IMMUcan

Publication Policy (v1, 9 Dec 2019)

1. Purpose

This policy aims to support a streamlined, scientist-friendly process for any publication generated within the IMMUcan project to ensure that the consortium is informed of all IMMUcan-related publications, to avoid any IP infringements, to address publication ethics, and to obtain formal approval from all consortium partners. The policy will be implemented through the Publication Approval Committee: it will ensure that the IMMUcan publication strategy is followed to prioritize major original publications over fragmented publications (see Description of Action).

Please note that from a legal perspective the IMMUcan publication rules are laid out in the IMMUcan Consortium Agreement especially section 7.5, which all participants have signed. In the case of any disagreement between this document and the Consortium Agreement, the latter shall prevail.

2. Scope

This policy is applicable to all data and other results generated within the framework of the IMMUcan project. Any publication of data or findings, not previously released into the public domain, will need to be approved by the IMMUcan Publication Approval Committee. The term "publication" includes but is not limited to manuscripts, reviews, book chapters, abstracts, posters, theses, lectures, video, web pages, vendor application notes, etc.

Please note that this policy and the IMMUcan Publication Strategy also apply to PhD theses. The Publication Approval Committee may consider the possibility for a PhD committee to see unpublished data under a Confidentiality Agreement with the consortium. To note, the publications for the thesis might be released only at the end of the IMMUcan project.

3. Summary of the IMMUcan Publication Strategy

The aim of the IMMUcan publication strategy is to ensure that the release of project data into the public realm will have maximum impact. To ensure this, the consortium will:

- prioritize potentially high-profile publications over presumably lower impact manuscripts
- combine and integrate datasets wherever it makes sense
- ensure that critical mass of data has been collected so that putative conclusions are supported by adequate sample sizes
- encourage potential authors to team up with other potential authors of the IMMUcan consortium if they pursue similar ideas for publication

An exception can be made for case study reports by clinicians. This Publication Strategy will be implemented by ensuring a close exchange between the Project Coordination Team (PCT), the Executive Board (EB) and the Scientific Committee.

4. Roles and Responsibilities

Project Coordination Team: The Project Coordination Team (PCT) is made up of the Project Coordinator, Project Leader, SIB and Lilly. The PCT will receive ideas for publications, manage a list with all submitted publication ideas, help evaluating the ideas in close collaboration with the Executive Board and the Scientific Committee. The PCT will receive publication-ready manuscripts, initiate the

approval process. In exceptional cases, the PCT may support arbitrating conflicts among putative authors.

Project Coordinator: The Project Coordinator (EORTC) acts on behalf of the PCT and will be responsible to carry out the tasks of the PCT.

Executive Board: The Executive Board (EB) is made up of members of the PCT and the work package leaders. The EB will discuss submitted publication ideas and rank publication ideas based on the publication strategy of the IMMUcan consortium.

Publication Approval Committee: The Publication Approval Committee is made up of one representative each of all IMMUcan partners and thus equals the General Assembly (GA). All publications will be reviewed by the Publication Approval Committee and will require its approval prior to submission of the manuscript.

Scientific Committee: The Scientific Committee is made up of all interested scientists of the IMMUcan consortium. Unlike the PCT, EB and GA, the Scientific Committee is not a governing body of the IMMUcan consortium. Nonetheless, the Scientific Committee will discuss submitted publication ideas and provide feedback on the scientific value and expected impact. The EB in turn will be able to use this feedback in their decision-making in prioritizing publication ideas.

5. Procedure

5.1. Publication proposal

- The lead author(s) informs the relevant WP(s) leader(s) and the PCT about any concrete intentions to prepare a publication.
- The project coordinator will update the list of forthcoming publications. This includes all publications required in the Description of Action plus any other publications agreed by the work packages (WP). This list will be accessible to and maintained by the PCT on the project SharePoint. The spreadsheet columns will include Title, lead author, WP, deliverable number, expected date for submission or submission deadline (e.g. conference abstracts or if an exact date has been given by the lead author(s)) and date for submission for Publication board review. The Excel spreadsheet also includes a column recording the date when the publication review notification was sent to the Publication Approval Committee and when the publication was approved.
- The PCT will ensure that this “forthcoming publication list” is a standing item for agenda and minutes of each Executive Board meeting or as deemed necessary. WP leaders are responsible for informing their respective WP partners.
- The PCT will discuss the priority of the proposed ideas for publication with the Executive Board and the Scientific Committee. In coordination with them, the PCT may recommend timing for publication, combination of different publications or coordinated submission of related publications.
- In case of competition for the same dataset, the PCT will request the authors to merge the different ideas in a combined publication. In case of persistent disagreements regarding authorship, the rules presented in 6.2 shall apply.

5.2 Publication submission

- As soon as it is available and no later than 35 working days (50 working days for a thesis) before public disclosure, the lead author(s) will submit the final version of the proposed publication for Publication Approval Committee review by sending the manuscript via e-mail (see Template in annex 1) to the Project Coordinator with the Project Coordination Team in copy.

