SWEET Data, Publication and Presentation Committee (DPPC)

SWEET Data, Publication and Presentation Policy

1. OBJECTIVES

The SWEET publication policy regulates all publications, presentations, etc. based on SWEET data or any other information about SWEET.

2. DEFINITION

The term SWEET Group includes all SWEET centers. The term SWEET-Study Group includes only those centers, which contribute with data to a particular study/data evaluation.

3. RECOMMENDATION FOR LISTING OF THE SWEET STUDY GROUP IN PUBLICATIONS

The list of the SWEET Study Group should include all SWEET centers, which contributed with data to this particular study/data evaluation. The SWEET data management group should provide a list of SWEET centers which contribute to the current analysis. The listing should include the official names of SWEET centers and institutions involved in the project.

4. PUBLICATIONS

A publication is any document submitted to a professional journal listed in Index Medicus or any popular periodical with regional or national circulation. All publications will be prepared under the overall review of the DPPC. It must be recognized that approval of publications may be withheld until such time as is deemed appropriate by the DPPC.
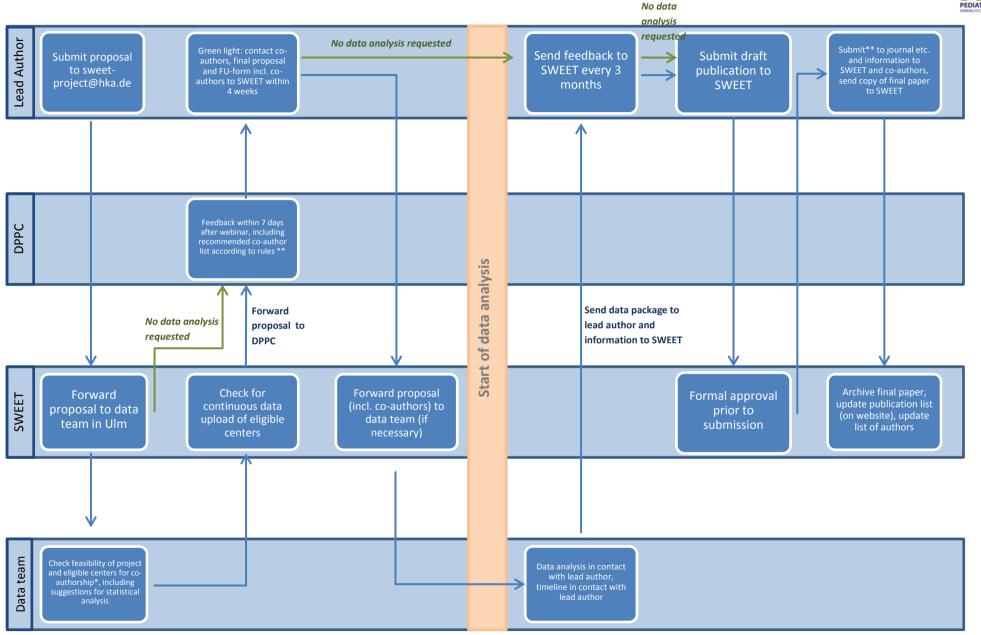
4.1 Preparation and review schedule:

Projects can be proposed to the DPPC by completing the form available on the SWEET website (https://www.sweet-project.org/data-presentation-and-publication-committee.php/). The same form may be used for requests to the DPPC for data analysis.

Decision on proposals will be made according to the SWEET project and publication process (see flowchart). Additionally, the process describes the obligations of all involved parties from the beginning until a publication is accepted by a journal.

