

HCHS/SOL: Publications Policies and Procedures

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Agenda



Getting Started

- Websites and accounts
- Scientific Interest Groups
- Overview of the PC process - from idea to publication

Special considerations

- Authorship
- Splitting and Revising Paper Proposals
- Common Questions

Q&A – combined

Objectives of SOL Policies and Procedures



- **Disseminate Key Findings**
 - Ensure the rapid and timely sharing of major HCHS/SOL scientific findings with the scientific community and other stakeholders.
- **Support Career Development**
 - Foster training and career growth through opportunities for presentations, publications, and ancillary studies.
- **Track Study Impact**
 - Monitor the impact of the study through metrics such as publications, presentations, and the funding of ancillary studies leveraging HCHS/SOL data.

SOL welcomes collaborators at all career stages: Getting Started....



Review the Study Website

<https://sites.csc.unc.edu/hchs/>

Use the Website Portal

<https://sites.csc.unc.edu/hchs/WebsiteHelpPage>

If you don't already have one, request an affiliate investigator account:

SOL Website: <https://sites.csc.unc.edu/hchs/>

“Create new account” button

Complete all information

Select Center affiliation (SD if at SD or SD affiliate, etc.)

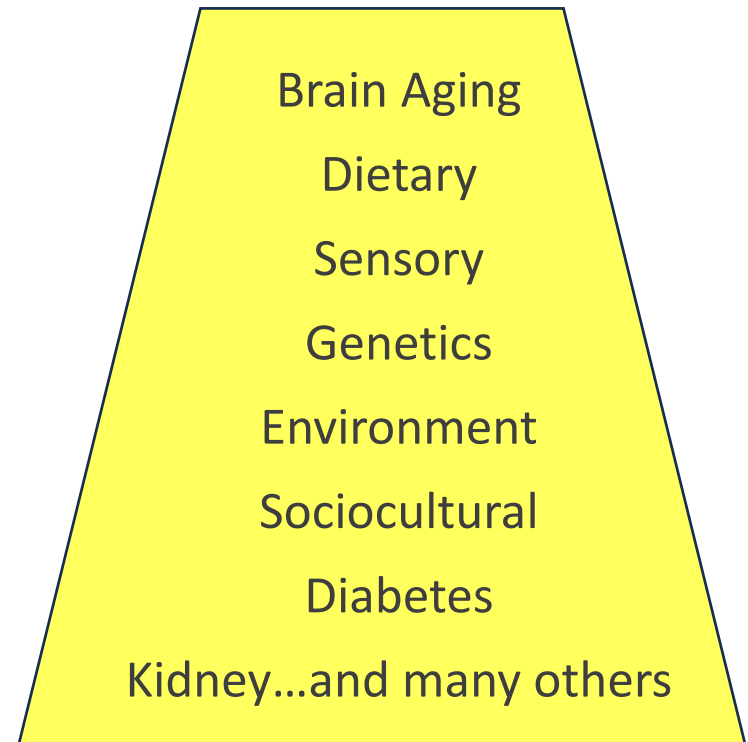
In “Notes for Web Administrator - if needed” box, write: “I am working with Linda Gallo at the SD Field Center” (Carmen at the Bronx; Amber at Chicago...etc.; Tamar on ‘omics studies; Hector on SOL INCA...etc.)

Join a Scientific Interest Group (SIG)



<https://sites.csc.unc.edu/hchs/sigmem>

- Hear about ongoing manuscripts and opportunities for collaboration
- Present your ideas or analyses and obtain feedback from people with diverse backgrounds/career levels
- Get to know others involved with SOL from across the U.S. and beyond
- **To join:** Once you have an account, log in, and at top of SOL page select “**my account**” then “**edit**” tab. Page down and simply **check boxes of SIGs** you would like to be part of. **Save changes.**

