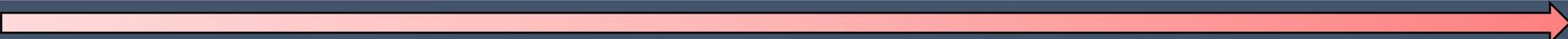


Publication submission & approval roadmap

Steps



New Research Idea	<ul style="list-style-type: none"> Submit the idea to appropriate scientific committee (CCRC, BTRC or HSRC) for review 	<ul style="list-style-type: none"> Name a First Author and form a writing group 	<ul style="list-style-type: none"> Scientific committee chair/co-chair: Send notification of approval of initial research proposal to investigator 	<ul style="list-style-type: none"> Investigator: Submit request to CIDSCaNN Statistician for consultation and statistical plan 	
Research Proposal	<ul style="list-style-type: none"> Investigator: Re-submit Research Proposal with statistical plan to scientific committee for approval to present at Steering Committee (SC) Meeting 	<ul style="list-style-type: none"> Investigator: Present approved research proposal at SC Meeting for discussion 	<ul style="list-style-type: none"> Scientific committee chair/co-chair: Send recommendations or approval of research proposal to Investigator 		
Conduct research	<ul style="list-style-type: none"> Obtain regulatory approval, if applicable 	<ul style="list-style-type: none"> Data accrual 	<ul style="list-style-type: none"> Data analysis (\pm Statistician input) 	<ul style="list-style-type: none"> Report periodically to the relevant committee 	
Preparation of abstract / manuscript	<ul style="list-style-type: none"> Study PI: <ol style="list-style-type: none"> Inform Publication Committee (PubPC) when ready to prepare abstract / manuscript 	<ul style="list-style-type: none"> First Author: <ol style="list-style-type: none"> Write the first draft Complete relevant reporting guidelines Circulate the draft and guidelines to all co-authors <p>Review and approval from co-authors</p> <ul style="list-style-type: none"> Manuscripts: allow 2-3 weeks Abstracts: allow 5 business days 	<ul style="list-style-type: none"> First Author / Study PI: <ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Writing Group: <ul style="list-style-type: none"> Review the manuscript within 2-3 weeks of first circulation Review the abstracts within 5 business days First author / SRI/ Study PI: <ul style="list-style-type: none"> Submit approved abstract 	
Version-controlled method	<ul style="list-style-type: none"> First version file name: Manuscript – CIDSCaNN <study name> – YYYY-MM-DD Example: Manuscript – CIDSCaNN AMBITION-CD – 2020-01-01 	<ul style="list-style-type: none"> Each reviewing author: <ol style="list-style-type: none"> Add the initial to the file name Do not change the date in the file name Example: Manuscript – CIDSCaNN AMBITION-CD – 2020-01-01 eib srm dhb eo 	<ul style="list-style-type: none"> First author, after receiving all comments: <ol style="list-style-type: none"> 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 – CIDSCaNN AMBITION-CD – 2020-04-21 		
Final Processes	<ul style="list-style-type: none"> Study PI ensure inclusion of: <ol style="list-style-type: none"> COI disclosure statements Funding Acknowledgements 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> First Author / SRI / Study PI / delegate: <ul style="list-style-type: none"> Submit approved manuscript to the targeted journal within 4 weeks after approval granted by EC 	<ul style="list-style-type: none"> SRI responsible for: <ol style="list-style-type: none"> 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 CIDSCaNN website for additional details ***