- The lead author(s) will ensure that the Track Changes feature is turned on. The information in Template 1 in the Annexes should be provided together with the proposed publication.

5.3 Publication review and approval

- Within 5 working days (according to the Belgium calendar), the Project Coordinator on behalf of the PCT informs the Publication Approval Committee by e-mail with a link to the project SharePoint to the full manuscript including figures, supplementary material and the information from the annex template 1.
- The Publication Approval Committee is requested to acknowledge receipt (email functionality) and has 15 working days time.
- If no feedback is received from members of the Publication Approval Committee within 15 working days from notification, a reminder e-mail will be sent to the Publication Approval Committee. If no feedback is received within 30 working days of notification, the proposed publication is considered to be approved by the Publication Approval Committee. The review period is 30 working days in case of PhD thesis.
    - In case of urgent submissions of short scientific communications *e.g.* conference abstracts or posters, a faster turnover will be targeted. The review period could be shortened to a minimum of 10 working days in exceptional situations to be approved by the Project Coordination Team in the absence of risk for legitimate interests of the partners.
- The PCT informs the lead author(s) of the result of review without delay, and will update the spreadsheet accordingly.
- In case of partner objection and/or comments that impede approval, the Publication Approval Committee member must provide his/her comments directly in track changes in the document posted on the project SharePoint and inform the lead author(s) by e-mail with the PCT and the all members of the Publication Approval Committee in copy.
    - In case of IP concerns, the publication review period may be extended to additional 3 months to let the partner evaluate the patentability of the foreground and up to 6 additional months in case the partner wishes to file the patent. Such delay could be shortened, should the lead author(s) agree to modify the publication as requested for scientific or patent reasons.
- The lead author(s) will adapt the proposed publication accordingly and provide the Project Coordinator with the reviewed version. The Project Coordinator informs the Publication Approval Committee of the reviewed version.
- The members of the Publication Approval Committee will review the proposed publication again and will have 15 working days to raise any objections. In the absence of objections, the revised publication will be considered approved by the Publication Approval Committee.
- Once published, lead author(s) should request the posting of the publication on the IMMUcan website. The publication should be provided to IMI2 JU within 2 months following publication (to be sent by email if it is not a deliverable).

6. Policy

6.1. Proposing publications to the PCT

- It is the responsibility of the lead author(s) to inform the PCT about concrete publication ideas as soon as possible (e.g. once mature datasets are available) for the EB and Scientific Committee to have sufficient time to discuss these ideas and to weigh their potential scientific impact and to minimize any potential risks of IP infringements

- Failure to inform the PCT early on about publication ideas will delay submission to the Publication Approval Committee as the scientific merit of a publication needs to be assessed first by the EB with the help of Scientific Committee.
- The lead author(s) is expected to comply with the usual publication and review procedures in his/her institution(s).

6.2. Authorships

IMMUcan authorship policy is based on recommendations of the International Committee of Medical Journal Editors (ICMJE). Authorship is based on the following conditions:

(1) Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; AND

(2) Drafting the article or revising it critically for important intellectual content; AND

(3) Revision and 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.

- As stated in the ICMJE guidelines, all authors have to meet all four conditions and everyone that meets all four conditions should be an author on the publication.
- Individuals meeting only a subset of the criteria should not be authors but be mentioned in the acknowledgments
- Contributors of patient material used for the publication but not satisfying the above conditions will be acknowledged in the publication, should they not qualify as co-authors. Please note that for the main publication of a disease type, the 5 to 10 best recruiters and the young investigator per disease type will be co-authors.
- Major contributors of patient material (threshold to be defined for each indication) satisfying the ICMJE criteria qualify as publication authors.
- Authors should disclose all contributors and their specific individual contributions and affiliations in order to validate their authorship claim (see Table in the template 1 of the Annex).

IMMUcan's partners should take the following approach:

- Any request to change the proposed authorship (addition, deletion, order change) should be addressed throughout working towards manuscript preparation and should be justified and agreed by all proposed authors and included in the relevant WP or EB meeting minutes.
- Proposed authorship, including author order, should be justified and agreed as soon as possible in the progress of a project (ideally at the beginning of working at a task leading to a publication) and included in the appropriate WP or EB meeting minutes. Agreement is required by all proposed authors.
- Any request to change the proposed authorship (addition, deletion, order change) should be addressed throughout working towards manuscript preparation and should be justified and agreed by all proposed authors and included in the relevant WP or EB meeting minutes.
- Proposed authorship will become final at the point of submission and must be justified and agreed by all proposed authors and included in the appropriate WP or EB meeting minutes.
- Arbitration: in the case of disagreement on proposed authorship, changes to the proposed authorship, or final authorship, this will be resolved by the WP leads unless the WP(s) leads are conflicted by their own authorship position or institutional relationships.
- In the case of conflict, arbitration will be provided by non-conflicted members of the PCT.

