



HCHS/SOL Publications Guide for First and Senior Authors

Please ensure that you review and understand HCHS/SOL publications guidelines, at: [HCHS/SOL Website](#) → Publications Hub → Resources for Authors. Important sections and documents include:

- Publications Policy and Process: Overview of policy and process aggregated from multiple documents; a useful starting place for those new to the study.
- Manuscript Proposal Form: Includes instructions and example of information required for submission.
- Special Notes for Lead Authors: Provides information on use of study title, adherence to NIH public access policy, process for abstracts and presentations, use of Latino/Hispanic, acknowledgements, and other important information.
- Recommendations & Guidance for HCHS/SOL Manuscript Writing: Prepared by the HCHS/SOL Coordinating Center biostatisticians with helpful content to address specific questions commonly raised by journal editors and reviewers of HCHS/SOL publications.

REMINDERS/RESPONSIBILITIES

- All publications, abstracts, presentations, etc., must be vetted by the SOL Publications Committee (PC) and linked with a manuscript proposal and number on the HCHS/SOL website.
- Proposal submission requires parent study PI sponsorship, and PIs must review and approve the proposal before submission.
- A proposal can be submitted with a lead plus four named co-authors. Each site then has the opportunity to nominate additional authors, with up to 12 authors per manuscript, before the final writing group is finalized.
- If you wish to add an additional author later in the process (e.g., student, statistician) approval must be obtained from the PC.
- Confirm the named authors group on the publications website once approved, and be sure you are engaging the **entire** authors group in manuscript development and/or review.
- All co-authors must be given an opportunity to review and approve a manuscript, abstract, presentation, etc. before it is submitted to the PC. As a general guideline, provide 2 weeks for writing group review, plus additional time to integrate feedback before submitting to the PC. Depending on the extent of revision, a second review with a requested 1 -2-week turnaround time may be appropriate, and additional comments must be integrated prior to PC submission.
- Generally, two publications committee members will review the proposal (or manuscript, abstract, presentation) and may recommend to accept, require changes, recommend changes, request a revise and resubmit, or reject. Allow time to integrate changes and possibly re-submit your proposal or manuscript (or abstract, presentation) based on PC outcome.
- Plan ahead, submit early, and allow extra time for special issues, abstract deadlines, and other targets that require a strict timeline.
- Abstracts and presentations should be submitted to the PC at least one week before a conference submission deadline; two weeks is preferred. These must be linked with an approved manuscript proposal; all co-authors must approve the content before PC submission.
- Use study templates for posters and presentations (available here: <https://sites.csc.unc.edu/hchs/study-templates>).
- Understand and adhere to the NIH public access policy and appropriately link all relevant HCHS/SOL grants (parent study grants, ancillary study grants) to your publications, <https://publicaccess.nih.gov>. It is the responsibility of the first or senior author to ensure the article is deposited by the journal, or to deposit the article directly. Also see Important Special Notes for Primary Authors / Presenters - Funding Acknowledgement Text in the publications section of the SOL website.