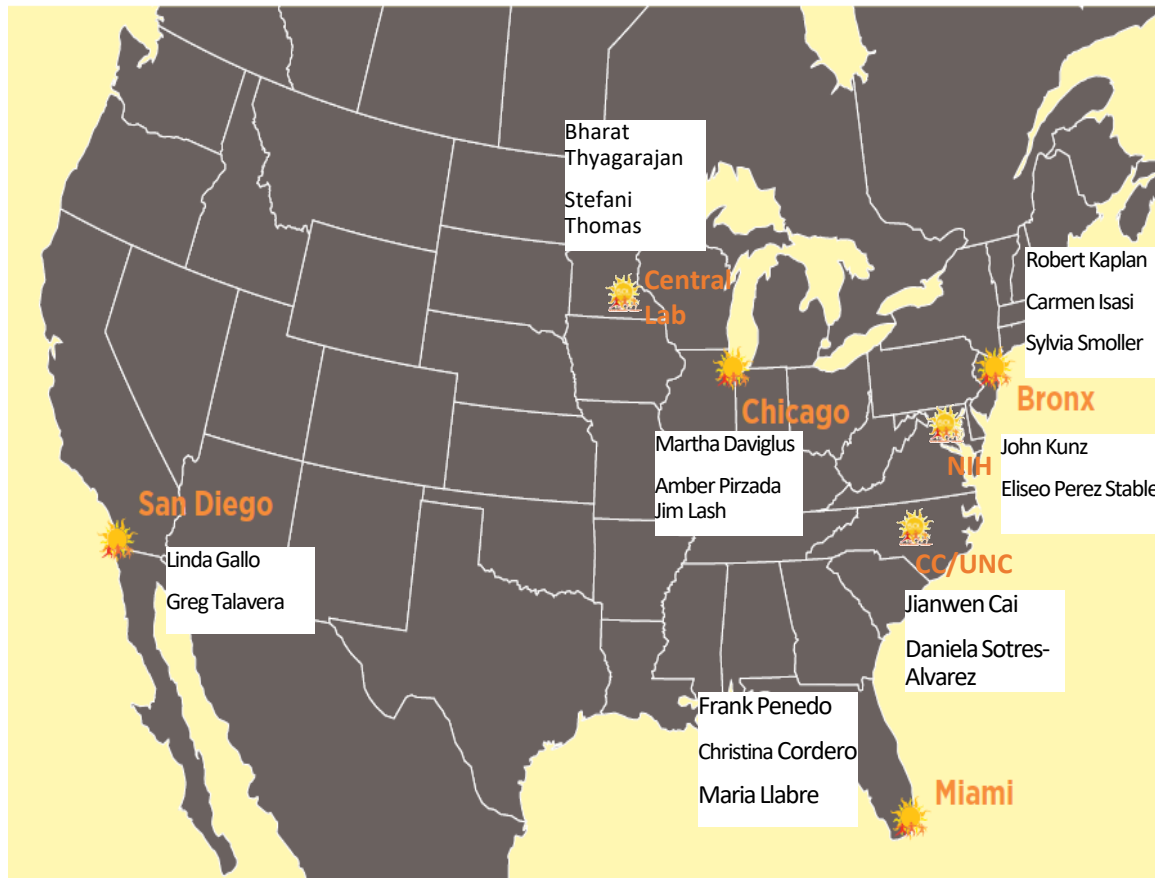


<https://sites.csc.unc.edu/hchs/>

HCHS/SOL: Collaboration Process



- To initiate a more formal collaboration (manuscript, AS), connect with one of the HCHS/SOL PIs for support and sponsorship:
HCHS/SOL PIs/Co-PIs and/or NIH Program Staff