SWEET Project and Publication Process

SWEET
PEDIATRIC DIABETES
WORKING TO CREATE CENTERS OF REFERENCE

Lead Author

Submit proposal to sweet-project@hka.de

Green light: contact co-authors, final proposal and FU-form incl. co-authors to SWEET within 4 weeks

No data analysis requested

Send feedback to SWEET every 3 months

No data analysis requested

Submit draft publication to SWEET

Submit** to journal etc. and information to SWEET and co-authors, send copy of final paper to SWEET

DPPC

Feedback within 7 days after webinar, including recommended co-author list according to rules **

SWEET

No data analysis requested

Forward proposal to DPPC

Send data package to lead author and information to SWEET

Forward proposal to data team in Ulm

Check for continuous data upload of eligible centers

Forward proposal (incl. co-authors) to data team (if necessary)

Formal approval prior to submission

Archive final paper, update publication list (on website), update list of authors

Start of data analysis

Data team

Check feasibility of project and eligible centers for co-authorship*, including suggestions for statistical analysis

Data analysis in contact with lead author, timeline in contact with lead author

Proposals have to be sent to sweet-project@hka.de for verification.

The DPPC meets regularly every 3 months to discuss proposals. If necessary, the SWEET data team will check the database regarding feasibility of the project. Green light is given to the proposer, if DPPC and data team agree on the proposal.

4.2 Authorship

The International Committee of Medical Journal Editors (ICMJE) recommends that authorship should be based on the following 4 criteria:

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

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. Contributors who meet fewer than all 4 of the above criteria for authorship should be included as co-authors under the acronym SWEET Study Group. (For the ICMJE Recommendations see http://www.icmje.org)

One individual will be designated as leading author and will be responsible for ensuring that the first draft of the publication is written. Co-authors are selected according to defined criteria.

Leading author:
- Leading author is the person who initiates a scientific project/data analysis as described in 4.1
- Shared lead authorship is possible in case of equal contribution
- Leading author's responsibility:
  - Establish communication with co-authors
  - Establish communication with data management group
  - Regular reporting on progress of project to SWEET project coordinators
  - Write the first draft of publication in cooperation with co-authors
  - Act as corresponding author for journal communication
  - Check text, numbers, tables, figures etc. regarding accuracy

Selection criteria for co-authorship (co-authors are suggested by DPPC):
- Regular data upload from the center
- No more than 2 parallel projects per co-author

- Even and fair distribution across the whole SWEET Group

Obligations of co-author:
- Active contribution such as:
    o creation of figures/tables,
    o searching for literature,
    o writing parts of manuscript,
    o review of manuscript
- Provide contact data and conflict of interest to lead author after acceptance of invitation

Exclusion of co-authorship:
- No response to email invitation from lead author within 3 weeks
- No active participation in the project, based on lead author's adjustment

SWEET Data management group
- Help establish priorities for data analysis
- Provide one co-author with responsibilities as described previously (see 4.2)
- Can support the writing team in editing the manuscripts produced by the writing teams, if necessary.

The final manuscript has to be sent to the SWEET project coordinators for formal approval regarding funding, center and corporate members prior to submission.

4.3 Acknowledgements

Under acknowledgements, support by the SWEET Group and/or SWEET grants should be mentioned as appropriate with use of the following statement to acknowledge funding agencies and sponsors: "This work was supported by the SWEET corporate members, namely: … (contact sweet-project@hka.de for current names) The content is solely the responsibility of the authors and does not necessarily represent the official views of the corporate members. We are thankful for the following individuals for their support of this work: Katharina Fink and Anke Schwandt for the data management as well as Andreas Hungele and Ramona Ranz for the DPV software (all Ulm University, Germany), Michael Witsch (Centre Hospitalier de Luxembourg, Luxembourg) for center integration, Thomas Danne and Olga Kordonouri (Kinder- und Jugendkrankenhaus AUF DER BULT, Hannover, Germany) for initiating the SWEET collaboration, Ines Hiller, Katharina Klee (Kinder- und Jugendkrankenhaus AUF DER BULT, Hannover, Germany) and Reinhard Holl (Ulm University, Germany) for their invaluable support.
Finally, we would like to thank all participating centers of the SWEET network, especially the collaboration centers in this investigation (Appendix)."

4.4 Surveys / questionnaires for publication projects:

Surveys/questionnaires within the SWEET centers and outside of the regular SWEET data upload can also be initiated as a scientific project (see 4.1). In that case, the SWEET data team identifies centers that are eligible to answer the survey. Our aim is to have a response rate of at least 70% of eligible centers, as active contribution to research is a part of the SWEET membership. There is a strong recommendation to use a web-based, user-friendly survey, that should be pre-tested within co-authors regarding comprehensibility, regional differences, etc. The email with link to the survey should include information regarding time needed to fill out, required information (team members to be asked) as well as a legend with helpful information, description etc.
SWEET aims to have not more than 3-4 surveys per year.

