SCIENTIFIC PUBLICATIONS POLICY

Publication planning

- FIND has a standard operating procedure (SOP) for publication of scientific manuscripts and congress presentations, owned by the FIND communications team, to which all FIND staff involved in the development of scientific communications should adhere
  - Editorials and opinion pieces are not covered by this SOP
- FIND study data should be submitted for journal publication in a timely manner, ideally within maximum 12 months of study completion, if no timelines are specified by the donor
  - For publications led by partners, FIND shall apprise the lead author of any relevant timelines
- FIND study data may be presented at scientific congresses
  - Data should normally not have already been published or presented elsewhere; however ‘encore’ abstracts can be submitted providing that the target congress guidelines state that they are acceptable and that the original congress imposes no copyright restrictions
- All manuscripts reporting FIND study data and all review articles with FIND authors should be published in an open-access, peer-reviewed journal, regardless of whether they are FIND-led or partner-led
  - The target journal should be agreed upon by all authors (see below)
  - ‘Predatory journals’ should be avoided (exploitative business models that do not sufficiently check articles for quality and do not offer many of the services that legitimate journals provide)
    - Signs of predatory journals include email submission (rather than through a web form), lack of information on journal website regarding the identity of editorial board members and adherence to codes of conduct such as COPE, aggressive campaigning for submission of articles, and closely mimicking the name and/or website style of another more established journal
  - Duplicate publication should be avoided; findings should generally not be published in more than one peer-reviewed journal (unless data have been reanalyzed, are published in a different language, or are included as part of a review article)

Publication development

- All publications reporting data from studies conducted by FIND (including those for which partners have the lead role) should be reported in an accurate, complete, balanced and transparent manner, in accordance with Good Publication Practice (GPP3)
- For all FIND-led publications, FIND will:
  - Ensure that the content of the publication or presentation is directed by the authors
  - Consult and follow established reporting standards for specific types of publications as appropriate (e.g. CONSORT for clinical trials, PRISMA for systematic literature reviews, STARD for diagnostic performance studies)
    - If unsure of the relevant guideline, visit the EQUATOR network for guidance
  - Consult and follow SAGER guidelines to ensure systematic and transparent reporting on sex and gender
Ensure that the publication is developed in line with the requirements of the target journal or congress

Include clinical trial registration or identifier numbers, for example NCT numbers from clinicaltrials.gov, in all presentations and publications, when available

Ensure that for clinical studies, primary endpoints and objectives are prioritized over any secondary endpoints or objectives

Ensure that review articles are comprehensive, and the methods used for searching, selecting, and summarizing information are clearly stated

For publications led by partners on which FIND employees/representatives are authors – whether or not the work itself was conducted at FIND – FIND authors should be mindful of the above guidelines when contributing to manuscript drafts

Authorship

FIND advocates for in-country partners to take ownership of work conducted in partnership with FIND and encourages diversity among authors

FIND prefers in-country partners to take the first authorship position, where appropriate

For FIND-supported projects, FIND prefers to be listed as last author, where appropriate

When multiple parties have contributed equally (e.g. a multi-centre study), FIND should consider study group/consortium authorship where possible, where authors are listed alphabetically as part of a study group

When FIND has led a study that has involved multiple institutions, it may be appropriate for FIND to take both first and last authorship positions, but in this case the individual institutions are strongly encouraged to publish site-specific data separately; FIND can provide medical writing support for this if/where needed

All FIND authors and all non-FIND authors of FIND-led publications should meet ICMJE criteria for authorship, i.e. they should have:

Made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

Drafted the work or revised it critically for important intellectual content; AND

Approved the final version to be submitted/published; AND

Agreed 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

For FIND-led publications, FIND will ensure that:

Authors are invited and agree to author the publication before publication preparation begins

All authors agree to the order of authors in the authorship byline and to the lead/corresponding author

Authors are not removed or added to the authorship byline after initiation of publication development without agreement from all authors

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Persons involved in the study or in the development of the publication but who do not meet ICMJE criteria are listed, with their permission, in the acknowledgements section (congress abstracts are excluded from this as they generally do not have acknowledgements sections; however, the resulting poster or presentation should include appropriate acknowledgements)
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  - Strategic lead (e.g. programme head; could also be FIND executive leadership/C-suite in some cases)
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  - Data analyst

If needed, additional FIND staff and other consultants can be named in the acknowledgements.

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  - To ensure that the content is directed by the authors, the medical writer should receive input from the authors at the earliest possible stage.

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- For FIND-led publications, FIND will ensure that:
  - Manuscripts include a description of each author’s role in the study and in the development of the publication (in the absence of specific journal or congress guidelines on reporting of author contributions, use the CRediT taxonomy for guidance).
  - Sponsorship and funding sources are stated in the acknowledgements or under another appropriate header in accordance with journal or congress guidelines.
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- For publications led by partners on which FIND staff are authors, FIND authors should ensure that the document includes their correct disclosure statement before providing sign-off for submission.

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  - No information that allows the retrieval of personal patient data will be shared or published.
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