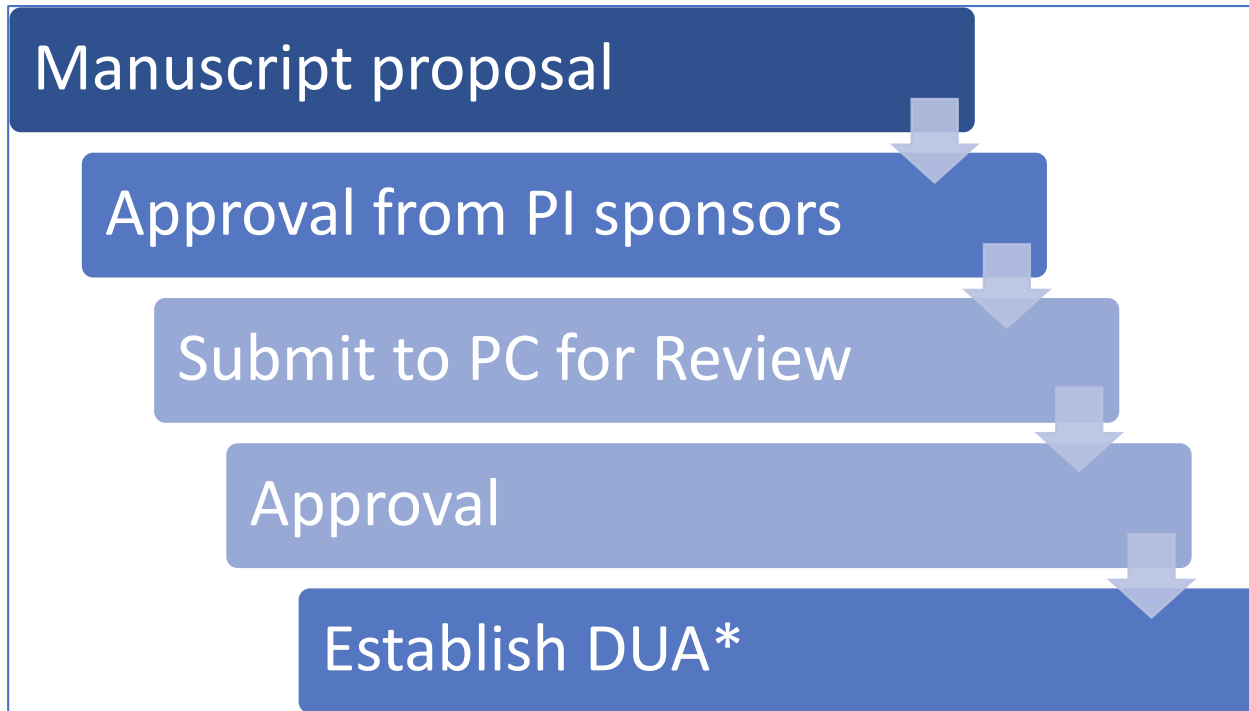


Important:

Want to work with SOL
Ancillary Study data?

You must also be co-
sponsored by the AS PI/s

Want to present or publish SOL data? Start with a manuscript proposal



***PI Sponsor will assist with DUA and obtaining dataset**

Manuscript Proposals



An online web form is used to submit your paper proposal to the HCHS/SOL Publications Committee

