 

**Centre for Attention Learning and Memory**

**Dissemination Protocol**

**Introduction**

This document outlines the dissemination policy for research conducted through the child research clinic at Centre for Attention Learning and Memory (CALM) at the MRC Cognition and Brain Sciences Unit. It has been developed to establish straightforward, fair and transparent processes for disseminating knowledge arising from the CALM clinic. It is divided into three main sections, as follows:

1. Types of output and determining authorship

2. Managing outputs and seeking approvals to access CALM data

3. Acknowledgements and declarations of interest

4. Avoiding and resolving disagreements

**1. Types of Output and determining authorship**

Outputs from research conducted through the CALM clinic will be communicated through open access publications of research findings in high quality academic journals, through publications in specialist outlets, and through presentations at academic and practitioner conferences and meetings.

There are three levels of publication, each with their own authorship guidelines.

i) Level 1 – Key Planned Outputs

These are based on primary data analyses that have been identified early on by the Principal Investigators to address the key aims of the CALM research clinic. Authorship will take the form of all CALM Principal Investigators (PIs, Duncan Astle, Susan Gathercole, Joni Holmes & Tom Manly), the CALM Team and all other major scientific contributors. The CALM Team must be acknowledged in full (see Section 4).

ii) Level 2 – Secondary Outputs

These will arise from additional analyses of the data that were not specified as part of the primary analyses. Approval to conduct additional analyses on the CALM clinic data must be sought through the CALM Management Committee (see Section 2). Authorship will take the form of all major scientific contributors and the CALM Team. CALM PIs do not have to be named as authors unless they have made a substantial contribution to the manuscript. Any CALM PI who is not a named author must be included in the acknowledgements. The CALM Team must be acknowledged in full (see Section 4).

iii) Level 3 – Additional publications

These will arise from studies involving the CALM database as part of new project. Approval to access the CALM database must be sought through the CALM Management Committee. For full details refer to “Procedures for accessing CALM data”. Authorship will include all major scientific contributors to the new study and the CALM Team. The CALM Team must be acknowledged in full (see Section 4). CALM PIs do not have be named authors unless they have made substantial contribution to the new study, but they should be acknowledged in the manuscript.

Determining authorship

The intention is to be inclusive in offering opportunities for authorship to members of the study team, but the expectation that an individual will contribute to the preparation and review of manuscripts will not necessarily apply to individuals who have had only brief involvement the study. Likewise individuals who make a substantial contribution to the conception of a manuscript or the analysis of data may be classified as a named author.

Authorship will be determined following the principles of in the International Committee of Medical Journal Editors Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals ([ICMJE Recommendations 2013](http://www.icmje.org/urm_main.html)). These criteria are reproduced in full below.

**ICMJE Authorship Statement**

The International Committee of Medical Journal Editors Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals ([ICMJE Recommendations 2013](http://www.icmje.org/urm_main.html)) recommend that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterions 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript.

The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses. The corresponding author takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process, and typically ensures that all the journal’s administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and gathering conflict of interest forms and statements, are properly completed, although these duties may be delegated to one or more co-authors.

When a large multi-author group has conducted the work, the group ideally should decide who will be an author before the work is started and confirm who is an author before submitting the manuscript for publication. All members of the group named as authors should meet all four criteria for authorship, including approval of the final manuscript, and they should be able to take public responsibility for the work and should have full confidence in the accuracy and integrity of the work of other group authors. They will also be expected as individuals to complete conflict-of-interest disclosure forms.

The byline of the article identifies who is directly responsible for the manuscript, and Medline lists as authors whichever names appear on the byline. If the byline includes a group name, Medline will list the names of individual group members who are authors or who are collaborators, sometimes called non-author contributors, if there is a note associated with the byline clearly stating that the individual names are elsewhere in the paper and whether those names are authors or collaborators.

**2. Managing outputs and seeking approvals to access CALM data**

The CALM Management Committee oversees access to the CALM database for the purposes of writing new papers, for other forms of dissemination (e.g. conferences / media), and for conducting new studies. The procedures for each of these are outlined below. Details about how to physically access the CALM data follow.

i) Writing a paper based on existing CALM data

Submit a brief outline of the proposed publication to the CALM Management Committee for approval. Applications should be made using the form “CALM Planned Publication Form for Additional Outputs” and sent to Susan Gathercole (copied to Deborah McSkimming), Chair of the CALM Management Committee, for consideration.

