Introduction:
This policy and procedure addresses the issues of branding with the Traumatic Brain Injury Model Systems name, as well as authorship of manuscripts using data from the Traumatic Brain Injury Model Systems (TBIMS) National Database, Archived Collaborative Module Study Databases, and ongoing TBIMS Module Studies (referred to as “TBIMS manuscripts” and “TBIMS publications” throughout this document).

Purpose:
To provide guidance for branding of TBIMS publications and for determining/assigning authorship on manuscripts that use data from the TBIMS National Database, Archived Collaborative Module Study Databases, and ongoing TBIMS Module Studies.

Objective:
- To establish a guide for branding of manuscripts and other products (e.g., scientific abstracts) that use data from the TBIMS National Database, Archived Collaborative Module Study Databases, and ongoing TBIMS Module Studies.
- To establish guidance for assigning authorship on manuscripts using data from the TBIMS National Database, Archived Collaborative Module Study Databases, and ongoing TBIMS Module Studies.

Scope:
- Staff of the TBIMS Centers: All staff, students, and other related personnel involved in the NIDILRR-funded TBI Model Systems Centers who wish to use data from the TBIMS National Database, Archived Collaborative Module Study Databases, and ongoing TBIMS Module Studies.
- Previously funded TBIMS Centers that are currently funded as TBIMS Longitudinal Follow-Up Centers.
• Non-TBIMS entities that have been designated as formal collaborators per SOP 604a Policy and Procedure for Collaborative Relationships between TBIMS and Non-TBIMS Entities

Note: This does not apply to public uses (i.e.: external requests to utilize data of the TBIMS National Database or Archived Collaborative Module Study Databases). These users should follow the guidelines for acknowledgment of the TBIMS that is outlined in SOP 602d “External Notification Policy and Procedure for TBI Model Systems National Database Research”, and American Psychological Association (APA) or International Committee of Medical Journal Editors (ICMJE) guidelines for authorship.

Responsibilities:
All persons identified in the “Scope” statement will abide by this policy.

Policy:

I. TBIMS Branding:
   a. Branding of a study with the TBIMS name is required if the data used is from the TBIMS National Database or from a TBIMS Module Study.
   b. Method of branding: The words “Traumatic Brain Injury Model Systems” should appear somewhere in the title or in the author byline. It is up to the discretion of the authors how to implement this. It is suggested that NIDILRR also be included. NIDILRR may be abbreviated rather than spelled out. Some possibilities follow:
      i. “_______: A NIDILRR Traumatic Brain Injury Model Systems Study.”
      ii. “A NIDILRR Traumatic Brain Injury Model Systems Investigation of ______.”
      iii. Bell, K….. and the NIDILRR Traumatic Brain Injury Model Systems Headache Module Study Group. (The identities of members of the group who are not listed in the byline can be given in a footnote or endnote to the byline, or in the Acknowledgments, depending on journal requirements)
   c. The following acknowledgement should be included if the data used is from the TBIMS National Database or from a TBIMS Module Study.
      “The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR grant number 90XXXXXX). NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and
d. Use of branding can be waived if the journal to which the manuscript is being submitted does not allow it.

e. Authors of a study using only local data, that was funded by their local TBIMS grant, may use the TBIMS branding if desired, but are not required to do so.

II. Authorship for manuscripts using data from the TBIMS National Database, Archived Collaborative Module Study Databases, and ongoing TBIMS Module Studies:

a. Authorship should be based on a substantive contribution to the manuscript. The following guidelines, proposed as a standard by the ICMJE, are recommended for use on TBIMS manuscripts.

i. Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

ii. When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship/contributorship defined above, and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. The NLM indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.

iii. Acquisition of funding, collection of data, or general supervision of the research group or of local data collectors alone does not constitute authorship.

iv. All persons designated as authors should qualify for authorship, and all of those who qualify should be listed.

v. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

vi. All contributors who do not meet the criteria for authorship may be listed in an Acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chairperson who provided only general support.
vii. Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under such headings as “clinical investigators” or “participating investigators,” and their function or contribution should be described—for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients.” Because readers may infer their endorsement of the data and conclusions, these persons must give written permission to be acknowledged.

b. The primary author of the TBIMS manuscript has the responsibility to ensure that each co-author listed has made a contribution substantial enough to warrant authorship.

c. It is suggested that issues of authorship and of acknowledgment of collaborators be discussed as soon as group members (interested in publishing a paper on a specific topic) have been identified. In the case of TBIMS manuscripts, opportunities for “substantial contributions to conception and design, acquisition of data” are limited. Furthermore, only a limited number of people can realistically make a meaningful contribution to the “analysis and interpretation of data.” Journals have begun to limit the number of authors and/or to ask for specific declarations of the contribution of each proposed author, so as to decrease incidents of authorship inflation. TBIMS should heed the spirit of the APA and ICMJE authorship requirements.

Training requirements:
None

Compliance:
All persons identified in the “Scope” statement must comply with this procedure.

References:
http://www.icmje.org/ethical_1author.html

History:

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<th>Date</th>
<th>Action</th>
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<tr>
<td>5/1/2012</td>
<td>New Policy Approved by Project Directors</td>
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<tr>
<td>6/1/2015</td>
<td>Revised acknowledgement language to include NIDILRR, ACL and the</td>
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<td>Department of Health and Human Services</td>
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Review schedule:
At least every 5 years