

Guidelines for Authorship

JOINT ACTION ON CHRONIC DISEASES AND
HEALTHY AGEING ACROSS THE LIFE CYCLE



THIS PUBLICATION ARISES FROM THE JOINT ACTION CHRODIS, WHICH HAS RECEIVED FUNDING FROM THE EUROPEAN UNION, IN THE FRAMEWORK OF THE HEALTH PROGRAMME (2008-2013). SOLE RESPONSIBILITY LIES WITH THE AUTHOR AND THE CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY IS NOT RESPONSIBLE FOR ANY USE THAT MAY BE MADE OF THE INFORMATION CONTAINED THEREIN.

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This document has been prepared by the European Institute for Women’s Health, partner in the communication work package of JA-CHRODIS, and edited by EuroHealthNet, leader of the communication work package, for consistency and comprehensiveness.

1. Introduction

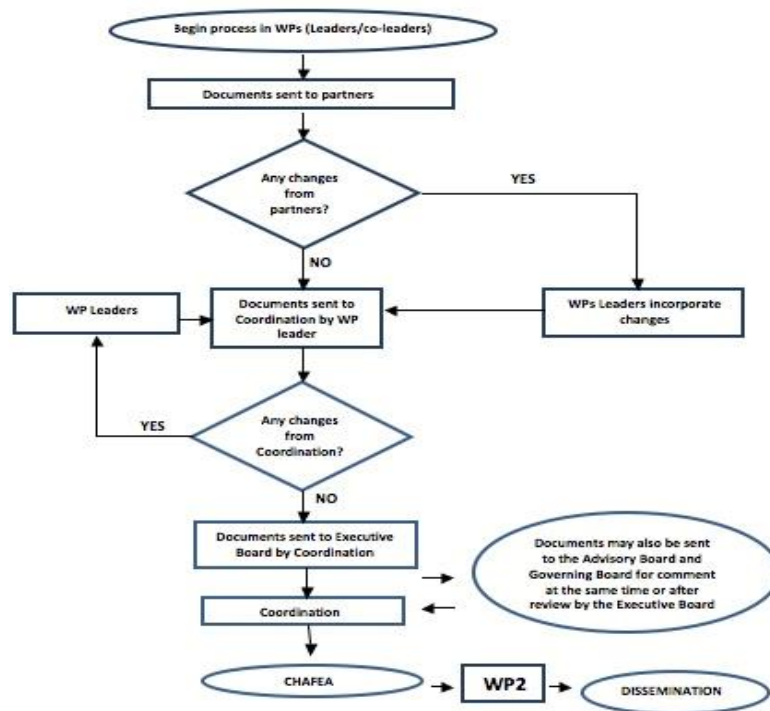
JA-CHRODIS Guidelines for Authors is a tool for all participants of JA-CHRODIS to facilitate effective and clear communication. The objectives of the Guidelines are to ensure:

- Commonality in writing produced by JA-CHRODIS
- Continuous use of style and layout
- Accurate clarification of terms
- Efficient communication of findings

Please, see also the Dissemination Strategy (available at <http://www.chrodis.eu/wp-content/uploads/2015/04/D01-01.1Dissemination-Strategy.pdf>) and Standard Operational Procedure (SOP) (available at the JA-CHRODIS intranet¹).

Commonly adhered to guidelines are important in terms of presenting cohesive results, and to proficiently target stakeholders. The more clearly defined an issue is, the easier it will be to establish communication links with concerned parties. The below flowchart may help authors envision the end dissemination efforts:

Communication Flowchart for main JA-CHRODIS deliverables and milestones



¹ Please, contact coordinator of JA-CHRODIS for access to the JA-CHRODIS intranet.

2. Guidelines

2.1 Writing Guidelines

Writing should be succinct and accessible, professional instead of technical. Information should be logically organised and largely free from jargon. Avoid having large chunks of text; break up paragraphs and/or sentences into smaller units. Opt for bullets instead of lists within sentences.

2.2 General Guidelines

2.2.1. Documents Structure

- A document/article/report should be divided into clearly defined sections, for example Introduction, Methods, Findings, Discussion, Conclusion. However, this may not fit all articles and is a suggested guideline only.
- Subsections should be numbered (for example, 1.1, 1.2, or 1.1, 1.1.1, 1.1.2, and so on). Subsections may be given a brief heading if required.
- Results should be presented clearly and concisely.
- A Discussion section should explore the significance of the work, not repeat it.

2.2.2. Formatting Guidelines

- Font used should be Arial or Calibri, in size 12 and single spacing.
- All pages must be numbered.
- All figures and tables must be numbered and clearly identified.
- Numbers one to ten are written out in the text unless they are used as a unit of measurement, except in figures and tables.
- Abbreviations used should be clarified on first reference.
- Spelling must be British English. This can be easily changed on Word by going to Tools/Language and choosing English UK. Examples of use of American English:
 - Behavior – should be behaviour
 - Labor – should be labour
 - Organize – should be organise
 - Program – should be programme

2.2.3. References

Authors should provide direct references to original sources whenever possible. They should use generally accepted codes of reference, for example the International Committee of Medical Journals Editors. The same referencing style must be used continuously throughout the document.

