

Native Center for Alcohol Research and Education

Publications and Presentations Policy

Introduction

The Native Center for Alcohol Research and Education (NCARE) Steering Committee has appointed a Publications and Presentations (P&P) committee to provide oversight on behalf of the Center on the development of publications, protect the overall integrity of the Center, and to review all matters relating to the publications or presentations of NCARE study material.

Publications and Presentations Committee Membership

Dennis Donovan, Dissemination Core & Chair
Michelle Sarche, Project 1, Native CHOICES
Susan Collins, Project 2, HaRTC
Patricia Valverde, Project 3, TTR
Michael McDonell, Pilot Project Core
Richard MacLehose, Methodology Core

Objectives

- Work toward speedy production of high-quality presentations and publications for the scientific community.
- Provide drafts of presentations and manuscripts to tribal entities and community organizations for their review and approval.
- Ensure presentations and publications representing tribal entities and community organizations accurately reflect their participation and approval, as well as sound science.
- Provide a tracking system to monitor these activities and products.

NCARE Abstracts, Manuscripts, Presentations, and Posters

NCARE investigators planning a scientific product involving NCARE data or methodology should submit a P&P Proposal Form to the P&P committee for review and approval. The P&P Proposal Form includes the proposal title, names and affiliations of Writing Group, an outline of your abstract/manuscript/presentation/poster (background, research hypothesis, data requested, and methods and analysis plan). Please see the P&P Proposal Form for a complete summary of required information.

Authorship Protocol

- Writing team listed first, consistent with journal- or other media-specific procedures
- Last author: Native Center for Alcohol Research and Education:
 - Corporate Authorship list: Buchwald, D., McDonell, M., Donovan, D., Boyd, A., MacLehose, R., Muller, C., McPherson, S., Sarche, M., Nelson, L., Collins, S., Manson, S, Running Bear, U.
 - Details of corporate authorship citation determined on a case-by-case basis based on journal-, abstract- and/or Tribal-specific submission requirements. In some cases, all corporate authors may be listed by name as authors. In other cases, they will be cited in the “Acknowledgements” section as constrained by journal or other policies.

The Committee will review submissions of abstracts and manuscripts if they are **submitted 10 days prior to their next meeting date**. The Committee typically meets once a month and dates will be posted online. Urgent requests can be reviewed via email. Manuscripts will be reviewed for fidelity to the overall aims of NCARE, with the following dispositions:

1. **Approve as is:** indicates that the manuscript may be submitted for publication;
2. **Minor changes:** indicates that some revisions are needed before submission; or

3. **Major changes:** indicates that the manuscript is not faithful to the aims of NCARE.

In the event a proposal does not receive full approval (i.e. minor changes or major changes), the P&P Committee will supply the proposed author with an explanation and recommendations for re-submission, when applicable. In cases where a proposal potentially overlaps with previously approved topics, the authors will be encouraged to collaborate with the existing project or make significant changes in focus.

Once an abstract/manuscript has been approved by the P&P Committee, the lead author is responsible for obtaining tribal or community organization approval, if needed, and for keeping the P&P Committee informed of approval status.

NOTE: All written NCARE communications must contain NCARE background information, logo if possible, a statement acknowledging Tribal partners and the following sentence:

“Research reported in this publication was supported by the National Institute on Alcohol Abuse and Alcoholism of the National Institutes of Health under Award Number P60AA026112. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”

NOTE: Abstracts for conference presentations (e.g., oral presentations, PowerPoint slides, posters) can be submitted to the NCARE P & P Committee and to the conference simultaneously. However, approval must be obtained from the P & P Committee prior to the actual presentation of the work. The P & P Committee will review and provide suggestions or recommendations for the final product.

Tribe and Community Partner Review

Prior to submission or dissemination of **any** NCARE-related data, the IHS Service Unit or Institutional Review Board, Tribe(s), and/or the community partner’s approvals must first be obtained as appropriate. The primary author or writing group Chair is responsible for obtaining appropriate approvals **prior to submission** of the abstract, presentation or manuscript. Evidence of such written approval must be made available to the P&P Committee prior to presentation, submission or dissemination.

All abstracts, manuscripts, presentations and posters must acknowledge the Tribe(s) and/or the community partner’s approvals of the study. Publicly disseminated NCARE products should strive to convey positive findings as well as areas of health concerns. Many previous studies have reported only unhealthy behaviors or negative findings, which can lead to misperceptions about American Indian and Alaska Native health.

For manuscript publications, the primary author must send at least one reprint of the published article to the P&P committee, the Tribes (and IHS Service Units or IRBs, if applicable), and the community partners in their collaborative. The primary author should also send reprints of the published article to all co-authors and see that the article is uploaded to the free PubMed portal.

Publication Funds

When determining the target journal for manuscript publications, authors are expected to select first choice journals that are of high quality and do not have a publication fee. However, if the target journal for publication requires a fee and the projects cannot afford the fee, the NCARE P&P Committee will consider if center funds can be used.