- <https://sites.csc.unc.edu/hchs/node/add/hchs-proposal>



Word version clone can be downloaded



Rationale (with overlap), aims/hypotheses, measures, analyses and table shells**



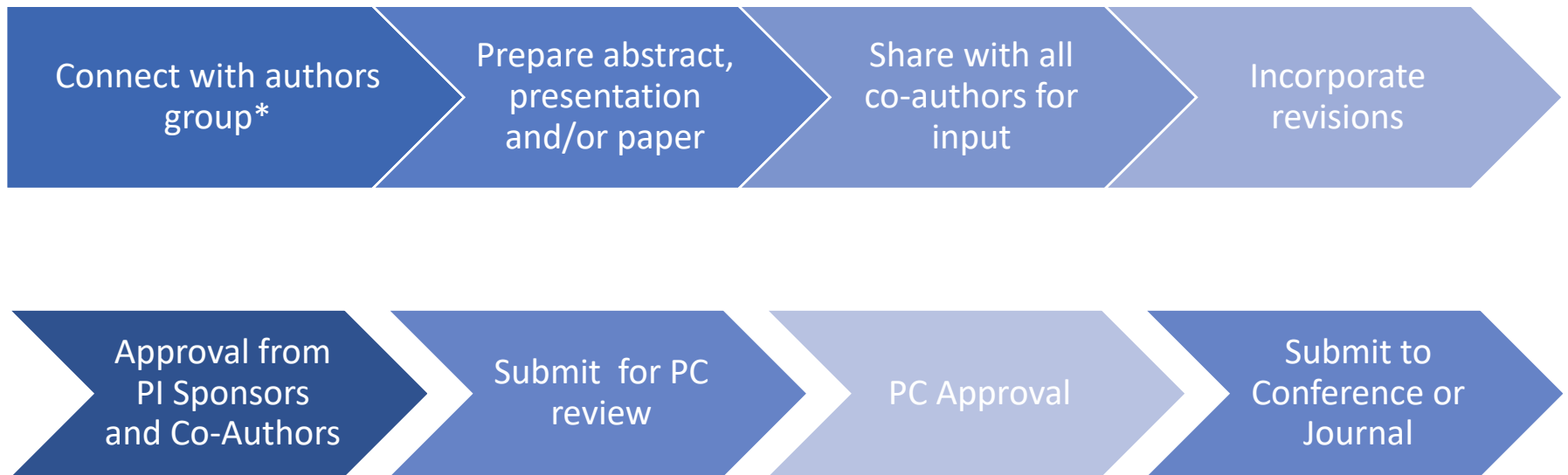
Examples available



Proposal Content and Review

- Clear rationale supported by relevant literature
 - Remember to cite prior work from HCHS/SOL
- Specific aims and hypotheses follow rationale and are feasible in HCHS/SOL
- Primary variables needed for analysis and definitions are provided
- Analysis plans with detail to ensure appropriate to the study
 - In most cases, need to incorporate weights and complex design
- Table shells are required
- Sample size/power should be considered for specific objectives
- Authors are responsible for checking published papers and other proposals for potential overlap
 - **Include section labeled “overlap” in Rationale section –list papers/proposal numbers and titles with potential overlap and explain how proposed aims are distinct**

Manuscript Development: After Proposal is PC Approved



Manuscript Review Process



- Near final/penultimate manuscripts are reviewed
- Manuscripts should follow the approved proposal
 - Major deviations need approval or a new manuscript proposal
- The manuscript should be accurate, and the data appropriately analyzed
 - Periodic checks of analyses may be conducted by the CC
- All co-authors (and PI sponsors) must approve the final draft of the manuscript prior to submission for PC review
- Authors list should match website, but additions and exclusions may be indicated*

SOL PC Review Timeline



- Most proposals and papers are assigned to two reviewers (generally, the week before the PC meetings which occur every first and third Thursday of the month)
 - Next Meetings: March 6th and 20th 2025
- Generally, takes about 3-4 weeks from submission to decision but this depends on submission timing
- Abstracts, presentations, etc. are reviewed on a rolling basis

PC Proposal and Manuscript Review: Decisions and Implications



Approved

Congratulations!



Approved with recommended changes

Consider analytic or other suggestions with sponsor/writing group



Approved with required changes

If a proposal receives this decision - when you submit the draft manuscript, include a cover letter stating how you addressed required changes*

If a manuscript receives this decision - work with PI sponsors/core writing group; consider sharing suggested changes and revisions with co-authors



Revise and resubmit

Revise proposal or manuscript with help and approval from sponsor/s and (probably) core writing group

Re-submit the proposal or manuscript on the website

Check “Revised” box; include “Revised” in title; upload point by point response/cover letter

Authorship Guidelines



- Proposals can include up to 8 authors total (lead and 7 co-authors)
 - Note: listing someone as PI sponsor does not make them an author
- Additional co-authors will be added by PC after approval during the nominations phase
 - Acknowledge contribution of investigators to all study stages
 - Represent expertise across the SOL primary and AS site
 - Email notice stating that authors group is final, with link to website listing authors, and can then reach out to authors group
- No official limit on the number of authors (defer to journal), but ≤ 14 is "reasonable"
- Follow ICMJE Authorship Guidelines
<https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- Lead authors determine order of authors

Authorship Changes



Adding Authors

Report additions with brief explanation at the time of manuscript submission

reviewers' comments.

Add a new file *
Please use ONLY "underscores" _ or "alphanumeric" (Aa-Zz, 0-9) characters in the file name.
 no file selected
Files must be less than 512 MB.
Allowed file types: doc docx xls xlsx ppt pptx pdf bmp gif jpeg jpg png tif txt.

This paper is being led by an Early Stage Investigator *

The list of Co-Authors on website matches the draft paper *
Go to My Work -> Manuscripts in Progress to check current list of Co-Authors.

Website list of Co-Authors needs corrections *

Specific Co-Author corrections (subject to Pubs Committee approval) are

Additional notes for consideration
E.G. If the paper does not require data verification please specify the statistician and whether they are certified by



Excluding Authors

If co-author asks or agrees to be excluded: Notify PC Co-Chairs with cc to HCHSadmin via email.

