



Special Notes for Primary Authors of HCHS/SOL Papers

REQUIRED & PROPER USE OF THE STUDY NAME

Hispanic Community Health Study / Study of Latinos is the full name of the study and must be used either in complete form or abbreviated as HCHS/SOL, do not use *any* alternate abbreviations or a hyphen.

Publications are to use the entire study name or the complete abbreviation, no shortened variations are acceptable. The study name should appear in the title of the paper, including ancillary study papers.

The title of papers should include the study name as shown in examples below (#1, 2 are preferred, #3 is an adequate short option).

1. *The Association Between Ankle Brachial Index and Physical Activity in a Hispanic Population: Results from the Hispanic Community Health Study/Study of Latinos (HCHS/SOL).*
2. *NOS1AP variant associated with incidence of type 2 diabetes in calcium channel blocker users in the Hispanic Community Health Study/Study of Latinos (HCHS/SOL).*
3. *The Association Between Ankle Brachial Index and Physical Activity in a Hispanic Population: Results from HCHS/SOL.*

In the body of papers, the study should be referred to by the acronym HCHS/SOL and the study population as Hispanics/Latinos. Use the term Hispanics/Latinos throughout your paper, refrain from using either term alone or interchangeably and the study prefers that no abbreviation be substituted for Hispanics/Latinos (e.g. H/L is unacceptable).

Importantly, if the journal edits the title and removes the study name, you must remember to insure the reference to "Hispanic Community Health Study / Study of Latinos" is in the abstract this requirement enables the paper to be identified by reference searches.

PRESENTATIONS / POSTERS

Abstracts should be derived from approved paper proposals. Abstracts, after sign-off by co-authors, must be submitted to the Pubs Committee for review at least two weeks before the due date (be mindful of holiday periods). The process for submission is available on the HCHS/SOL investigator's website. Abstracts are expeditiously reviewed by two PC members with simultaneous review by Project Office (PO). PC reviewers are asked to recommend approval, modifications, or disapproval of the abstract.

All abstracts accepted for presentation or publication should be submitted to the CC for archival purposes.

The study has templates on the investigator's website for posters and slide sets. Please use the templates and you may select to use the additional logos/graphics available. Please submit final draft posters that have been well-proofed for a cursory review by the Pubs Committee two weeks or more before printing deadline.

It is permissible to submit previously cleared abstracts to other meetings; copies should be sent to the CC for inclusion in the listings of HCHS/SOL Publications and Presentations. Presenters are to forward final copies of the actual posters or slides used at meetings to the CC for archival purposes.

ACKNOWLEDGEMENTS – Text & listings to include

The authors thank the staff and participants of HCHS/SOL for their important contributions.

Investigators website - <http://www.csc.unc.edu/hchs/>

HISPANIC or LATINO?

The Hispanic Community Health Study/Study of Latinos Publications Committee recommended ethnic identifier is "Hispanic/Latino" for our sample; all authors are to use it throughout the manuscript as it counts as a single word toward word counts. Please do not abbreviate or use either labeling term alone.

SEX or GENDER?

We ask that authors use the appropriate term when referring to sex or to gender depending on the research question. Sex is biological and is based on genetic makeup, anatomy of the reproductive system and secondary sexual characteristics. Gender is a social or cultural construct, based on social roles and self-awareness of a gender identity. Authors need to be clear in their papers about whether they are discussing sex differences or gender differences in the various characteristics they are studying.

FUNDING – Required text to include at end of manuscripts submitted for publication

The Hispanic Community Health Study/Study of Latinos is a collaborative study supported by contracts from the National Heart, Lung, and Blood Institute (NHLBI) to the University of North Carolina (HHSN268201300001I / N01-HC-65233), University of Miami (HHSN268201300004I / N01-HC-65234), Albert Einstein College of Medicine (HHSN268201300002I / N01-HC-65235), University of Illinois at Chicago (HHSN268201300003I / N01-HC-65236 Northwestern Univ), and San Diego State University (HHSN268201300005I / N01-HC-65237). The following Institutes/Centers/Offices have contributed to the HCHS/SOL through a transfer of funds to the NHLBI: National Institute on Minority Health and Health Disparities, National Institute on Deafness and Other Communication Disorders, National Institute of Dental and Craniofacial Research, National Institute of Diabetes and Digestive and Kidney Diseases, National Institute of Neurological Disorders and Stroke, NIH Institution-Office of Dietary Supplements.

