

MEMORANDUM

To: Elson S. Floyd College of Medicine (ESFCOM) Faculty
From: John Roll, Vice Dean of Research, Elson S. Floyd College of Medicine
Date: 10/28/19
Subject: Guidance on Authoring, Presenting and Disseminating Scholarly Products

Dear Faculty of the Elson S. Floyd College of Medicine,

As a new medical school, we are poised to share many of our innovations, processes and feedback with the world as we continue to evolve as a college. With the college's aspirations on research and the showcasing of our scholarly products, this memo should serve as guidance and/or a reminder on authoring, presenting and disseminating our work.

- Regulatory compliance should always be considered and determined prior to embarking on your scholarship. For example, certain federal (i.e., FERPA, HIPAA) and Washington (Uniform Health Care Information Act) laws govern access, use, and/or disclosure of certain types of data. Faculty may need to obtain IRB approval and/or ensure an appropriate contract is in place (i.e., Data Use Agreement) to obtain this regulated data. The Office of Research has a Compliance Officer who can assist you; please contact chanel.brown@wsu.edu or medicine.research.inquiries@wsu.edu with questions.
- Authoring of published works is the cornerstone of scholarship. Please consider reviewing the following:
 - [The International Committee of Medical Journal Editors](#) (ICMJE)
 - [Guidelines for authorship determination for manuscript](#)
- For information on publications and what journals may or may not be the most appropriate consider reviewing the following link: [Think Check Submit](#)
- For information on conferences and presentations please visit the following link: [CalTech Library](#)
- For more extensive background and training on appropriate authorship consider reviewing the Responsible Conduct of Research training offered by CITI and accessible through the following link: [WSU MyResearch](#)

Sincerely,



John Roll, PhD
Professor and Vice Dean of Research, Elson S. Floyd College of Medicine
Associate Vice President for Health Sciences Research, Washington State University

Cc John Tomkowiak