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## PEDIGREE

### Publication Policy & Procedures

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## 1 Publication principles

All publications that arise from the analysis of PEDIGREE data, i.e., written articles, poster presentations and abstracts for oral presentations, shall adhere to the uniform requirements of the International Committee of Medical Journal Editors (ICMJE). The only exceptions are citations, references and other matters of style obliged to conform to the house style of a publisher. (The uniform requirements can be found at <http://www.icmje.org>)

There will be no honorary/courtesy authorship. Each author needs to be capable of taking public responsibility for the publication. The uniform requirements for manuscripts submitted to medical journals state that “*authorship credit should be based only on substantial contribution to*

- (a) *conception and design, or analysis and interpretation of data; and to*
- (b) *drafting the article or revising it critically for important intellectual content; and on*
- (c) *final approval of the version to be published.*

*Conditions (a), (b), and (c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship.”*

Duplicate or redundant publication is the publication of a paper that overlaps substantially with one already published. The uniform requirements permit such publication only when a complete report follows publication of a preliminary report. Any such work should be referred to in the new paper and the Editor of the journal has to be informed about possible redundant or duplicate publication.

## 2 Publication Procedure

### 2.1 Writing: preliminary negotiations

Those wishing to write papers, posters, or abstracts for oral presentation, using PEDIGREE resources should complete a [Publication Registration Form](#) (or [online form](#)) for submission to the PEDIGREE Coordinator (referred to as Coordinator in the rest of this document) and identify a contact person. The Coordinator will circulate the registration to members of the PEDIGREE Executive Committee in order to:

- Check for overlap with other projects in PEDIGREE.
- Review author list: do they all meet criteria for inclusion (ICMJE)? Should anyone else be included/acknowledged?
- Ensure that the major contribution of the report is clearly stated.

Feedback will be sent within one week of submission.

### 2.2 Submission of manuscript

Prior to submitting a paper for peer review, the following must be submitted to the Coordinator

- **Statement of authorship** completed by each author
- completed **Coversheet for Submission of Final**
- **Checklist of responsible author for the submitted manuscript**

These forms are available on the [PEDIGREE website](#).

If, after 10 working days there is no reply from the Coordinator, the paper may then be submitted for publication without further amendment.

## 2.3 Acknowledgments

All PEDIGREE publications should include acknowledgment for each relevant PEDIGREE study used in its preparation. Standard study acknowledgments are as follows: –

### **The Melbourne Collaborative Cohort Study (MCCS)**

*This study was made possible by the contribution of many people, including the original investigators and the diligent team who recruited the participants and who continue working on follow up. Finally, we would like to express our gratitude to the many thousands of Melbourne residents who continue to participate in the study.*

*MCCS cohort recruitment was funded by VicHealth and Cancer Council Victoria. The MCCS was further supported by Australian NHMRC grants 209057 and 396414 and by infrastructure provided by Cancer Council Victoria. Cases and their vital status were ascertained through the Victorian Cancer Registry (VCR) and the Australian Institute of Health and Welfare (AIHW), including the National Death Index and the Australian Cancer Database*

### **The Australian Breast Cancer Family Study (ABCFS)**

Depending on the format of the publication and the specific components used, the acknowledgements need to include statements such as:

*The Breast Cancer Family Registry (Breast CFR) was supported by the National Cancer Institute, National Institutes of Health under RFA CA-95-011 and CA-06-503, and through cooperative agreements with members of the Breast CFR and Principal Investigators.*

*The ABCFS was supported by the National Health and Medical Research Council of Australia, the New South Wales Cancer Council, the Victorian Health Promotion Foundation (Australia) and the Victorian Breast Cancer Research Consortium.*

Final wording can be refined closer to publication.