4.5 Journal Identification:

The leading author is responsible for selection of an appropriate journal in discussion with the co-authors. The DPPC will endorse or suggest the choice of an appropriate journal for the publication of each proposed manuscript.
Costs related to publications (e.g. submission to chargeable journal) cannot be reimbursed by SWEET. The corresponding author is responsible to look for funding. If required, application for other grants may be possible, but this needs to be approved by the Executive Committee. SWEET project coordinators and the DPPC have to be informed. If available, information on possible grants should be included in the primary proposal.

Rules on submission/handling of manuscript (for leading author)
- Check names and affiliations of co-authors
- Check conflict of interest of all (co-)authors
- Decision on journal / congress (cc SWEET) in contact with co-authors, DPPC, SWEET and data management team
- Acknowledgement according to previous publications
- Refer to prior presentation in manuscript
- **Send draft manuscript, abstract, poster, presentation to SWEET for formal approval of corporate members / funding**
- Regular updates on current status to SWEET (every 3 months)
- **Send final manuscript, abstract, poster, presentation etc. as PDF to co-authors and SWEET**

4.6 Dispute resolution

In all disagreements and disputes relating to the publication of SWEET related research materials, every effort should be made to resolve the issues among the relevant parties. In those cases, where consensus agreement cannot be reached through this process, a written request may be forwarded to the DPPC for immediate review. The DPPC will thoroughly investigate the matter and in a timely manner produce a recommendation to the Executive Committee (EC). The EC will make the final decision that is binding upon all involved parties.

5. PRESS RELEASES AND INTERVIEWS

A press release is a document given to radio, television, newspapers, popular periodicals, or scientific journals not indexed in the Index Medicus. An interview is a discussion with a member of the press, a science writer, or a radio or television commentator that provides information for public dissemination. Centrally prepared press releases will be reviewed by the Executive Committee and distributed to the Centers. These prepared releases should be given to the media when interviews are requested. This procedure will help insure uniformity and accuracy in the information disseminated through the media. In this instance, use of such press releases and interviews need not receive prior approval from the SWEET DPPC. Should a SWEET Center be solicited for information other than that detailed above, then the Center should refer the soliciting party to the DPPC.

6. PRESENTATIONS

A presentation is the delivery of information to scientific, professional or public groups.
The following information also applies for poster presentation based on the SWEET data.
SWEET project coordinators should be informed for formal approval of presentations/poster regarding funding, center and corporate members.
 All presentations involving any **"NEW"** data (not published as a peer-reviewed article) must be reviewed by the DPPC as described below. A presentation may be given without prior review and approval by the DPPC provided that the content is limited to published information or that provided by the DPPC or SWEET project coordinators for this purpose

A PDF of the final presentation/poster has to be sent to SWEET project coordinators for documentation.

6.1 Forum identification:

The DPPC will identify scientific and professional fora where presentation about SWEET should be made on behalf of the group. Suggestions for such fora and topics for presentations will be sought from the DPPC itself and individual investigators. The DPPC will identify one or more persons from a list of volunteer investigators to prepare and present the material.

6.2 Invited presentations:

If a member of the SWEET Group is personally invited to present SWEET data or represent SWEET to a professional biomedical group, the invitation must be forwarded to the DPPC. The DPPC reserves the right to accept or not accept the invitation and to suggest a presenter other than the member who received the original invitation.

6.3 Preparation and review schedule:

a) The SWEET project coordinators must receive an abstract for a proposed presentation **at least 14 days** prior to the scientific society's deadline for receipt of the abstract, in order to provide time for review and possible revision. Copies of all approved abstracts will be distributed to the SWEET project coordinators.

b) For an invited presentation for which there is no scientific society abstract review, an abstract should still be prepared and submitted to the DPPC at least 14 days prior to presentation.