FUNDING – Genetics papers use the above text and this additional sentence at end of manuscripts submitted for publication

The Genetic Analysis Center at the University of Washington was supported by NHLBI and NIDCR contracts (HHSN268201300005C AM03 and MOD03)

IF FINAL JOURNAL ARTICLE HAS A CO-AUTHOR FROM NIH

Importantly – If there is a NIH co-author, an additional Institute review and sign-off is required. Please confirm with your NIH co-author(s) that their Institutional approval has been secured. Your NIH author is the main contact for this process; however, you may send a note with the draft paper to NHLBI_EBPDOCS@nhlbi.nih.gov if desired. HCHS/SOL Publications Committee sign-off on draft manuscript does not indicate the Institute has signed-off.

NIH PUBLIC ACCESS POLICY

To comply with NIH Public Access Policy, all manuscripts are required to be submitted to PubMed Central upon acceptance for publication. If your paper is accepted for publication in a journal that deposits all final published articles in PubMed Central, no author involvement is required. If the journal does not automatically deposit all final manuscripts into PubMed Central, you (or a co-author) MUST deposit the final peer-reviewed manuscript in PubMed Central via the NIH Manuscript Submission System (NIHMS): <http://www.nihms.nih.gov/>. More information regarding NIH Public Access Policy can be found here: <http://publicaccess.nih.gov/>

Your institutional library may very likely have an info page about NIH Public Access, below are some links we found using the institution domain with NIH public access as the search term.

<https://guides.lib.unc.edu/nihcompliance>

<https://ucsd.libguides.com/c.php?g=378401&p=5277564>

<https://researchguides.uic.edu/NIH/nihpap>

PARTICIPANT ABSTRACT - Required study participants lay summary

HCHS/SOL has implemented a practice of including lay bilingual summaries for our study participants to be distributed within the Study newsletter. The brief summary should be written at high school literacy level for the audience of participants. Primary Authors are required to submit English and Spanish versions of the “participant abstract” to hchsadministration@unc.edu when final manuscript/in-press version is proofed and before it is available in the published format. It is suggested, that the lay summary be first written in Spanish (by a native speaker), translated to English and then back translated to determine if original message was preserved.



Proper Use of Nomenclature/Identifiers to Describe the HCHS/SOL Sample Population

REMINDER

Race and ethnicity are constructs with no biological basis.

HISPANIC / LATINO

Both terms are equivalent and refer to the same population living here in the US. HCHS/SOL chose to use these identifiers to describe our sample population for epidemiologic purposes. This is the nomenclature used on the US census form and thus our sample could be compared with other national data sets where these identifiers are used.

RECOMMENDATION

All authors are to use Hispanic/Latino throughout the manuscript as it counts as a single word toward manuscript word counts. Please do not abbreviate or use either identifier term alone.

“Hispanic” and “Latino” are constructs/terms not familiar to individuals outside of the US. In the US Hispanic/Latino generally refers to the people who immigrated to the US from the Spanish speaking countries of South America, Central America and the Caribbean (and in some circumstances Brazil and Spain) and subsequent generations of their offspring born in the US as Hispanic/Latino.

In HCHS/SOL we used the following question on the eligibility checklist (ELE) to conduct our recruitment strategies: “Do you consider yourself Hispanic/Latino?” If the respondent was unsure or confused by the question the recruiter was allowed to prompt the potential participant with the following statement: “we consider Hispanic/Latino individuals to be people from Latin America, South America, Central America and the Caribbean.”

Once enrolled and consented we used the following question (PIE) to determine their heritage/background. “Which of the following best describe your Hispanic/Latino heritage?” And “In addition to being of Hispanic/Latino heritage, which of the following categories would you use to describe yourself?” Mark only one [race identifiers]

RECOMMENDATION

For epidemiologic purposes and for consistency with our previously published manuscripts the Hispanic Community Health Study/Study of Latinos-Publications Committee recommends the identifier “Hispanic/Latino” when describing our entire sample and “heritage” or “background” when describing the diverse subpopulations (e.g. Mexican heritage, Dominican background, etc). Our sample includes approximately 20% US born individuals therefore the terms Mexican or Dominican, etc. cannot be used as a noun. In addition, our sample includes a small percentage who identified mixed heritage/background.

Hispanic/Latino is not a racial group. The construct of race was quite foreign to much of our sample and when asked this question the majority could not respond to this question or refused. Therefore, we do not recommend using this variable in analyses.