### **The Australian Colon Cancer Family Study (ACCFS)**

Depending on the format of the publication and the specific components used, the acknowledgements need to include statements such as:

# PEDIGREE

Pathology, Epidemiology, DNA,  
Informatics and Genetics:  
A Research Enabling Enterprise

*Acknowledgements: We thank all study participants of the Colon Cancer Family Registry and staff for their contributions to this project.*

*Funding: This work was supported by the National Cancer Institute, National Institutes of Health under Request for Application #CA-95-011 and through cooperative agreements with the Australasian Colorectal Cancer Family Registry (UO1 CA097735), the USC Familial Colorectal Neoplasia Collaborative Group (UO1 CA074799), Mayo Clinic Cooperative Family Registry for Colon Cancer Studies (UO1 CA074800), Ontario Registry for Studies of Familial Colorectal Cancer (UO1 CA074783), Seattle Colorectal Cancer Family Registry (UO1 CA074794) and The University of Hawaii Colorectal Cancer Family Registry (UO1 CA074806).*

Final wording can be refined closer to publication.

## **The Australian Prostate Cancer Family Study (APCFS)**

*This study was made possible by the contribution of many people. We would particularly like to express our gratitude to the thousands of men and their families who continue to participate in the study.*

*Recruitment was funded by Cancer Council Victoria, Tattersalls and The Whitten Foundation and PriceWaterhouseCoopers Australia. This study was funded by {list the source & reference number of grants that provided funding} {where applicable include: and was further supported by infrastructure provided by Cancer Council Victoria}.*

The source of the data should be also acknowledged in all press releases and dealings with the media.

The acknowledgment may refer to any members of the project who have provided comments, advice, support or other input into the paper, who are not already listed as authors.

Due recognition of all participants is part of the research process. The responsible author should ensure that research assistants, technical officers and other “non-authors” who contribute, including community members and organisations involved in supporting the project, are properly acknowledged for their contribution.

This section should also include details of financial support and commercial sponsorship. If the researchers have received partial or complete funding from commercial sponsors or have other forms of conflict of interest, they must make a written statement concerning its nature and scope. Any commercial sponsorship must be identified in the Acknowledgments.

## **3 Dispute Resolution**

### **3.1 Purpose**

The PEDIGREE Executive Committee will arbitrate disputes concerning all aspects of authorship and misconduct stemming from research conducted within PEDIGREE. By bringing disputes to the committee, all parties agree that they will be bound by the committee's decision.

## 3.2 Preliminary Documentation

At least five working days prior to the PEDIGREE Executive Committee meeting to discuss the dispute, the Coordinator shall distribute all relevant documentation to the committee members as follows:

- (a) copy of complaint in writing
- (b) copy of the relevant PEDIGREE Publication Registration form
- (c) copy of responsible author's response to complaint
- (d) copies of all **Statement of Authorship**
- (e) copies of minutes or notes of discussions between authors

## 3.3 Procedures, decision making, and documentation

The PEDIGREE Executive Committee shall be convened by the Coordinator. The Chair shall identify two spokespersons, one to act for and one against the putative claim.

Each spokesperson will be allowed up to 15 minutes to respectively defend and rebut the complaint. The discussion should focus on the agreed criteria for authorship and be limited to the evidence in writing contained in the documentation.

The Chair shall open the general discussion for up to 20 minutes.

At the end of discussion, the Coordinator shall conduct a blind ballot in which the spokespersons are not obliged to maintain their previous advocacy.

The vote will be recorded and the Chair will write a brief summary of the decision. The Coordinator will write to all authors within 2 working days of the meeting informing them about the decision and attaching a copy of the summary from the Chair.

The Coordinator will file copies of the decision and summary for the PEDIGREE Executive Committee's future reference.

If the dispute is not resolved by the authors or the PEDIGREE Executive Committee the issue will be forwarded to the relevant authors Institution(s) for assessment.

## Publication Registration Form

Date form completed:

<b>Working Title:</b>	
<b>Relevant PEDIGREE studies:</b>	<input type="checkbox"/> Health 2020 <input type="checkbox"/> ABCFS <input type="checkbox"/> APCFS <input type="checkbox"/> ACCFS <input type="checkbox"/> Forgotten Cancers <input type="checkbox"/> Other (specify)
<b>Relevant Collaborations:</b>	<input type="checkbox"/> COGS <input type="checkbox"/> OCAC <input type="checkbox"/> Pooling Project <input type="checkbox"/> Breast CFR <input type="checkbox"/> PRACTICAL <input type="checkbox"/> IMMC <input type="checkbox"/> Cohort Consortium <input type="checkbox"/> Colon CFR <input type="checkbox"/> BCAC <input type="checkbox"/> ICPCG <input type="checkbox"/> CIMBA <input type="checkbox"/> Other (specify)
<b>Form of publication:</b>	<input type="checkbox"/> Paper <input type="checkbox"/> Abstract <input type="checkbox"/> Poster

