# PE-CGS Network – Policies for publications and fostering collaboration

## 1. Purpose & Principles

The PE-CGS publication policy is intended to create transparency and foster collaborations within the Network and with other similar networks. The Policy aims to encourage multi-site collaboration and contribution without hindering single site activities. Engagement and inclusion of diverse authors (including trainees, junior investigators, participants, and community representatives) are also emphasized. The development of junior investigators is part of the PE-CGS mission and can be facilitated by encouraging junior investigators to take lead author roles on collaborative research products. The Policy also aims to endorse good publication practices, appropriately address conflicts that arise, and to avoid delays in publication. The Policy was drafted and approved by the PE-CGS Steering Committee.

This policy provides guidelines and principles for the publication of scholarly articles from the PE-CGS Network. Publication types can include:
1. Single-site articles – publications that are initiated and authored from a single site within the network (which may or may not be seeking collaborators from other sites).
2. Multi-site collaborative articles – publications that include two or more research sites within the Network including publications that stem from Network subcommittees. This may include papers that have subcommittees as authors.
3. Signature articles – publications from the entire network that may be published on behalf of the Network via a banner authorship and MPI's as authors. (see Section 3 for description of the banner authorship).

## 2. Publication Proposal Process & Procedures

Concepts and proposals for PE-CGS research products will be tracked and shared with the Network. Please initiate the process by engaging the Coordinating Center and providing some general information including the authors, proposed publication type, publication title and brief description. This information will be included in the PE-CGS Manuscript Tracking file and will be shared with the Network. NCI or the Coordinating Center also request updates to track progress at key milestones including submission/resubmission, acceptance, and publication – and/or others as requested.

Once a publication is submitted to the tracking file, the Coordinating Center will work with the author to schedule time at an upcoming Steering Committee meeting presentation. An author familiar with content of the proposed paper should present at the meeting. For single-site papers, the Steering Committee presentation should be a brief 1-minute summary. For papers that are single-site looking for collaborators, multi-site, subcommittee, or marker papers, these presentations should be planned for 5 minutes with time for discussion.

Members of the Steering Committee (SC) (i.e. the corresponding MPI (or delegate) of each of the five research centers and coordinating center and NCI) will serve as an ad hoc Publication Review Committee (PRC). The PRC will meet during PE-CGS Steering Committee Meetings. Time will be set during alternating Steering Committee meetings to review proposed publications in the PE-CGS Manuscript Tracking File.

**Duties of PE-CGS PRC:**
1. Single-site articles- proposals for a single-site will be assessed by the PE-CGS PRC to

        determine if they are appropriate to become multi-site proposals.
2. Multi-site collaborative articles-The PRC will review the multi-site publication proposals for completeness and non-overlap with existing proposals. The PRC may suggest discussing multi-site collaborative articles with a relevant Subcommittee to maximize collaboration and co-authorship. The PRC will review and provide recommendations for use of subcommittee and/or the banner authorship.
3. Signature articles – proposals for Network-wide publications should consider including the MPI's and contributing authors from each research site. The PRC will review the signature article proposals for completeness and non-overlap with existing proposals. The PRC will review and provide recommendations for use of the banner authorship.

Periodic presentations at All-Hands meetings will be used to identify collaborators and serve as reminders about the publication policy. If researchers are looking for collaborators, the CC will also help facilitate through a subcommittee or All Hands meeting.
Publication proposals should be shared once the work is conceived, to enable transparency, tracking, and the participation of additional sites and authors as appropriate. Manuscripts, pre-prints, abstracts, and presentations shared within PE-CGS Network prior to publication must be treated as confidential. This includes, but is not limited to, information shared via the publication tracking file.

Conference abstracts for presentations, posters, invited sessions and panel discussions arising from the Networks activities will also be tracked and shared with the Network for promotional purposes.

Each proposal must have a single named individual ("corresponding author") who will take ultimate responsibility for the work and will be responsible for scientific and administrative oversight of the project. Once pre-printed or published, the corresponding/lead author will:
1. Notify the CC, provide a PubMed ID and/or DOI, the journal citation and a copy of the published research product to the CC for archiving, posting on the PE-CGS website, and dissemination to the Steering Committee.
2. Comply with NIH Public Access Policies.
3. Provide a plain-language summary of the study to facilitate communication to members outside the PE-CGS.
4. Authors are encouraged to share pre-prints with the public via an appropriate public pre-print server such as bioRxiv, arXiv, medRxiv, or ChemRxiv.

The Coordinating Center (CC) will:
- Facilitate public dissemination of the publication and coordinate external communications
- Foster collaborations, requests for collaborators be shared and included on the tracker and the CC will help facilitate through a subcommittee or All Hands meeting.
- Establish and maintain the banner authorship byline, which will include "on behalf of the PE-CGS Network,"
  The banner authorship list will be circulated, reviewed, and updated accordingly on a semi-annual basis (January and June).

**NCI Clearance:** Research products which include a co-author from NCI must go through a clearance process at NCI. The NCI co-author is responsible for communicating this process to their co-authors and for managing the clearance process.
**American Indian Community Clearance:** Research products that include data of a tribe must go through a clearance process. UNM is responsible for communicating this process to their co-authors and for managing the clearance process.

# 3. Authorship

Facilitating cross-Consortium collaboration is a key element of the PE-CGS Network and this Publications Policy. PE-CGS investigators that can meet standard authorship criteria (see ICMJE standards) should be able to join as co-authors on any multi-site manuscript. Authors should also check for and review journal- specific requirements.

Lead authors are encouraged to contact site PIs, the CC and the NCI to discuss contributions and authorship, as early as possible to enable substantive contribution and fairness in representation across sites.

Co-authors are required to provide comments, revisions, COI and approval within 30 days of the request from the lead author.

**The PE-CGS Network banner authorship:** is used to acknowledge individuals who contributed to the overall conduct of PE-CGS but do not otherwise meet criteria for byline authorship for a given manuscript.

The PRC will review and provide recommendations on banner authorship for multi-site and signature articles.

**Authorship Responsibilities-** The following describes authorship guidelines:

1. The lead author is responsible for ensuring that authors who are listed on the final manuscript have contributed according to ICMJE criteria.
2. Intellectual Property is the authors' responsibility to ensure compliance with institutional and funding policy(s).
3. Ensure compliance with NCI Cancer Moonshot℠ Public Access and Data Sharing Policy.