- If arbitration is unsuccessful in reaching agreement between authors, those authors not agreeing with the proposed solution will be asked to step down from the authorship team. If those authors refuse to do so, then work on the manuscript will be halted.
- In case of misuse of project data including unauthorised publication, the PCT on behalf of the consortium shall request the editor of the journal to retract the publication.

6.3. Open access

- The IMMUcan consortium is committed to ensure open access to its publications (free of charge, online access for any user) to all peer-reviewed scientific publications relating to its results.
- The preferred approach is to purchase gold open access from high impact factor scientific journal. The EORTC is managing centrally a budget for such purchase I.e. submitting lead authors will be refunded for their purchase. In addition, the lead author must aim to deposit the research data needed to validate the results presented in the deposited scientific publications.
- For publication of minor importance, the PCT may take the decision that such publication doesn't justify using IMMUcan funds for the purchase of gold open access. In such case, lead author(s) are free to purchase gold open access at their own costs or to deposit as soon as possible a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a public repository for scientific publications within six months of publication (12 months for publications in the social sciences and humanities) in any other case.

6.4. Funding bodies acknowledgement

- All publications must incorporate the following acknowledgement: "The IMMUcan project has received funding from the Innovative Medicines Initiative 2 Joint Undertaking under grant agreement No 821558. This Joint Undertaking receives support from the European Union's Horizon 2020 research and innovation programme and EFPIA. IMI.europa.eu"

6.5. Logo

- Webpage, posters and slides should include IMMUcan logo, EFPIA logo, the European emblem and IMI2 JU logo.

6.6. Disclaimer

- A disclaimer should be made visible whenever possible "This publication reflects the authors' view and that neither IMI nor the EU, EFPIA are responsible for any use that may be made of the information contained therein".

Annexes

Template 1: e-mail from Lead Author(s) (proposer) to the Project Coordinator: IMMUcan publication

Email to pct@immucan.eu and the principal investigator in the proposer's institution in copy

Dear IMMUcan,

My co-authors and I hereby propose a publication disclosing project Foreground. The material to be disclosed is attached. Please inform the Publication Approval Committee of the following:

1) The information on proposed journal, conference or event where the publication will be disseminated. I confirm that this is not a predatory conference or predatory journal.

2) (for journal publications) I confirm that open access will be provided.

3) The expected journal/conference submission date or the submission deadline.

4) Whether information or IP disclosed in the proposed publication originates from any participant other than the author's own institution.

- Option 1 (new data, only one institution involved)

  I can confirm that no Foreground, Sideground or Confidential Information from another Participant is disclosed.

- Option 2 (new data, more than one institution involved)

  Please note that Foreground, Sideground or Confidential Information from more than one Participant would be disclosed.

5) I confirm that authorship complies with all four ICMJE criteria (fill in table below).

6) I confirm that all co-authors agree to the final version of the manuscript, including the author list.

7) Following recommendations and feedback by the EB and the IMMUcan Scientific Committee have been incorporated in the publication draft (enter if applicable):

8) I confirm that each of the 25 CONSORT3 guidelines has been followed (applicable for clinical trials).

9) I confirm that GPP34 has been followed (applicable for Pharma-sponsored clinical trials).

10) I confirm the EORTC Disclosure of Results and Publication Policy (POL009) has been followed (applicable or EORTC clinical trials).

11) I confirm that IMI JU funding has been acknowledged using the correct wording.

12) I have taken all reasonable efforts to avoid research misconduct, plagiarism, falsification or suppression of data.

13) Where appropriate, a clear statement of the urgency of the proposed publication and the submission deadline.

Regards, Lead author(s) on behalf of all co-authors

	Conception data generation				**Writing of manuscript**		**Approval**	**Accountability**
Author name	Conception	Acquisition of data	Data processing / analysis	Interpretation of data	Drafting of manuscript	Revising of manuscript	Final approval of the version to be published (yes / no)	Agreement to be accountable (yes / no)

If putative author contributed to acquisition of data and/or data processing/analyses please add additional information on activities (e.g. which Figure / Table in manuscript resulted from the work)

Template 2: e-mail from EORTC to Publication Approval Committee: Email to Publication Approval Committee members

Copied to Proposer and Principal Investigator in the Proposer's institution

Dear members of IMMUcan Publication Approval Committee,

The Project Coordination Team has received a proposed publication disclosing the attached project Foreground.
Add information 1-11 from Template 1 above

The proposed publication is on the IMMUcan SharePoint: link. You have 30 days from the date of this email to raise any objections (45 days in case of thesis). Please note that any objection should be inserted directly in track changes in the proposed publication posted on the project SharePoint. Please also notify by email the lead author(s) with the PCT with all members of the Publication Approval Committee in copy that you have inserted comment in the proposed publication. The proposed publication will be considered as approved in the absence of feedback. In case of absence of feedback from the Publication Approval Committee a reminder will be sent after 20 days from notification.
Please provide your eventual comments directly to the lead author(s) with the Project Coordination Committee and the all members of the Publication Approval Committee in copy

Best regards,

EORTC