If no agreement is obtained: The lead author must send at least 3 email requests, at least one of which cc's the PI sponsor before requesting to exclude an author; then, notify PC Co-Chairs with cc to HCHSadmin via email.

Keep in mind...

Each abstract, presentation, manuscript

- Must be submitted via the web portal and linked to a specific approved manuscript proposal
- Must be consistent with the linked proposal
- Must be reviewed/approved by all authors and the SOL PC prior to presentation or Journal submission

One proposal = one manuscript*

Too much content for one manuscript?



Request to “split” the manuscript:
Email to PC chairs and HCHSadmin, brief rationale and proposed title for new paper

Appropriate if aims are part of the original proposal

If approved, a new proposal number will be provided (1570 and 1570B with new title)

Otherwise, a revision or new proposal may be needed (Consult with PI sponsor and/or PC Co-Chairs)

Want to revise a proposal?

- Many changes do not require PC approval (e.g., variable definitions, analyses, covariates, etc. change as paper progresses)
- Some revisions can be handled by sending an email request to the PC chairs (cc to HCHS admin)
- Some revisions may require a new proposal to ensure accurate tracking of in-progress efforts and avoid future overlap (e.g., substantial change to aims, exposures, or outcomes)
- Please consult with PI sponsor and/or PC chairs if you aren't sure what is required

Common questions



Do I need approval from the PC for a local presentation?

Answer = No



Do I need approval from the PC for a national presentation of published data?

Answer = No *



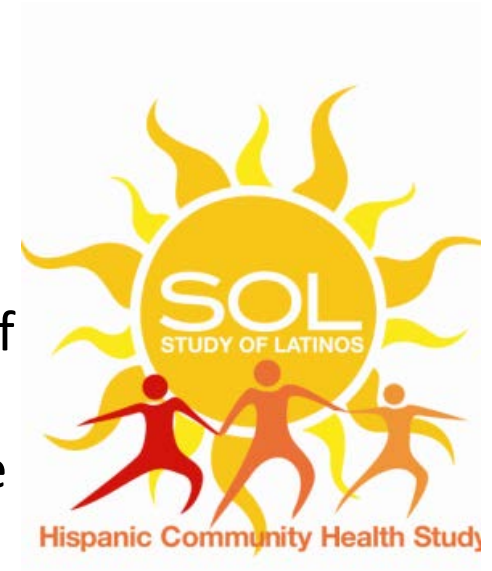
If an abstract has been approved, can I submit to another meeting?

Answer = Yes *

*Please inform us for tracking purposes

Guidance and Collaboration

- SOL investigators are committed to expanding the pool of people working with the study
- We are invested in supporting and fostering collaborations with ESIs
- SOL Investigators
 - Help you refine your ideas based on knowledge of other ongoing studies
 - Identify measures, variables, and when they were collected
 - Review your proposals before submission and provide PI sponsorship
 - Connect you with other SOL investigators
 - Assist with the Publications Committee and Ancillary Studies review process



Questions?



Special Types of Papers



Papers that integrate AS data follow the same guidelines

Please be sure to select all AS linked with a given proposal when submitting

Must have both parent study and AS study PI sponsors/ approvals



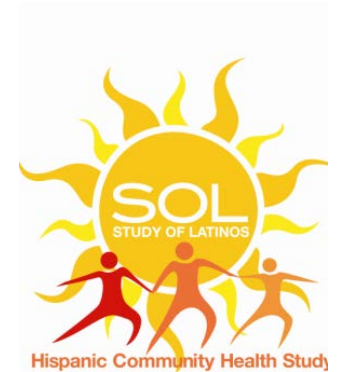
Dissertation and thesis papers follow the same guidelines

Nominations will be more limited

Include “dissertation” or “thesis” in the study title and check the box

Special Types of Papers

- **Consortium papers*** may have special rules regarding authorship and review process
 - These rules are established in the process of the consortium approval (see policy)
 - When submitting the manuscript proposal, include the consortium name or acronym in the title and check the box
- **Technical/statistical papers** may restrict authorship
 - Request permission to restrict authorship from PC Co-Chairs with cc to HCHSadmin via email



*Consortia must be approved by HCHS/SOL SC first and will have an assigned tracking #.