

Policy #: Duke CHAVI-ID CENPOL O-0001
Title: PUBLICATIONS AND PRESENTATIONS
Effective Date: June 1, 2014
Last Updated: January 3, 2018

Approval

Duke CHAVI-ID Central Policies are approved by the Duke CHAVI-ID Scientific Leadership Group (SLG). This policy was approved on June 1, 2014.

Policy Protocol

All Duke CHAVI-ID manuscripts and abstracts (“publications”) that are derived from work that is supported by CHAVI-ID funds must be reviewed by the Duke CHAVI-ID Publications Committee (PC) before submission to the journal or conference. The PC has the right to review all publications before submission.

1. Publications

All publications must meet the criteria for authorship, disclosure, scientific integrity, and other requirements of peer-reviewed scientific journals.

1.1. Acknowledgements

The author line must conclude with “...and the Center for HIV/AIDS Vaccine Immunology and Immunogen Discovery.”

Funding from the National Institute of Allergy and Infectious Diseases must be acknowledged in the Acknowledgments section or an appropriate section for grant acknowledgments by writing the following statement:

“Research reported in this publication was supported by the National Institute of Allergy and Infectious Diseases of the National Institutes of Health and by the Center for HIV/AIDS Vaccine Immunology and Immunogen Discovery (CHAVI-ID), grant number **UM1 AI100645-06**. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

1.2. Authorship

All authors should have contributed to the statistical design or analysis, laboratory methodology, or any other operational or scientific aspect of the study. The following types of authors may be included:

- ❖ Principal Investigator (PI)
- ❖ Investigators who provide special contributions
- ❖ Statistical Research Associates who are involved in the analysis
- ❖ Clinical Site Investigators who contribute samples that are used in the study
- ❖ Other authors who meet the authorship criteria of peer-reviewed scientific journals

In addition, the relevant clinical investigators must be included for all work that involves human

subjects. Designating the roles of the clinical investigators will allow the site investigators to list the article on their CV where appropriate.

1.3. Ancillary Publications

For ancillary publications, the lead author is the investigator who proposed and conducted the ancillary study. To submit a manuscript that includes Duke CHAVI-ID study participants or samples, authors must receive written permission from the SLG. If the lead author is not a Duke CHAVI-ID member, at least one Duke CHAVI-ID member (chosen by the SLG) should serve as a network liaison and be listed as a co-author.

1.4. Data for Primary Publications

In general, articles that represent the primary publication of Duke CHAVI-ID studies will utilize validated assays that are performed in Duke CHAVI-ID laboratories.

2. Presentations

When the study PI or other team members present Duke CHAVI-ID data at scientific meetings, all of the presentations or posters must use the Duke CHAVI-ID template slide or logo where appropriate. These items are available upon request to the Publications Committee Administrator (PCA), Sabrina Arora (sabrina.arora@duke.edu).

3. Publication Review Process

Duke CHAVI-ID manuscripts and abstracts are reviewed in three stages. The first two stages are prerequisites of the third stage.

3.1. Consensus of the Authors

All authors must sign off on a publication before submitting it to the Duke CHAVI-ID Publications Committee (PC). The PC will not review abstracts or manuscripts that are submitted without this sign-off.

3.2. Consensus of the Duke CHAVI-ID Publications Committee

The Duke CHAVI-ID PC members include: **George Shaw, Beatrice Hahn, Joe Sodroski, Andrew McMichael, Bette Korber, Garnett Kelsoe, and Barton Haynes**. The PC Administrator is Sabrina Arora (sabrina.arora@duke.edu) or the Duke CHAVI-ID Director's designee. The PC must review the author line according to the standard criteria for scientific authorship, determine whether conflicts of interest exist, and decide whether the data are conceivable.

3.3. Consensus of the Duke CHAVI-ID Director

In case of persistent disagreements between authors and reviewers, the final judgment of manuscripts rests with the **Duke CHAVI-ID Director, Barton Haynes**. The review of manuscripts by the Duke CHAVI-ID PC will take no longer than 10 days for the initial review.

Abstracts undergo a similar but abbreviated review. A review of final presentations or posters by the PC is not required but is strongly encouraged.

4. Deadlines

Only the review comments that are received on time will be considered. The clock starts when the draft publication is sent to the reviewers by the Duke CHAVI-ID PCA. The author is notified by e-mail that

Duke CHAVI-ID CENTRAL POLICY

their manuscript has been received. Manuscripts are reviewed within 10 working days, and abstracts are reviewed within 5 working days. Abstracts must be submitted before conference deadlines to allow sufficient time for review. In addition, these timelines apply to the review processes previously outlined.

5. Submission Form and Tracking

All submissions to the PC, at any stage of review, are made through the Duke CHAVI-ID PCA. Manuscripts and abstracts may be submitted as a hard copy or in a commonly used, editable electronic format, such as Microsoft Word. The PCA distributes draft publications for review and tracks the drafts and published manuscripts. For tracking purposes, authors must report the final disposition of publications to the PCA.

6. Participant Identification (ID) Numbers

Participant ID numbers from protocols are not to be used in any publications or presentations.

7. Publicity and Media

Media inquiries and press releases should be referred to the NIAID Office of Communications Reporting and Public Response (OC/NIAID). The OC/NIAID, the Duke CHAVI-ID Program Officer, and the Duke CHAVI-ID SLG should approve any press releases and responses to inquiries. Local media activity should be coordinated with the OC/NIAID.

8. NIH Public Access Policy Compliance

All Duke CHAVI-ID authors must follow the NIH Public Access Policy. Therefore, all manuscripts must be submitted to PubMed Central. **Non-compliant publications may delay funding of the grant renewal each July.** For questions regarding the policy, please visit NIH Public Access Policy FAQ's at <http://publicaccess.nih.gov/FAQ.htm>.

8.1 Journals That Automatically Submit to PubMed Central

Most journals automatically submit articles to PubMed Central on behalf of authors. For a list of journals that automatically submit, please visit http://publicaccess.nih.gov/submit_process_journals.htm.

8.2 Journals that Do Not Automatically Submit to PubMed Central

Many journals require authors to “opt-in” to a service that will allow the journal to submit the author’s manuscript to PubMed Central. This option is typically included on the Copyright Transfer Agreement form. Duke CHAVI-ID authors must select this option to ensure that their publication meets NIH compliance. For a list of journals that require authors to “opt-in,” please visit <https://publicaccess.nih.gov/Method%20D%20Publishers>.

Please note: Authors are not required to pay journals for Open Access publishing, which would make their manuscript immediately available to the public after publication in the journal.

8.3 Copyright Transfer Agreement

Duke CHAVI-ID authors must ensure that agreements with publishers permit the submission of the author’s manuscript to PubMed Central.

Please note: Authors must submit a copy of the Copyright Transfer Agreement form to the PCA (sabrina.arora@duke.edu) when their manuscript has been accepted for publication.

NOTE: Failure to abide by this policy will result in actions deemed necessary by the Duke CHAVI-ID Director and SLG.

Definitions

CHAVI-ID: Center for HIV/AIDS Vaccine Immunology and Immunogen Discovery

SLG: Scientific Leadership Group

PI: Principal Investigator

PC: Publications Committee

PCA: Publications Committee Administrator

NIAID: National Institute of Allergy and Infectious Diseases

OC: Office of Communications

ID: Identification