

# Manuscript Checklist

---

Dear Lead Author,

Thank you for your interest in collaborating with the NA-ACCORD. As the lead author of this work, it is your responsibility to produce, seek approval for, and submit your manuscript to a peer-reviewed journal. This checklist is meant to be an aid to help you with that process. Please contact Aimee Freeman with any questions ([afreeman@jhsph.edu](mailto:afreeman@jhsph.edu)).

## Step 1: Your concept sheet is approved, now what?

- Aimee Freeman will send you the Concept Sheet (CS) Review Summary once the CS is approved. Please use the Review Summary to create an email distribution list that includes all members of your Writing Group (WrG). The WrG is composed of NA-ACCORD investigators that are interested becoming co-authors. Contact Aimee Freeman if you need assistance with this step.
- Conduct the approved research and draft the manuscript utilizing your WrG. The WrG is comprised of NA-ACCORD investigators who have a particular interest in the concept. Many of them will have comments that you should find very helpful in your study. You are encouraged to consult with your WrG during the conduct of the study and the writing of manuscripts. Use the WrG email distribution list for all communication related to drafting the manuscript.

## Step 2: Your manuscript is written, now what?

- The manuscript *must* be reviewed by the WrG prior to submission to the NA-ACCORD Steering Committee (SC). Once the manuscript is in near-final form, circulate it to WrG members and accomplish three tasks:
  1. Request revisions to the manuscript from WrG members – set a time-frame by which responses must be sent to you;
  2. Verify all WrG members have met ICMJE criteria for authorship ([http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)) – contact Aimee Freeman if you need help with determining if criteria have been met; and
  3. Obtain written approval from each WrG member to submit the manuscript to the NA-ACCORD SC – written approval via e-mail is sufficient.
- Make sure you have listed the NA-ACCORD participating cohorts and the funding sources in the “Acknowledgements” section. This information is available on our website at <http://statepiaps.jhsph.edu/naaccord/resources.asp>. Contact Aimee Freeman if you need assistance with this step.

# Manuscript Checklist

- The manuscript must be reviewed by the NA-ACCORD SC prior to submission to a journal. Send the manuscript to Aimee Freeman, who will circulate the manuscript to the SC. The SC will have two weeks to review the manuscript and return comments. At this time, you should also consider starting the process of gathering documentation from your co-authors regarding authorship, conflicts of interest, and copyright transfer if your target journal will need this documentation as a condition of submission. Aimee Freeman can help with this step.
  - If your manuscript includes co-authors from the Centers for Disease Control and Prevention (CDC), you will need to meet the CDC's clearance requirements:
    - **You (as the first author or whoever is the first author)** must include the following statement in your e-mail to Aimee Freeman with the manuscript for SC circulation: "I approve this manuscript for submission to the CDC clearance process", and sign the email with your full signature and affiliation. The CDC co-author(s) should be cc'd on this email, which will serve as the documentation of first author's approval for submission to CDC clearance. The manuscript also must include the following disclaimer: "The findings and conclusions in this report are those of the authors and do not necessarily represent the views of the Centers for Disease Control and Prevention."
    - It will be the responsibility of your CDC co-author(s) to then submit to the CDC a copy of the manuscript to CDC clearance and obtain clearance. This process can take 4-6 weeks (possibly longer for NEJM, Lancet, JAMA and Annals of Internal Medicine). Please work with your CDC co-authors to address the comments from the CDC clearance process (e.g. discuss the comments with the CDC co-authors, determine revisions and decide who will make the revisions to the manuscript, decide who will draft the response to the CDC clearance comments) and integrate them with any outstanding comments from SC review, as appropriate. NOTE: The CDC clearance process must be completed and comments satisfactorily addressed *prior to* journal submission and/or publication of the manuscript.
    - **If the first (lead) author is from the CDC**, the CDC requires ALL co-authors to provide separate written approval (an email, as above, suffices) to submit the manuscript for CDC clearance. The CDC lead author will assume the responsibility for contacting all co-authors and collecting all co-author email approvals. In lieu of emailed approvals, e-copies of documentation regarding authorship, conflicts of interest, and copyright transfer, such as the standard ICMJE form, may be



# Manuscript Checklist

used, especially if such a form has already generated in preparation for submission to a target journal.

- After the 2-week SC review period, all concerns raised by the SC members (and comments obtained during CDC clearance, if the manuscript includes CDC co-authors, see above) must be addressed before the manuscript is submitted to a journal. Addressing these concerns via e-mail is sufficient.
  - If comments received during the SC review result in significant changes to the manuscript, a revised version of the manuscript must undergo subsequent SC review prior to journal submission.

## Step 3: You are ready to submit to a journal, now what?

- Now, you are ready for submission! Please submit and notify Aimee Freeman by e-mail that the manuscript has been submitted and attach a copy of the submitted version of the manuscript to the e-mail.
- When you learn of the journal's decision regarding your manuscript, e-mail Aimee Freeman the results of the journal submission.
  - If the manuscript was rejected, include details on planned revisions and future target journal(s).
  - If manuscript requires significant revisions, the revised manuscript must undergo subsequent SC review prior to resubmission.
  - If the manuscript is accepted for publication, provide updates to Aimee Freeman regarding publication.
- A PubMed Central ID (PMCID) is required for all studies using NA-ACCORD data. Follow necessary steps in obtaining a PMCID. Contact Aimee Freeman if you need assistance with this step. This is an important requirement that affects our ability to receive NIH funds.**
- Congratulations and thank you for collaborating with the NA-ACCORD!