

Research Dissemination Policy

Guidance for Dissemination-Related Activities

Updated on January 9, 2018

This document sets forth guidelines for the dissemination of outputs which rely on REACHnet resources, including peer-reviewed manuscripts, conference presentations, and other opportunities for formal dissemination of project activities and results.

Criteria for Authorship

Authorship assigns responsibility and provides appropriate credit for the development of intellectual work. Assigning authorship should reflect the honest contributions made to both the development and finalization of the finished product.

The International Committee of Medical Journal Editors (ICMJE) recommends that authorship is based on the following four criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All those designated as authors shall meet all four ICMJE criteria for authorship, and all who meet the four criteria shall be identified as authors. Those who meet some but not all four criteria shall be acknowledged as contributors, typically in the acknowledgements section in the manuscript. Permission from individuals is required before acknowledgement in a publication. It is suggested that written documentation is attached to the final manuscript record that outlines how each author meets the four ICMJE criteria. If disagreements arise, the first and senior authors have the final say on who meets authorship criteria and what order authors appear.

Corresponding Author

The role of corresponding author should be determined prior to outset of the manuscript. The corresponding author is responsible for managing the submission and revision process, along with other administrative tasks.

Order of Authorship

Designation of authorship order varies across geographies, disciplines, and research entities. It is therefore difficult to suggest a universal standard for authorship order. Instead, the following should be used as a guide for determining order:

- Authorship order should be decided and agreed upon prior to manuscript development (with the understanding that order might evolve as roles/obligations/contributions change).
- Authors should follow guidelines of the publication for specifying contributions that each author made.
- Primary author should document authorship order and contributions. This should remain with the manuscript records.

Conference Presentations

Conference abstracts or papers should be submitted to REACHnet¹ with as much advanced notice as possible, but a minimum of one week prior to submission. REACHnet will review to ensure that the network is accurately and appropriately described. Allow a minimum of 5 business days to obtain approval from REACHnet. Investigators are required to notify REACHnet of abstracts or papers accepted for presentation within 15 days of acceptance. Conference posters or presentations should be submitted to REACHnet with as much advanced notice as possible, but a minimum of one week prior to final submission. REACHnet will review to ensure that the network is accurately and appropriately described in all dissemination materials. Allow a minimum of 5 business days to obtain approval from REACHnet.

All REACHnet partner health systems who contributed data to the study must either: a) have a co-author on the presentation, or b) provide prior institutional approval of the presentation from the health system's REACHnet Co-PI. When Co-PI approval is needed, REACHnet will request it during the 5-day review period.

Publications

Manuscripts should be submitted to REACHnet² with as much advanced notice as possible, but a minimum of two weeks prior to submission to a journal. REACHnet will review to ensure that the network is accurately and appropriately described. Allow a minimum of 10 business days to obtain approval from REACHnet. Investigators are required to notify REACHnet of manuscripts accepted for publication within 15 days of acceptance.

All REACHnet partner health systems who contributed data to the study must either: a) have a co-author on the manuscript, or b) provide prior institutional approval of the presentation from the health system's REACHnet Co-PI. When Co-PI approval is needed, REACHnet will request it during the 10-day review period.

Acknowledgement of REACHnet Support

Investigators are required to acknowledge REACHnet support and cite results acquired from health system data obtained through REACHnet appropriately in all funding applications, presentations, and publications in accordance with the following guidelines:

¹ Submit conference abstracts, papers, posters, and/or presentations to the REACHnet co-author(s), if applicable, or to bnauman@lphi.org and/or mcanterberry@lphi.org

² Submit manuscripts to the REACHnet co-author(s), if applicable, or to bnauman@lphi.org and/or mcanterberry@lphi.org

1. Investigators are required to notify REACHnet of any manuscripts accepted for publication and abstracts or papers accepted for presentation within 15 days of acceptance.
2. Investigators are required to formally acknowledge REACHnet in all publications and presentations of research conducted using the network. It is recommended that the following language be included in the Acknowledgements Section of the manuscript or presentation to properly acknowledge collaboration with REACHnet:

“Supported in part by CDRN 1306-04864 from the Patient Centered Outcomes Research Institute. The content is solely the responsibility of the authors and does not necessarily represent the official views of the Research Action for Health Network (REACHnet), its partner health systems, National Patient Centered Clinical Research Network (PCORnet), or Patient Centered Outcomes Research Institute (PCORI), its Board of Governors or Methodology Committee.”

In addition to the funding acknowledgement, the following standardized acknowledgement of the REACHnet partnerships will be used for ALL publications, presentations, and other dissemination-related activities, regardless of the authors listed.

“The authors acknowledge the participation of REACHnet partner health systems: [name all participating health systems, if permission is given to list] in this project.*

**Participating data contributor names may be listed, if approval from the respective health system’s REACHnet Co-PI is obtained. If the participating health systems wish to remain anonymous, their name(s) will not be listed here.*

3. Investigators are required to cite all results acquired from REACHnet partner data that are presented in any format. The following language is recommended for properly citing prep-to-research or analysis results using data from REACHnet:

Research Action for Health Network, Louisiana Public Health Institute.
[Date dataset was created or updated.] *Title or brief description of dataset, including time period, target patient population and health system(s) covered in the data if applicable* [Data file/Prep-to-research query]. New Orleans, Louisiana: Louisiana Public Health Institute.

Please contact the REACHnet Coordinating Center with any questions about citing data obtained from REACHnet.