We suggest references follow the standard style and format summarized in the NLM's International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals: Sample References. These can be found at the following webpage: http://www.nlm.nih.gov/bsd/uniform_requirements.html.

2.2.4. JA-CHRODIS Logo, EU funding acknowledgment and Disclaimer

Please use the JA-CHRODIS logo as appropriate in all materials that relate to the Joint Action (e.g. presentations, reports and other publications) and the EU emblem.

Complying with the Grant Agreement, any communication or publication related to JA-CHRODIS must also include the following funding acknowledgment and disclaimer. It is important to indicate that it reflects only the author's view and that the Executive Agency and/or the Commission is/are not responsible for any use that may be made of the information it contains.

This (information/presentation/article/...) arises from the Joint Action on Chronic Diseases and Promoting Healthy Ageing across the Life Cycle (JA-CHRODIS), which has received funding from the European Union, in the framework of the Health Programme (2008-2013). Sole responsibility lies with the author and the Consumers, Health, Agriculture and Food Executive Agency is not responsible for any use that may be made of the information contained therein.

This disclaimer should be used when preparing any JA-CHRODIS communication or publications (such as brochures, posters, presentations, press releases, articles). If, due to restrictions of space or other reasons, you would like to include a shorter disclaimer², please contact WP 1 and WP 2 leaders. However, in this case it is required that no new information different from Grant Agreement is included in the publication.

2.3 Style Guide

A number of commonly used phrases and words within JA-CHRODIS are listed below in their correct form:

² This (information/presentation/article/...) originates from the Joint Action on Chronic Diseases and Promoting Healthy Ageing across the Life Cycle (JA-CHRODIS) which has received funding from the European Union, in the framework of the Health Programme (2008-2013).

Correct	Wrong	Notes
JA-CHRODIS	CHRODIS, CHRODIS-JA, JA CHRODIS	
work package (WP #)	Work Package, WP#	The expression 'work package' will not be capitalised, except at the beginning of a sentence (e.g. Work package 4 produces...). The abbreviation with a specific WP number needs a space for better readability. For external purposes, it is better to use synonyms like work strand or area of work and the title rather than the number.
Member States	member states	This is EU-approved jargon.
Chronic diseases	chronicity	
type 2 diabetes	Type-2 Diabetes, diabetes type 2, Diabetes type II, Type-II diabetes	
online	on-line	
Platform for Knowledge Exchange (PKE)	platform for knowledge exchange	
National Diabetes Plans (NDP)	national diabetes plans	
multimorbidity, multimorbid	multi-morbidity, multi-morbid	Instead of using the term 'multimorbid patients' it sounds more sympathetic vis-a-vis the patient to initially describe the condition: "patients with more than one chronic disease".
associated partner (AP), collaborating partner (CP)	Associated Partner, Collaborating Partner	
Governing Board, Advisory Board, Executive Board, Stakeholder Forum		
policy-maker, policy making	policy maker	
work package leader	lead	

JA-CHRODIS focuses on the prevention and care of chronic conditions	JA-CHRODIS focuses on chronic care	
Joint Action	Joint action, joint action	EU-jargon

2.4. Layout guide

When preparing reports, oral presentations and poster on JA-CHRODIS, templates are available for partners to use. These templates ensure a common layout for all JA-CHRODIS. Please, see the Dissemination Strategy for further details on the use of this and channels of communication or dissemination. (<http://www.chrodis.eu/wp-content/uploads/2015/04/D01-01.1Dissemination-Strategy.pdf>)

3. Submitting Scientific Publications

3.1 Prior scientific document preparation

Partners should inform WP2 leader and Project Coordinator about any scientific publication foreseen. They should provide an abstract/ summary of the proposed publication in English and details of the publications (journal/congress, expected publication date, language, authors,...).

The process and time limit for prior notice of any publication activity has to be given to the WPL2 and the Coordinator as indicated in the Standard Operating Procedures³. Should the WPL2/the Coordination fail to reply within that period of time, it shall be deemed that there are no objections or comments to the relevant publication activity.

3.2 Once the scientific document has been prepared

Once the scientific document has been prepared by its authors, a final draft copy of this article/ abstract/ poster/ presentation will be forwarded to WP2 and Coordinator in a timely manner and prior submission, with the aim of ensuring the article follows the indications and principles established in these guidelines.

3.3. Aspects to include

For visibility purposes, either the title or the abstract of your submitted publication should include “Joint Action CHRODIS” or “JA-CHRODIS” to facilitate the search function in scientific search engines.

See also 2.2.4 of this guideline.

³ See the Standard Operating Procedures at JA-CHRODIS intranet.

