



## Publication and Authorship Guideline

This **Publication and Authorship Guideline** has been established by the TRACK-TBI Executive Committee for the publication of data collected under the protocol entitled: Traumatic Brain Injury Endpoints Development Initiative (TRACK-TBI). TRACK-TBI is governed by data use guidelines, as described in the TRACK-TBI Data Contribution and Use Agreement, the Data Use Agreement, and the TRACK-TBI Research Collaboration Policy. This Publication and Authorship Guideline will be in effect until such time as the data may become publically accessible, and is subject to amendment by the TRACK-TBI Executive Committee.

This guideline addresses three major types of manuscripts. **Primary manuscripts** are those that report the conduct and outcome of the major objectives of the trial (i.e., the major results of the collaboration). **Secondary manuscripts** refer to secondary hypotheses and ancillary analyses that come from data that were collected for this study. **Tertiary manuscripts** are those in which data collected are used as an illustrative example of a proposed preferred methodology or studies for which ancillary data, unrelated to the primary study hypotheses, are collected, sometimes on only a subset of study sites. All data presentations, including abstracts, oral presentations, and posters, are encompassed by the term “manuscript.”

### General Principles

1. This guideline may be subject to ongoing interpretation by the Executive Committee. Experience and new insights from this trial may necessitate periodic modification by consensus of the Executive Committee.
2. No TRACK-TBI data shall be presented, submitted or published in any way without the express prior written approval of the Executive Committee.
3. 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](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.
4. Authorship credit will be granted to the primary authors *with the TRACK-TBI Study Investigators as an author*. Following the list of primary authors, all publications using TRACK-TBI data will bear the following attribution: “and the TRACK-TBI Study Investigators” listed in alphabetic order. Including the TRACK-TBI Study Investigators allows for all members to be indexed as authors (not contributors) in

PubMed.

5. Responsibilities and tasks for production of primary manuscripts will be determined by the Executive Committee and the Biostatistical Core. The results to be included in the primary manuscript will be presented to the Executive and Steering Committees for review and response. Twenty-one days prior to submission, a complete draft will be circulated to the Executive Committee for review and comment.
6. Secondary and tertiary manuscripts are strongly encouraged and may be initiated by any participating TRACK-TBI investigator. Two-page proposals for secondary and tertiary manuscripts must include a tentative title, primary author(s), background/rationale, and statistical analysis plan (NOTE: see Appendix 1 to Research Collaboration Agreement) and must be submitted to the Executive Committee in care of Contact Principal Investigator, Geoffrey T. Manley, MD PhD via the Project Administrator ([brian.fabian@ucsf.edu](mailto:brian.fabian@ucsf.edu)). Consultations with the Biostatistical Core are essential to developing adequate statistical plans prior to final submission to the Executive Committee. Clinical site statisticians and epidemiologists are encouraged to participate in these consultations, which should take place after proposal submission to the Executive Committee and acceptance by the TRACK-TBI Steering Committee, and before posting on the One Mind Portal. All submitted and finalized proposals will be posted on the One Mind Portal for review and comment by all TRACK-TBI PIs and co-Is. All eligible proposals will be presented, discussed, reviewed, and voted on either during Steering Committee meetings, or via email ballot within 14 days following the meeting. Approval will be determined by simple majority.
7. Each secondary and tertiary manuscript proposal will identify a primary author/writing group leader, who will be responsible for assigning tasks to members of the writing group. To uphold the authorship criteria presented in General Principle 3, it is expected that primary authors will delegate writing responsibilities early enough so that all members of the writing group are given the opportunity to contribute substantively. The primary author will have sole responsibility for ensuring that authorship order has been discussed and confirmed by co-authors. 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 there is a disagreement among the potential co-authors, the Executive Committee will determine inclusion of an author and/or order. If agreement cannot be reached by the Executive Committee, Michael Weiner, MD PhD, of the TRACK-TBI Scientific Advisory Board will be the tie-breaker and serve as mediator. For secondary (and possibly tertiary) manuscripts, the author list will include the named authors followed by “and the TRACK-TBI Study Investigators.”
8. Before submission of an abstract to a scientific meeting, it is expected that the associated data analyses and interpretation will be completed. The abstract, data tables, and text of the interpretation will be submitted to the Executive Committee and posted on the One Mind Portal for comment and the designated author(s) will present their data and interpretation (10-minute presentation) to the Executive Committee for discussion and review during an Executive Committee telephone meeting. The Executive Committee will discuss the presentation and approve submission by simple majority vote. It is expected that the resultant manuscript will be submitted to a journal by or before 3 months following presentation of the abstract at the scientific meeting. The same process is required before submitting a manuscript to a journal if no associated abstract has been previously approved.
9. If preparation and submission of manuscripts is not accomplished in a timely manner (within six months following the receipt of data), the Executive Committee reserves the right to delegate manuscript-writing responsibility to another investigator. These requirements are in place to ensure the timely publication and dissemination of study results to the public and the scientific community.

10. Using TRACK-TBI data as preliminary data for grant submission by investigators at participating institutions is encouraged. However, any data tables included in a grant proposal must be approved by the Steering Committee before submission.
11. The Steering Committee will consider requests from unrelated third parties for access to study data for research and publication purposes *prior* to the data becoming available publically. All parties obtaining access to the data will agree to abide by the obligations of the TRACK-TBI DUA/HTMA and as set forth in this Guideline.
12. All authors are responsible for notifying the Executive Committee (via email to Brian Fabian [brian.fabian@ucsf.edu](mailto:brian.fabian@ucsf.edu)) 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 TRACK-TBI Administrative Core will maintain a central list of all accepted abstracts, presentations and publications relating to TRACK-TBI, which will be posted on the TRACK-TBI Web site.

### Acknowledgements

1. As this study was sponsored by external sources an acknowledgement is required on all publications.

“Sponsored by the U.S. National Institutes of Health, National Institute of Neurologic Disorders and Stroke (Grant # TRACK-TBI NINDS Grant# U01 NS1365885), and our public and private partners. 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.”

2. Contributions from other collaborators, including laboratory, economists, scientists, consultants or other individuals providing expertise during the trial design, conduct and manuscript processes but not members of the official TRACK-TBI Study Investigators and not meeting the prescribed authorship criteria should also be listed in the acknowledgments.

TRACK-TBI Executive Committee		
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Ramon Diaz-Arrastia, MD	PI, Emerging Tech Core Leader	Center for Neuroscience and
Joseph Giacino, PhD	PI, Clinical/Rehab Core Leader	Spaulding Rehabilitation Center
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TRACK-TBI Steering Committee		
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