

## DBPNet Dissemination Policy

### **Definitions**

#### 1. DBPNet Publications:

Publications may be the product of work accomplished across the network or involve a smaller number of participating DBPNet sites. Any abstract or manuscript that utilizes data generated by DBPNet is considered DBPNet research and is covered by this policy.

2. Authorship: Qualification for authorship of DBPNet publications is dependent on the requirements for authorship as specified by the meeting (for abstracts) or journal (for manuscripts) to which the publication is being submitted. Participating sites should determine before data collection begins who are likely to be authors from their site.

It is expected that prior to writing a manuscript that involves DBPNet data, the lead author will submit a proposal summarizing the manuscript and the authors to be involved in manuscript preparation. A justification for each author should be provided. It is expected that every site involved in a DBPNet study will have at least one participating author who meets authorship criteria, and generally not more than two unless justified in the manuscript proposal.

#### 3. Acknowledgement:

**Titles:** Papers that are based on data generated by DBPNet will have "DBPNet" in the title unless restricted by the journal or the authors can explain why DBPNet should not be in the title in the manuscript proposal.

**General Acknowledgment:** In the acknowledgement section of all manuscripts, the support and involvement of DBPNet shall be acknowledged with the following statement:

The authors acknowledge the members of the  
Developmental Behavioral Pediatrics Network

(DBPNet) for use of the data. The data for the study was collected as part of the DBPNet, a research network supported by cooperative agreement UA3MC20218 from the Maternal Child Health Bureau (Combating Autism Act of 2006), Health Resources and Services, Department of Health and Human Services.

#### Acknowledgement of DBPNet Sites:

Each site that contributes data to a publication will be listed, with each listing including the name of the site and the name of the site Principal Investigator. The listings will be preceded by the following statement:

"The data used for this study was collected as part of the DBPNet. Data was contributed by the following DBPNet member sites:"

#### **Review and Approval Process of Scientific Manuscripts & Abstracts**

Investigators planning to submit results of a study that utilizes data generated by DBPNet must have their manuscript or abstract approved by the DBPNet Dissemination Committee (DC) prior to submission.

PROCESS: The investigator should submit the manuscript or abstract to the Network Coordinating Center (NCC). The NCC will review the submission for appropriate authorship and acknowledgement as described above and will send the item to the DC for review and to the HRSA/MCHB Project Officer for their information.

The DC is authorized to approve the manuscript or abstract on behalf of DBPNet and the HRSA/MCHB Project Officer on behalf of HRSA/MCHB. When approved by both the author will be notified by the NCC.

If the DC or the HRSA/MCHB Project Officer have concerns requiring clarification or modification these comments will be sent to the investigator by the NCC. The investigator will be asked to respond to each concern and submit a revised abstract or manuscript to the NCC.

The DC Chairperson may either 1) accept the revised submission on behalf of the DC or, 2) at his or her discretion, request another review by the DC and/or HRSA/MCHB Project Officer. 3) The DC may request the NCC to submit the revised abstract or manuscript to the Executive Committee if needed for final review and decision.

One of the following three outcomes will be determined by the DC and communicated to the author by the NCC: 1) approve the abstract or manuscript; 2) approve the abstract or manuscript pending resolution by the Investigator of specific DC stipulations for revision; 3) Reject the abstract or manuscript.

In the event that an investigator chooses to revise an abstract or manuscript approved pending specified revisions by the DC, the investigator must submit a letter to the NCC with the revised abstract or manuscript describing his or her response to the DC concerns and the DC Chairperson and/or DC must review and approve or reject the revised abstract or manuscript as described above.

In the event that an investigator wishes to appeal a decision of the DC to reject an abstract or manuscript, they may do so by submitting a detailed, written appeal to the NCC. The appeal will be forwarded to the Executive Committee, which shall have final authority on the disposition of the abstract or manuscript in such cases.

If an abstract approved by the DC is accepted for poster or oral presentation, it is assumed that the content will be consistent with the submitted abstract as reviewed and approved by the DC. The authors are not required to submit the poster or slides for review unless the author wishes to have such a review.

**METHOD OF REVIEW:** Abstracts and manuscripts will be reviewed by each individual member of the DC, through in-person, conference call, or electronic voting on the disposition of the submission. The Chair or any individual member of the DC may ask for a committee

conference call to discuss the submission; however, a conference call of the DC is not required. All decisions must be by a two-thirds majority. Any submission that receives a majority, but less than two-thirds, of the votes of DC members will require a committee conference call to discuss the submission.

**TIMEFRAME:** All abstracts and manuscripts must be submitted to the DC a minimum of three weeks before the deadline for the meeting (abstracts) or desired date of submission to a journal (manuscripts). Submitting authors are requested to notify the NCC of planned submissions 4 weeks in advance of a deadline so the DC can be alerted. Members of the DC and the HRSA Project Officer shall submit their individual decision to the NCC within 2 weeks of receipt of the submission.

### **Public Communications**

For media reports, press releases, and interviews related to DBPNet studies, DBPNet must be acknowledged as a sponsor of the study.