Once you have approval to prepare a publication, request the data from Francesca Woolgar and ask her to log which file you have on the Access Log.

Final versions of manuscripts should be submitted to the CALM Management Committee for review by the CALM PIs 30 days before intended submission. The CALM PIs will review the submission within 14 days.

The lead author should notify the CALM Management Committee of any resulting publications and send a copy of the final manuscript to the Committee for their records.

ii) Accessing CALM data for other forms of dissemination (conference presentation / media output)

Submit a draft of a conference abstract / summary of the planned dissemination to Susan Gathercole (copied to Deborah McSkimming), Chair of the CALM Management Committee, for consideration at least 10 days prior to submission. The CALM PIs will review these within 7 days.

The lead author must notify the CALM Management Committee of the acceptance of any conference abstracts or dissemination activities and forward a copy of the final version, together with details of the conference / activity.

iii) Recruiting from the CALM database for a study involving new data collection

Submit an application to the CALM Management Committee using the form “Application for recruitment from the CALM Panel”. Completed forms should be submitted to Susan Gathercole (copied to Deborah McSkimming), Chair of the CALM Management Committee, for consideration by the Committee.

Note that teams recruiting from the database are responsible for contacting referrers / families to provide any additional data relevant to the new study such as medication information. Data from new studies may be added to the main CALM database after the end of the study, if considered appropriate by the CALM Management Committee and the research team.

iv) Physical access to the CALM database

The CALM database will be updated weekly and deposited in a folder called “SHARED DATA” on the CALM group space. This folder will contain the following:

1. The most up to date data file, called “CALM shared database DATE\_FW”.
2. A folder called “PREVIOUS VERSIONS”, which will contain all previous versions of the database.
3. A file called “Access log”. Anyone who accesses the dataset should add to this log providing the following information
   1. Date the file was accessed
   2. Who it was accessed by
   3. What the purpose of the access was (e.g. to write paper “XX” approved by the CALM Management Committee)
4. A file called “Participants recruited to new studies”. Any person accessing the CALM database to recruit participants must provide here full information regarding the participants recruited to a new study. Provide the following information:
   1. Study details (name of study)
   2. Lead researcher
   3. Participant ID (who was recruited)- use a separate line for each ID
   4. Dates of contact with each participant
   5. Start and end dates of study - how long the participants will be / were involved in the study
   6. Availability of the participant – state when the child will be available for other studies. Note that no child should be recruited for a new study until 6 months after the end of a previous study.
   7. What the participant did, e.g., tests, imaging, interventions
   8. Comments on behaviour, if appropriate (e.g. Suitability for further testing. The comment “would be most suitable for testing at school or in the clinic” indicates that the child should not be visited by a researcher at home).

**3. Acknowledgements & Declaration of Interests**

All outputs should include the following acknowledgements:

The Centre for Attention Learning and Memory (CALM) research clinic at the MRC Cognition and Brain Sciences Unit in Cambridge (CBSU) is supported by funding from the Medical Research Council of Great Britain to Duncan Astle, Susan Gathercole and Tom Manly. The clinic is led by Joni Holmes and managed by Francesca Woolgar. Data collection is assisted by a team of PhD students and researchers at the CBSU that includes [*list all people who have contributed unless they are named authors. Refer to the List of Contributors and talk to the CALM Management Committee to decide which individual members of the CALM Team will named prior to submission]*. The authors wish to thank the many professionals working in children’s services in the South-East and East of England for their support, and to the children and their families for giving up their time to visit the clinic.

Anyone with a potential conflict of interest should inform the lead author. Some journals will require these to be stated explicitly.

**4. Avoiding and resolving disagreements**

Recording in writing early and ongoing discussions about the development of outputs is seen as the most straightforward way of avoiding disagreements.

Questions relating to the substantial contribution of authors or author order should be resolved by discussion and if necessary by appeal to an uninvolved mutually agreed individual. Decisions should be recorded in writing.

If disputes arise out of this Dissemination Policy, Parties will first attempt to resolve the matter informally through (i) the CALM PIs, or failing that (ii) designated senior representatives of each Party who are not otherwise involved with the CALM.

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