8 Authorship

8.1 General Authorship Principles

Policies on authorship should be addressed before data analysis begins. These policies should address what type of publications have named authors, and how the authorship is determined. Many journals and institutions have policies determining the types of contribution that merits authorship. One commonly used policy is the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (http://www.icmje.org/index.html). Three criteria are required for authorship: (1) An author should be an active participant in the planning, design, analysis, and interpretation of the study; (2) An author should have an active part in writing the paper and reviewing it for possible revision; (3) An author must be able to publicly defend the study if the need arises. A person who contributes to the study but does not qualify for authorship should be included in the acknowledgements.

The <STATE> PRAMS staff should review any relevant <STATE> policies and those of other institutions in formulating their authorship policy. For major projects, it may help if authorship is decided upon at the beginning of a project. This minimizes the potential for disagreements and guides the division of work. The first author is usually the researcher who writes the first draft of the paper and coordinates the editorial review process. The other authors are listed based on their contribution to the project.

8.1a Recognizing the PRAMS Working Group. To reflect the collaborative nature of PRAMS, the CDC and state PRAMS teams have agreed that for studies that use multi-state data, "The PRAMS Working Group" will be recognized with an acknowledgment, and the specific members of The PRAMS Working Group will be listed. Because all states collaborate to develop PRAMS, all participating states will be included in The PRAMS Working Group, even if a particular state's data may not have been used in the analysis. States are added to The PRAMS Working Group when they are funded or enter into a memorandum of understanding for unfunded technical assistance.

The PRAMS Working Group includes the CDC PRAMS team and one individual from each PRAMS state, identified by name. The <STATE> representative will be designated by the state and may be rotated among team members if desired. This approach permits states to give different individuals recognition on different articles and identifies several individuals within <STATE> who can be contacted for information about

PRAMS. The PRAMS Working Group members at the time of publication are acknowledged. The current membership of the PRAMS Working Group can be found at on the **Inside PRAMS Web site Analysis page (http://www2.cdc.gov/prams/analysis.htm).**

Protocol Development Task

Provide the name of the individual who will represent your state in the PRAMS Working Group.

Update CDC with changes in your state's PRAMS Working Group representative as necessary.

8.1b ***Recognizing CDC Participation.*** For studies in which a specific CDC PRAMS team member collaborated with the state team, that member will appear on the authorship line. If there is no CDC coauthor, please include the "Centers for Disease Control and Prevention" as an acknowledgment. For any state-authored publications, there is a further requirement of the Public Health Service (PHS) that recipients of cooperative agreements place an acknowledgment of PHS support at the end of the article. The acknowledgment should read: "This publication was made possible by grant number _____ from the Centers for Disease Control and Prevention."

8.1c ***Recognizing External Researchers.*** External researchers are those who are not members of the state PRAMS team (e.g., individuals who work in the state health department, other state health employees, contracted data analysts, university researchers, graduate students). For studies in which there is an external researcher, the individual researcher will appear on the authorship line.

States should ensure that they have an opportunity to review and provide comments on publications by external researchers. They may wish to have a state PRAMS team member as an author on publications written by external researchers or to provide for review in their policies granting access to external researchers (see **Section 7. 5b and Appendix R** for more information).

8.1d ***Presentations.*** When making a presentation (oral or poster, single or multi-state data), include a slide or a poster panel that shows the

participating PRAMS states and, if possible, lists the members of The PRAMS Working Group.

8.2 Review of Abstracts and Manuscripts

State and CDC review of abstracts and manuscripts is suggested to enhance collaboration, to share expertise, and to improve the quality of publications and presentations. The CDC PRAMS team may be more familiar with the validity and reliability of particular core data items; states may be more aware of the implications concerning uses of certain data in the state. Mutual review of publications and presentations also serves to ensure that everyone (state and CDC) is informed of analyses being conducted, their findings, and where presentations of PRAMS data will occur.

8.2a ***State Review of CDC Manuscripts.*** PRAMS states will have an opportunity (two weeks is the recommended period of time) to review and comment on any CDC-authored abstracts, manuscripts or presentations. CDC assumes tacit approval for abstracts and/or manuscripts when no response is received within the two-week period.

8.2b ***CDC Review of State Manuscripts.*** If requested, CDC will review and provide comments on any state publication. CDC requests, as a courtesy, that PRAMS states who plan to give an oral presentation at a regional or national conference or submit a manuscript for publication provide CDC an opportunity (preferably of at least two weeks) to review and comment on the publication or presentation. State documents that have CDC authors will require CDC clearance and will require approximately 4 to 6 weeks for review.

8.2c ***State and CDC Review of Manuscripts by External Researchers.*** External researchers are required to submit their publications and presentation materials to CDC and the PRAMS states at least two weeks prior to the presentation or submitting the manuscript for publication.

When time is of the essence, however, abstracts can be faxed or sent by e-mail, which should permit the review to be done within one week. If a review cannot be completed within the suggested time frame, the need for more time should be communicated to the authors as quickly as possible. If neither comments nor any other communication are received by the time requested, the author can assume that reviewers have no comments and proceed with submitting the manuscript or abstract submission.

The purpose of the review process is to improve and strengthen the manuscript or abstract. Authors are encouraged to consider carefully any comments or

recommendations that are offered, but all comments may not be incorporated into the final paper in every case.

Protocol Development Task

As they are completed, provide CDC with final copies of presentations and publications written by state PRAMS teams or external researchers who used PRAMS data. Complete and submit a publications form (available at **http://www2.cdc.gov/prams/Doc-Materials.htm#2**) to CDC for each presentation or publication.