



## **FOCUS POLICIES**

### **Publications Committee**

Policy Number: FO PUB 001.0  
Version Date: 06/03/09  
Approval Date: 7/27/09

#### **POLICY**

This document describes the policies of the FOCUS initiative concerning release of publications, public presentations, technical papers, and software. The goal of this publication policy is to provide a process for collaboration and publication approval, ensure scientific validity and high quality of published results, and facilitate timely publication.

#### **SCOPE**

FOCUS scientific data and results are subject to approval under the terms of this policy prior to public dissemination, including talks at conferences, workshops, colloquia and seminars, conference papers, internet publication and journal publication. Technical papers must also be approved prior to public dissemination. Any software or algorithms developed by FOCUS collaborators are also subject to approval by the Publication Committee prior to public dissemination.

#### **PROCEDURE**

##### **Committee Composition**

- The Publication Committee will be composed of representatives of the FOCUS Steering Committee and the FOCUS Committee of the SCA, as well as institutions participating in the study, collaborative partners, and other society or thought leaders in the fields of cardiothoracic anesthesia, surgery, nursing, or perfusion who are participating in the FOCUS initiative.
- The committee shall consist of at least five members, and not more than 25 members. Each collaborative partner or other society can have at least one, but not more than three members in a specialty on the committee. The remaining members of the committee must be members of the SCA. The Chair of the committee will be a member of both the SCA and the FOCUS Committee of the SCA.



### **Functions of the Committee**

- The Publication Committee will review and approve all proposed analyses and topics suggested by individuals, participating institutions, and societies regarding FOCUS data and results.
- All publications discussing the process, data, and/or conclusions related to the FOCUS initiative must be submitted to the Publication Committee for review and approval prior to submission for presentation or publication.
- All other publications relating to the FOCUS initiative will be submitted to the Publication Committee for review and comment prior to submission for presentation or publication.

### **Authorship guidelines**

- Authorship guidelines for byline authors and contributors will follow the standards set forth in the ‘authorship section’ of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* <http://www.icmje.org> .
- Authorship credit will be based on the following criteria:
  - FOCUS concept and design
  - Formulation of the specific hypothesis for “sub-study”
  - Acquisition of data
  - Analysis and interpretation of dataas well as:
  - Assisting in drafting the manuscript for submission
  - Assisting in critical revision of the manuscript for important intellectual content
- In addition, acknowledgements of specific contributions by individuals who do not qualify for authorship may be made for one or more of the following: statistical analyses; obtaining of funding; administrative, technical, or material support; other contributions.

### **Submission Guidelines**

- Draft publications shall be submitted to the Publication Committee at least 60 days prior to submission to a journal or public presentation. All manuscripts approved by the Publication Committee shall conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

\* A standard form for prospective authors to submit publication ideas will be available upon request.

### **Decisions**

Decisions of the Publication Committee regarding proposed analyses and publications will be based upon **scientific merit of the proposal, degree of participation in FOCUS by the**



**individuals(s) or institution making the proposal, and any necessary costs and available funding.**

In order to maintain balance of all collaborative entities, the reviewing of any proposed analyses and publications will be in the ratio of three members of the review team from the SCA and two from any collaborative organization. This review subcommittee will make the decision for that proposal.

Decisions of the Publication Committee review team shall be by simple majority vote. Conflicts in matters of authorship will be resolved by the Publication Committee; appeal of such decisions may be made to the FOCUS Steering Committee.

(DOF 06/03/2009)