Please, see the JA-CHRODIS Dissemination Strategy (<http://www.chrodis.eu/wp-content/uploads/2015/04/D01-01.1Dissemination-Strategy.pdf>) for details on other channels and types of non-scientific communications and publications such as press releases.

3.1 General points before submission

JA-CHRODIS encourages dissemination of its actions through publication at national and international journals and congresses. It is relevant to consider that most indexed journals do not accept previously published results. Therefore, the publication and presentation of results at national and international journal/ congresses needs to be carefully planned. A Communication Plan report template is available. Please, see the Dissemination Strategy on “JA-CHRODIS partner’s communication and reporting template”.

3.1.1. Authorship – who is an author?

Based on the ICMJE recommendations⁴, authorship should be based on the following four criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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. Those who do not meet all four criteria should be acknowledged. 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

⁴ <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

work progresses. It is the collective responsibility of the authors, not the journal to which the work is submitted, to determine that all people named as authors meet all four criteria. If agreement cannot be reached about who qualifies for authorship, the JA-CHRODIS Executive Board where the work was performed, not the journal editor, should be asked to investigate.

When listing the authors, articles produced within the framework of the JA-CHRODIS should include when permitted by the journal/ congress “on behalf of the Joint Action on Chronic Diseases and Promoting Healthy Ageing Across the Life Cycle (JA-CHRODIS)” or “on behalf of the JA CHRODIS Consortium”.

As JA-CHRODIS involves a large number of people and may involve a large multi-author group, ***the group will decide who will be an author before the work is started and agree on criteria to establish who is first, second,... last author and corresponding author before submitting the manuscript/ abstract 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. Authors will also be expected as individuals to complete conflict-of-interest disclosure forms.

When JA-CHRODIS collaborates with other authors or initiates in joint publications, the decision on the authorship will need to be agreed beforehand with the JA-CHRODIS coordinator.

3.1.2. Suitability of journal

When submitting a document to a scientific journal, authors should ensure that the journal they have in mind is suitable for the topics of the journal, is relevant and that it will be a good match. There are a number of different options for submitting a document – these vary between journals but generally authors can submit their piece as Original Research; Review Papers; Letters; or Short Communication.

Partners are strongly encouraged to publish their scientific work in open access journals.

Most journals have their own strict rules regarding content, formatting, and submission. Authors must adhere to the restrictions of the individual journal. Authors are also encouraged to be conscious of the Impact Factor of the journal, and how it will aid the dissemination of the research from JA-CHRODIS.

3.1.3. Author requirements

In addition to the above outlined JA-CHRODIS criteria, scientific journals will have their own additional requirements. As a rule, the most senior author is expected to accept responsibility

for the content and contribution of the research. The Corresponding Author, the person who submits the article, is responsible for all communication with the journal, and with the external reviewers if the article is accepted. JA-CHRODIS requires the Corresponding Author in JA-CHRODIS publications to be a partner of the Joint Action as well.

Some scientific journals may have extensive requirements on the availability of medical and scientific data. The author is advised to have all such data on hand.

3.1.4. Conflict of Interest

Authors will always be asked to sign a declaration where any conflict of interest is presented. Conflicts of interest can be anything from source of funding, employment status, personal financial gain, personal relationships, or anything that may infringe on the authors' impartiality. This is extremely important as any undeclared conflicts of interest break the rules of the scientific journal and can jeopardise the publication of the article, as well as seriously damage the reputation of all the authors.

3.1.5. Ethical Approval

If research involved animal or human subjects, evidence of ethical approval for the study is necessary for submission to a scientific journal. For social scientific journals, ethical approval is generally also required where the study involves vulnerable populations, for example children or people with cognitive disabilities.

3.1.6 Submission for Awards

If an author wants to submit the article produced under JA-CHRODIS for an award, he/she should inform his/her co-authors, the coordinating WP leaders as well as the coordinators and WP 2 leader by email. If appropriate, they might make the whole Executive Board aware of the process.

4. Final publication

Once the manuscript/ abstract has been completed, the author responsible for the paper should provide WP1 and WP2 with the final and approved paper and abstract and will inform timely on the decision of the journal and congress of its publication. Please, see Standard Operating Procedures on the agreement with publishers on rights to European Commission. Respecting Copyrights, authors will provide when possible the final published article/ presentation to WP2 and Coordinator.

Appendix 1. Rules on Ownership according to the Grant Agreement

II.8.1. Ownership of the results by the beneficiaries

Unless stipulated otherwise in the Agreement, ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiaries.

II.8.3. Rights of use of the results and of pre-existing rights by the Union

The beneficiaries grant the Union the right to use the results of the action for the following purposes:

- a) its own purposes, in particular making available to persons working for the Executive Agency, other Union institutions, agencies and bodies and to Member States' institutions;
- b) distribution to the public;
- c) translation;
- d) storage;
- e) archiving;
- f) rights to authorise or sub-licence the modes of exploitation set out in points (b) and (c) to third parties.