**National Institutes of Health**

**National Cancer Institute**

**Division of Cancer Prevention**

**US-Latin American-Caribbean HIV/HPV-Cancer Prevention Clinical Trials Network (ULACNet)**

**Network Publication Guidelines**

**Purpose:**

This document provides a summary of general NIH policies as well as network-specific guidance governing review of all ULACNet publications (abstracts, press releases, print-media/electronic articles, presentations, manuscripts, posters, letters/commentaries, etc.).

1. **General NIH Publication Policies**
2. The [NIH Public Access Policy](https://publicaccess.nih.gov/policy.htm) ensures that the public has access to the published results of NIH funded research. It requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive [PubMed Central](https://www.ncbi.nlm.nih.gov/pmc/) *upon acceptance for publication*. To help advance science and improve human health, the Policy requires that these papers are accessible to the public on PubMed Central no later than 12 months after publication. More information about this policy or the submission process is available on the NIH Public Access Policy website at: <http://publicaccess.nih.gov/>.
3. It is also a requirement that the results of all NIH studies be submitted as required by the Food and Drug Administration Amendments Act (FDAAA) Section 801 to comply with the rules defined for inclusion of clinical trial information in clinicaltrials.gov.
4. **Guidance by Publication Type**

The definition of ‘publication’ in this guidance includes manuscripts, abstracts (oral/poster presentations), press releases, print-media/electronic articles, presentations (panel/sessions), letters/commentaries, etc. related to scientific and programmatic aspects of the ULACNet program. All publications in this NIH Cooperative Agreement network need to undergo review by NCI DCP for alignment with scientific and programmatic priorities. Each publication must include an acknowledgment of the NIH award support and disclaimers (indicated below).

1. ***Manuscripts***
	1. Discussion around the timing, content, and authorship of manuscripts should be initiated with the NCI Project Scientist as early as possible. *(For more information about authorship criteria, please see section C below)*
	2. Submit the following to the NCI DCP Management Team via email at ULACNet@mail.nih.gov:
		1. Draft of the manuscript (inclusive of cover page with authors and affiliations), tables, figures, and appendices/supplementary material.
		2. Name of the journal targeted for submission
		3. Submission deadline *(if applicable)*
	3. Include the following disclaimer under the sections on Funding Support/Contributions/Disclaimers (*revise as applicable*):
		1. *“Research reported in this publication was supported by the National Cancer Institute of the National Institutes of Health under Award Number U54CA24XXXX supporting the US-Latin American-Caribbean HIV/HPV-Cancer Prevention Clinical Trials Network (ULACNet). NCI/NIH staff members who are co-authors on this study contributed to the design of the study, interpretation of study data, and writing the manuscript. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”*
		2. Cite funding support received from all NIH institutes and any additional terms in the Notice of Award.
	4. Review timelines for manuscripts
		1. For manuscripts with NCI co-authors, scientific and programmatic review and clearance of draft manuscripts will be provided within 30 calendar days of submission.
		2. For manuscripts without NCI co-authors, programmatic clearance of draft manuscripts will be provided within 15 calendar days of submission.
2. ***Conference abstracts and proposals for panel/session***
	1. Discussion around the intent to submit scientific/programmatic abstracts and proposals for organizing a panel/session about the ULACNet program at professional conferences and scientific meetings should be initiated with the NCI Project Scientist as early as possible.
	2. Submit the following to the NCI DCP Management Team via email at ULACNet@mail.nih.gov:
		1. Name of conference/meeting/host organization
		2. Date of conference or meeting
		3. Submission deadline
		4. List of authors and affiliations
		5. Draft of abstract or proposal
	3. Review timelines for abstracts
		1. For abstracts with NCI co-authors, scientific and programmatic review and clearance of draft abstracts/proposals will be provided within 7 business days of submission.
		2. For abstracts without NCI co-authors, programmatic clearance of draft abstracts/proposals will be provided within 3 business days of submission.
	4. If the abstract/proposal is accepted, submit the following to DCP prior to the presentation:
		1. Name and affiliation of the presenter(s)
		2. Date of presentation
		3. Format (e.g., poster, oral presentation, panel discussion)
		4. Optional – draft poster or presentation slides. *If received in a timely manner, constructive feedback will be provided.*
	5. Include the following funding acknowledgement and disclaimer (*revise as applicable*):
		1. *“Research reported in this publication was supported by the National Cancer Institute of the National Institutes of Health under Award Number U54CA24XXXX supporting the US-Latin American-Caribbean HIV/HPV-Cancer Prevention Clinical Trials Network (ULACNet). NCI/NIH staff members who are co-authors on this study contributed to the design of the study, interpretation of study data, and writing the manuscript. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”*
3. ***Press Releases***
	1. Notify the NCI Division of Cancer Prevention (DCP) Management Team via email at ULACNet@mail.nih.gov about your intent to publish a press release.
	2. Submit a draft of the press release (via email above) at the soonest but no later than 3 business days in advance of a publication/release date in order to be reviewed by the NCI DCP Communications Director and the NCI Office of Communications and Public Liaison.
	3. Use the appropriate funding acknowledgment *(revise as applicable)*
		1. “*Research reported in this publication was supported by the National Cancer Institute of the National Institutes of Health under Award Number U54CAXXXXXX supporting the US-Latin American-Caribbean HIV/HPV-Cancer Prevention Clinical Trials Network (ULACNet).”*
4. **Authorship**

Authorship should be discussed early during the protocol development stage, although author contributions may evolve over time and additional authors may be added subsequently. Since ULACNet is a NIH Cooperative Agreement program, the ULACNet U54 Partnership Center Multiple Principal Investigators (PIs) and the NCI Project Scientist will be responsible for determining which individuals should be considered for co-authorship on all publications.

In determining authorship, consider following recommendations of the International Committee of Journal Editors which are 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.

Additional details can be found at [www.icmje.org](http://www.icmje.org/).

1. **Acknowledgements**

For any ULACNet publication, consider acknowledging the following contributors, as applicable:

* NCI DCP Contractors:
	+ Leidos Clinical Monitoring Research Program Directorate (CMRPD), Leidos Biomedical Research, Inc.
	+ Technical Resources International, Inc (TRI)
	+ Information Management Services, Inc (IMS)
	+ NCI DCP Protocol Information Office (PIO)
* Specific personnel from these contractors or from the Partnership Center’s Lead Academic Organizations (LAO)s and Affiliated Organizations (AOs) who provided extraordinary contributions but do not merit authorship
* Study participants.