



CONNECT-TBI

THE COLLABORATIVE NEUROPATHOLOGY NETWORK
CHARACTERIZING OUTCOMES OF TBI

Publication Policy

Version No: 0001
Date created: 03/09/2020
Date approved: 05/08/2020
Date of next review: TBD

Author: Jean-Pierre Dollé

Authorized by:
Douglas H. Smith, William Stewart and Internal Governance Committee

CONNECT-TBI Publication Guidelines

The following guidelines have been established by the Internal Governance Committee for the publication of data generated using the tissue archive created by the CONNECT-TBI consortium.

This guideline addresses three types of manuscripts:

1. **Primary manuscripts:** Manuscripts that report the major aims of the CONNECT-TBI center (i.e., the major results of the collaboration).
2. **Secondary Manuscripts:** Manuscripts that refer to secondary hypotheses and ancillary analyses that come from the data collected by the CONNECT-TBI center.
3. **Tertiary Manuscripts:** Manuscripts in which ancillary data and research questions, unrelated to the primary study hypotheses are analyzed (can also be on only a subset of study data).

General principles

- No CONNECT-TBI data shall be presented, submitted or published in any way without the express prior written approval of the CONNECT-TBI Internal Governance Committee.
- Primary Authorship, denoted as those on the first line(s) of the authorship attribution in a journal and in indexing services, should be based on appropriate effort as defined in the guidelines published by the International Committee of Medical Journal Editors (ICMJE, http://www.icmje.org/roles_a.html). Primary authors should meet **ALL** four of the following 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.
- Where manuscripts are reporting the major objectives of the collaboration and are based on the broad collaborative efforts of the group, CONNECT-TBI Participants and Investigators involved in the work should also receive academic credits. In this case, **following the primary authors**, the following attribution will appear: “and the CONNECT-TBI Investigators”, which will be listed in alphabetical order at the end of the manuscript (found at the end of this Guideline). This will allow all members to be indexed as authors in PubMed.

- According to the current ICMJE criteria, group members will in general be considered as “Contributors”, and as such qualify for academic credits. An updated list of “CONNECT-TBI Investigators” will be maintained by the Publication Committee.
- The criteria used to determine the order in which authors are listed on the byline may vary, and are to be decided collectively by the author group.
- The corresponding author is the one individual who takes primary responsibility for communication with the journal during the manuscript submission, peer review, and publication process. The corresponding author typically ensures that all the journal’s administrative requirements, such as providing details of authorship, ethics committee approval, clinical trial registration documentation, and disclosures of relationships and activities are properly completed and reported, although these duties may be delegated to one or more coauthors. The corresponding author should be available throughout the submission and peer review process to respond to editorial queries in a timely way, and should be available after publication to respond to critiques of the work and cooperate with any requests from the journal for data or additional information should questions about the paper arise after publication.
- Secondary and tertiary manuscripts are encouraged and may be initiated by any CONNECT-TBI investigator.
 - In order to not duplicate work, a one-page proposal for secondary and tertiary manuscripts should be submitted to the Internal Governance Committee, that will include: a tentative title, potential primary authors, background/rationale. All submitted and finalized proposals will be circulated to the rest of the CONNECT-TBI Investigators.
- There is no prescribed limit of authors from each institution; however, each named author must have contributed significantly to the manuscript as described above.
- If agreement cannot be reached about who qualifies for authorship, the two Primary Investigators (PI) (Douglas Smith and William Stewart) should be asked to investigate. If the two PI’s cannot come to an agreement, then the issue will be referred to an arbitration committee which shall be made up of three members: 1) one member of the Internal Governance Committee (IGC) that will be nominated / voted on by the rest of the committee, 2) one member of the External Advisory Board (EAB) that will be nominated / voted on by the rest of the board, and 3) a senior member of the team that is mutually agreed upon by both PI’s. No members of the arbitration committee will be directly involved in the disagreement. The conflict will be brought to the arbitration committee within 2 weeks.

- After manuscripts have been prepared, revised, and readied for submission by the main authors, 2 weeks prior to intended submission, the first author will be responsible for sending the manuscript to the wider CONNECT-TBI group for comments. All CONNECT-TBI Investigators will have **1-week** to comment or retract their name from the author block if desired. If there is no response from an author, it will be assumed there are no objections to the paper and submission will follow. All authors, including those in the 'CONNECT-TBI Investigators' list will receive notifications from the journal to complete conflict of interest and disclosure forms, which must be completed immediately. If there is a failure to complete the journal disclosure forms in a timely manner, those persons will be removed from the author block.
- Preliminary data for grant submission by investigators at participating institutions using the CONNECT-TBI database is encouraged. However, any data tables included must be approved by the Publication Committee before submission.
- All authors are responsible for notifying the Internal Governance Committee of all accepted manuscripts, abstracts, and oral and poster presentations, as well as the journal, date of publication, page number(s) and other information necessary to reference the publication/presentation. The CONNECT-TBI Administrative Core will maintain a central list of all accepted abstracts, presentations and publications which will be posted on the CONNECT-TBI website.

The following Funding and Acknowledgements statements should be included:

Funding sources statement:

- Funding provided to the CWOW CONNECT-TBI group was from the U.S. National Institutes of Health, National Institute of Neurologic Disorders and Stroke (Grant # NS115322: D.H.S, W.S). The opinions or assertions contained here are the private views of the authors and are not to be construed as official or as reflecting the views of any sponsor.

Ethical approval statement:

- Tissue was obtained from the following Institutions: University of Pennsylvania, University of Glasgow, Harvard University, Mount Sinai, New York University, University of Pittsburgh, University of Toronto, Uniformed Services University of the Health Sciences, and University of Washington. Tissue was acquired at routine diagnostic autopsy, and approval for its use was granted by the respective Institutional Review Boards.

