, F32, DIVERSITY SUPPLEMENTS)

An Ancillary Study proposal for a K Award that primarily involves manuscript writing requires that the investigator must have at least one approved manuscript proposal on the topic of the K AWARD. Please reference the assigned MS# in the memo to the Ancillary Studies Committee. Description of other manuscript proposals to be developed would be welcome. Both the concept proposal/cover letter (as specified in the Ancillary Studies Committee requirements), and a copy of the approved manuscript proposal should be submitted to:

hchsadministratioin@unc.edu

nschneid@miami.edu

sylvia.smoller@einstein.yu.edu

C.7. PROPOSALS FOR GRANTS TO REQUEST FUNDING FOR ANALYSES OF EXISTING HCHS/SOL DATA (R21, R03, AND OTHER SUCH MECHANISMS).

Investigators who wish to submit a grant proposal to obtain funding to analyze existing HCHS/SOL data, should submit specific manuscript proposals to correspond to the 3 most important specific aims of the grant to the publications committee. Generally, 3 proposals are appropriate. Any other proposals can be submitted after the grant is funded in the usual way. If the proposals are approved, the investigators may submit a draft letter of support for the PC Chair to sign and this can be included in the grant proposal. Such proposals which request funding to analyze existing data must also be submitted to the Ancillary Studies Committee (See the Ancillary Studies (AS) section for related AS policies. Applicants are encouraged to contact the appropriate Institutes to find out their requirements.

In cases where the grant proposal is based on data from numerous sources, approval of one manuscript proposal describing the proposed use of HCHS/SOL data may be sufficient.