Your Name and signature (contact person):

\_\_\_\_\_

Print Name

Signature

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Institute: \_\_\_\_\_

Name and contribution of all authors in order of appearance:

Print Name	Contribution
_____	_____
Print Name	Contribution
_____	_____
Print Name	Contribution
_____	_____
Print Name	Contribution
_____	_____
Print Name	Contribution
_____	_____
Print Name	Contribution
_____	_____
Print Name	Contribution

**NB: Attach a draft structured abstract for the proposed paper following the format overleaf**

Return form to the PEDIGREE Coordinator, Cancer Epidemiology & Intelligence Division,  
615 St Kilda Road, Melbourne Vic 3004 [pedigree@cancervic.org.au](mailto:pedigree@cancervic.org.au)

## PEDIGREE: Draft Structured Abstract

**QUESTION:** What question is the manuscript addressing?

**DESIGN:** What type(s) of design(s) is (are) being used?

**SUBJECTS:** Which subjects are involved (if any)?

**DATA:** What data have been generated and/or used, and using what methods?

**STATISTICAL ANALYSIS:** What method(s) is(are) being used?

**RESULTS:** Any results generated to date

**DISCUSSION:** Any conclusions made to date

**ACKNOWLEDGEMENTS:** Grants, persons and organisations that need to be acknowledged other than those covered by standard Acknowledgements in section 2.3 of the publications policy

N.B. Please identify all non-PEDIGREE resources being used, if any

## Coversheet for submission of final manuscript

To register your publication or presentation, please provide the information requested in the Checklist below.

Check list – have you attached the following information?

Working title:	
Relevant PEDIGREE studies:	
Form of publication:	Paper                      Poster                      Abstract

### Name & affiliations of all authors

Author		Affiliations	
Author		Affiliations	
Author		Affiliations	
Author		Affiliations	
Author		Affiliations	
Author		Affiliations	

Statement of authorship form from each author?                       Yes    No

Are there any others who might be entitled to earn authorship?                       Yes    No

Have you attached a copy of the final draft publication with all tables and figures?     
Yes    No

Author responsible for correspondence: \_\_\_\_\_

Responsible author name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## Statement of authorship

Name:	
Title of paper:	
Submitted to:	

I certify that I have seen and approved the final version and am able to take public responsibility for it.

My contribution was:

--

**AND I** have made a substantial contribution to this work; specifically to

- conception and design, **AND/OR**
- analysis and interpretation of data; **AND**
- to drafting the article or revising it critically for important intellectual content.

I further certify that

- I have not entered into any agreement that could interfere with access to data on the research, nor upon my ability to analyse the data independently, to prepare manuscripts and to publish them

**OR**

- I have the following conflict of interest:

--

**AND**

- I confirm that I know of no other potential authors of the publication and that all appropriate acknowledgments have been made.

Signature:	
Date:	

*Return form to the PEDIGREE Coordinator, Cancer Epidemiology Centre,  
615 St Kilda Road, Melbourne Vic 3004*

## Checklist for responsible author of submitted manuscript

Title of manuscript:	
Responsible Author:	
Journal:	

Item	Comments	By Whom	Date
Subject selection criteria reviewed by independent person			
Data analysis routines checked by independent person			
All results in tables and text checked against output			
All results in paper are supported by well-documented easily identifiable programs			
All potential authors have been invited to participate and are either included or have declined.			
All authors have signed the PEDIGREE statement of authorship			
Acknowledgments correct and named people have given written permission			

Paper acknowledgement to include: *(names of grant funding bodies)*

Funded by: \_\_\_\_\_

Signed responsible author: \_\_\_\_\_ Date: \_\_\_\_\_

Return form to the PEDIGREE Coordinator, Cancer Epidemiology & Intelligence Division,  
615 St Kilda Road, Melbourne Vic 3004 [pedigree@cancervic.org.au](mailto:pedigree@cancervic.org.au)