CONNECT-TBI Internal Governance Committee:

Douglas Smith (Co-Lead)	Dirk Keene	Christine Yaffe
William Stewart (Co-Lead)	Rebecca Folkerth	Dan Howard
Edward Lee	David Okonkwo	
Douglas Wiebe	Daniel Perl	

CONNECT-TBI Investigators (Alphabetical Order)

Cortes, Etty	Department of Pathology, Icahn School of Medicine at Mount Sinai, New York, New York, USA.
Crary, John	Ronald M. Loeb Center for Alzheimer's Disease, Departments of Neuroscience, Neurology and Genetics & Genomic Sciences, Icahn School of Medicine, New York, NY 10029, USA; Department of Pathology, Fishberg Department of Neuroscience, Friedman Brain Institute, Icahn School of Medicine at Mount Sinai, New York, NY 10029, USA
Dams-O'Connor, Kristin	Department of Rehabilitation Medicine, Icahn School of Medicine at Mount Sinai, New York City, NY, USA.
Diaz-Arrastia, Ramon	Department of Neurology, University of Pennsylvania Perelman School of Medicine, Philadelphia, PA, United States.
Edlow, Brian	Division of Neurocritical Care and Emergency Neurology, Massachusetts General Hospital, 55 Fruit Street - Lunder 650, Boston, MA, 02114, USA.
Fischl, Bruce	Athinoula A. Martinos Center for Biomedical Imaging, Department of Radiology, Massachusetts General Hospital & Harvard Medical School, Charlestown, MA, USA.
Folkerth, Rebecca	Department of Forensic Medicine, New York University School of Medicine, New York, NY 10016, United States.
Hazrati, Lili-Naz	Department of Laboratory Medicine and Pathobiology, University of Toronto, Toronto, ON, Canada; Department of Pathology, The Hospital for Sick Children, Toronto, ON, Canada.
Hinds, Col. Sidney	Brain Tissue Repository & Neuropathology Core, Center for Neuroscience and Regenerative Medicine (CNRM), Uniformed Services University (USU), Bethesda, Maryland. Chronic Effects of NeuroTrauma Consortium (CENC), Fort Detrick, Maryland.

Iacono, Diego	The Henry M. Jackson Foundation for the Advancement of Military Medicine (HJF), Bethesda, Maryland.
Johnson, Victoria	Department of Neurosurgery, Penn Center for Brain Injury and Repair, Perelman School of Medicine, University of Pennsylvania, Philadelphia, PA 19104, USA.
Keene, C. Dirk	Department of Pathology, University of Washington, Seattle, United States of America.
Kofler, Julia	Department of Pathology, University of Pittsburgh School of Medicine, Pittsburgh, PA 15261, USA
Kovacs, Gabor	Tanz Centre for Research in Neurodegenerative Disease (CRND) and Department of Laboratory Medicine and Pathobiology, University of Toronto, 60 Leonard Ave, Krembil Discovery Tower, Toronto, ON, M5T 0S8, Canada. gabor.kovacs@uhnresearch.ca. Laboratory Medicine Program and Krembil Brain Institute, University Health Network, Toronto, ON, Canada. gabor.kovacs@uhnresearch.ca.
Lee, Edward	Department of Pathology and Laboratory Medicine, Center for Neurodegenerative Disease Research, Perelman School of Medicine, University of Pennsylvania, Philadelphia, USA. Translational Neuropathology Research Laboratory, University of Pennsylvania, Philadelphia, PA 19104, USA.
Manley, Geoffrey	Department of Neurological Surgery, University of California San Francisco, 505 Parnassus Ave, Rm M779, San Francisco, CA 94143, USA. Brain and Spinal Injury Center, Zuckerberg San Francisco General Hospital, 1001 Potrero Ave, Bldg. 1, Rm 101, San Francisco, CA 94110, USA.
Meaney, David	Department of Bioengineering, University of Pennsylvania, Philadelphia, PA, United States. Department of Neurosurgery, University of Pennsylvania, Philadelphia, PA, United States.
Montine, Thomas	Department of Pathology, School of Medicine, Stanford University, Palo Alto, CA, USA.
Okonkwo, David	Department of Neurological Surgery, University of Pittsburgh, PA, USA.
Perl, Daniel	Brain Tissue Repository & Neuropathology Core, Center for Neuroscience and Regenerative Medicine (CNRM), Uniformed Services University (USU), Bethesda, Maryland. Department of Pathology, F. Edward Hébert School of Medicine, Uniformed Services University (USU), Bethesda, Maryland.

Smith, Douglas	Center for Brain Injury and Repair, Department of Neurosurgery, Perelman School of Medicine, University of Pennsylvania, Philadelphia, Pennsylvania.
Stewart, William	Department of Neuropathology, Queen Elizabeth University Hospital, Glasgow G51 4TF, UK. Institute of Neuroscience and Psychology, University of Glasgow, Glasgow, G12 8QQ, UK.
Trojanowski, John	Department of Pathology and Laboratory Medicine, Center for Neurodegenerative Disease Research, Perelman School of Medicine, University of Pennsylvania, Philadelphia, USA.
van der Kouwe, Andre	Athinoula A. Martinos Center for Biomedical Imaging, Department of Radiology, Massachusetts General Hospital, Charlestown, Massachusetts, United States of America.
Wiebe, Douglas	Department of Biostatistics and Epidemiology, Perelman School of Medicine, University of Pennsylvania, Philadelphia, Pennsylvania.
Yaffe, Kristine	Department of Neurology, Epidemiology and Biostatistics, University of California San Francisco, San Francisco, California, USA.