

## **UKHCDO Publication policy**

### **Version 10<sup>th</sup> Sept 2018**

The following policy was agreed by the UKHCDO Advisory Committee.

#### **Research papers**

All research manuscripts containing data from the UKHCDO database must be approved by the UKHCDO Executive before submission for publication. The UKHCDO Advisory Committee is informed when it next meets but its approval is not usually required before submission of a manuscript for publication. The exception is when the research findings have implications of immediate clinical care in which case the approval of the Advisory Committee is required.

#### *Authorship*

There are international standards about what constitutes authorship. The most widely accepted and used recommendations are those of the International Committee of Medical Journal Editors (ICMJE), which recommend the following four criteria for authorship:

1. Substantial contribution 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 questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

Where there is disagreement as to whether individuals should be co-authors or lead authors, the relevant individuals will prepare a written statement explaining their contribution and why they believe they should be a co-author; this will be reviewed by the Executive Committee and the lead author of the manuscript for a final decision.

Where a manuscript comes from a working group where not all members are co-authors, the membership of the working group should be listed in the acknowledgement section at the end of the manuscript.

#### *First and last authorship*

When a manuscript is being planned the first and last authors must be agreed by the Executive Committee before the paper is written. The Executive Committee will agree whether the first or last author leads the development of the manuscript and that person will normally be the corresponding author. A timeline for writing the manuscript should be agreed and, if this is not met, the lead author may be changed after agreement of the Executive Committee.

#### *Contributorship*

Where a manuscript used data from the National Haemophilia Database (NHD), one individual from all current haemophilia centres should be listed as contributors. Where a manuscript uses NHD data from a limited number of centres, then only those centres contributing data should be listed as contributors. The contributor will be listed as the centre director (if there are two centre directors both will be listed) unless another individual is nominated by the centre. Only the current haemophilia centre directors will be listed in the list of contributors. The up to date contributors list will be maintained by the UKHCDO secretariat who will provide it to the lead author at the time of submission for publication. The names of contributors are published on PubMed and are linked to the article in question.

### **Guidelines**

Any UKHCDO member or working party can propose a guideline title for approval by the Advisory Committee.

Once the title is approved the member or working party decides on the membership of the group to produce the guideline and this is not restricted to UKHCDO members.

Once the guideline has been completed it has to be approved by the UKHCDO Advisory Committee before submission for publication.

The title should include the fact that this is a UKHCDO guideline.

The authorship should reflect the contributors to the guideline, provided they satisfy the international criteria for authorship. Membership of a working party does not mean automatic authorship on a guideline manuscript.

Manuscripts that have followed the BCSH process should be submitted to the British Journal of Haematology.

Non-BCSH approved guidelines, or those rejected by the British Journal of Haematology should be submitted to the Haemophilia journal.

There is an agreement with both the British Journal of Haematology and the Haemophilia journal that all UKHCDO guidelines will be made freely available on publication.

The UKHCDO website will link to the freely available manuscript as soon as it goes on line in early view at the journal website.

Guidelines not intended for publication in a journal, as well as updates, will be published on the UKHCDO website and will be linked to the original guideline if one exists.

### **Reports**

The annual report is produced by the Director of the National Haemophilia Database and the UKHCDO secretariat.

The annual report is approved by the UKHCDO Executive Committee before public release.

The annual report has a copyright belonging to the UKHCDO.

The report is distributed to all UKHCDO members and UK Haemophilia centres and it is placed on the publicly available UKHCDO website.