

Publication submission & approval roadmap

Steps 				
New Research Idea	Submit the idea to appropriate scientific committee (CCRC, BTRC or HSRC) for review	Name a First Author and form a writing group	Scientific committee chair/co-chair: Send notification of approval of initial research proposal to investigator	Investigator: Submit request to CCIBDN Statistician for consultation and statistical plan
Research Proposal	Investigator: Re-submit Research Proposal with statistical plan to scientific committee for approval to present at Steering Committee (SC) Meeting	Investigator: Present approved research proposal at SC Meeting for discussion	Scientific committee chair/co-chair: Send recommendations or approval of research proposal to Investigator	
Conduct research	Obtain regulatory approval, if applicable	Data accrual	Data analysis (± Statistician input)	Report periodically to the relevant committee
Preparation of abstract / manuscript	- Study PI: - Inform Publication Committee (PubPC) when ready to prepare abstract / manuscript	- First Author: - Write the first draft - Complete relevant reporting guidelines - Circulate the draft and guidelines to all co-authors Review and approval from co-authors - Manuscripts: allow 2-3 weeks - Abstracts: allow 5 business days	- First Author / Study PI: - Circulate the initial manuscript draft and completed reporting guideline checklist to the Writing Group members for critical review - All named authors must respond with revisions/approval within 5 business days of the email	- Writing Group: - Review the manuscript within 2-3 weeks of first circulation - Review the abstracts within 5 business days - First author / SRI / Study PI: - Submit approved abstract
Version-controlled method	- First version file name: Manuscript – CCIBDN <study name> – YYYY-MM-DD - Example: Manuscript – CCIBDN AMBITION-CD – 2020-01-01	- Each reviewing author: - Add the initial to the file name - Do not change the date in the file name Example: Manuscript – CCIBDN AMBITION-CD – 2020-01-01 eib srm dnb eo	- First author, after receiving all comments: - Revise the manuscript - Alter the date in the file name to the most recent revision date - Remove all initials from the file name Example: Manuscript – CCIBDN AMBITION-CD – 2020-04-21	
Final Processes	- Study PI ensure inclusion of: - COI disclosure statements - Funding - Acknowledgements	- PubPC follow-up the progress with First Author / SRI 4 weeks after comments are provided by Writing Group - First Author submit the revised manuscript to Executive Committee (EC) for review	- After review by EC, an email will be sent to all named authors - All named authors must respond with revisions or approval within 2-3 weeks of the email	- First Author / SRI / Study PI / delegate: - Submit approved manuscript to the targeted journal within 4 weeks after approval granted by EC - SRI responsible for: - Submitting manuscript revisions/ resubmissions to the journal - Fees related to the submission - Knowledge mobilization: contact Communications Specialist (heather.dyer@ucalgary.ca) Sending acceptance and final publication to michelle.ouzounis@sickkids.ca

*** Please see Publication Policy on CCIBDN website for additional details ***