PUBLICATION POLICY, DATA USAGE AND DATA REQUEST FORM

This draft has been discussed at the RHINESSA Annual conference 2022 and circulated to the steering committee for comments before uploading to the www.rhinessa.net website.

On this website, also the document "Management and organisation of RHINESSA" is available, listing RHINESSA director, vice director, centres PIs, working group PIs and steering committee.

This document includes a data request form which in previous versions was a separate document.

PUBLICATION POLICY

Authorship

Uniform Requirements for Authorship and Contributorship from the International Committee of Medical Journal Editors (www.icmje.org): 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 each draft critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

The following will be recognized through authorship:

1. All centres that have collected data will be invited to participate. In analyses including substantial data from both parents and offspring cohorts, centre PIs of both cohorts will be invited*.
2. Writing the paper and analysing the data.
3. Important intellectual contribution, e.g. working group PIs and contributors to protocol/ methods development or in establishing the cohorts**.

**In analyses of RHINE/RHINESSA in which non-RHINE centres do not have data (no parent data and data from that centre therefore not included in analyses), the RHINESSA PIs of non-RHINE centres will be invited to contribute with one co-author due to contribution in establishing the cohort.*

***For RHINESSA, study PI Cecilie Svanes, vice PI Vivi Schlünssen, working group PIs; for ECRHS, leader Deborah Jarvis or relevant working group leader/field expert appointed by DJ; for RHINE, leader Christer Janson or relevant field expert appointed by CJ.*

OBS Centre PIs have the responsibility to distribute opportunities for authorship in their centre. They are encouraged to include junior researchers.

Special considerations

1. Junior researchers are encouraged to first-author publications. Early to mid-career researchers should generally first-author a publication before co-authoring, however, the centre PI can decide differently.
2. Analyses should include data from all centres whenever possible, and such analyses should be given priority. Single centre analyses may be needed, but it is important that these do not harm the publication of analyses including all centres.
3. Centres that have particular protocols only for that/those centre/s (e.g. gingival samples) can restrict authorship to these centres, while also recognizing through invitation to authorship relevant working group PIs and substantial intellectual input to the development of those protocols.
4. Priority to a specific analysis will be discussed in the Steering committee, if needed. Previous contribution to the RHINESSA, ECRHS and RHINE studies, and to the field, will be considered.
5. In joint projects where RHINESSA is only a part of the project, authorship will be discussed in the Steering committee and one of the co-author slots will be a corporate RHINESSA authorship.

Access to data and data usage

When an analysis is planned and a paper is to be written, the researcher responsible of the analyses (lead author) must do the following to obtain and use necessary research data: 1) Submit a plan of analyses; 2) Fill the data request form (attached to this document).

Plans of analyses (PoA): A PoA is developed by a lead author and promoted through a centre PI (alternatively, RHINESSA PI or vice PI, or relevant working group PI) who takes responsibility for the PoA/analyses/paper. A PoA can be brief (1 page), and should include background, aims of study and methods - study design/ population/ methods/ main covariates. Please also suggest involved parties, based on points 1-3 above.

Accept from study PI and PIs of centres providing data/samples, and data request: A PoA is sent to PI C Svanes and vice PI V Schlünssen, who will comment on potential overlap with other analyses, availability of data/ samples (crudely), and persons to be invited (e.g. point 3) in addition to centre/working group PIs. The lead author then sends the PoA to all centre PIs and involved parts. When study PI + all centre PIs have accepted the use of data/samples (or refrained from commenting within a set deadline of 2-4 weeks), the data request form (below) is filled in and sent to the data manager together with the accepted PoA. The data manager will keep records of the PoA with data request forms.

Data usage: The lead author will receive a dataset tailored according to the data request form from the data manager. All data delivered will be pseudo anonymized/ de-identified (i.e. without social security numbers, names or other directly identifiable characteristics), and sent through a secure encrypted file sharing service.

Researchers are obliged to store data in accordance with GDPR regulations and with local security regulations of their University / Hospital institutions. The data must not be spread and must not be used for analyses of any other research questions than those in the approved PoA.

After final publication, the database may be stored by the lead author for five years in order to do sub-analyses or checks as requested by journal editors or readers. After this period, the database must be erased from all computers, with the exception that the data manager is responsible to store final datasets. It is encouraged that researchers who derive and generate new variables based on existing data send do-files or documentation on this to the data manager to enable the creation of a variable construction repository. The repository can be shared with researchers upon request, so that each researcher in the future do not have to re-invent important derived variables (e.g. pack years of smoking).

Process of paper writing

Development of manuscript: The first author sets time lines and circulates the drafts. The first author must circulate to all potential co-authors a *minimum* of one early manuscript draft and a pre-final draft. Co-authors will contribute within the deadlines set by the first author (or ask the first author for a later time). They will revise each draft for intellectual content, and approve the final draft according to the Vancouver Convention rules. In the case that a centre does not respond, the lead author should contact the centre in order to ensure that the centre does not want to co-author the paper.

Time limits: Analyses should be performed within reasonable time limits. Generally, a first draft with completed analyses should be circulated *within one year* after obtaining the data, and the paper published or submitted for publication *within 2 years*.

Example/template of e-mail to invite coauthors to revise a manuscript/draft: *Dear all/friends/… Please see the attached draft manuscript, titled "…..". We hereby invite all centre PIs or the persons named by the centre PIs, to contribute to this manuscript. Please tell me who will be the co-author from your study centre and forward the manuscript to that person. Please comment on the manuscript by … (set a date after 2-3 weeks). Regards, first author, also on behalf of…. responsible centre, senior author*

For data request form, see next page.

DATA REQUEST FOR ANALYSIS

Name of researcher responsible for the analysis:

Institution:

Name of centre PI supervising the analysis and use of data:

Aim of analysis:

Expected date by which analysis will be complete:

Variables to be included in the requested data set (please list ALL variables needed, both main variables of interest and all confounders and adjustment factors, add more lines in the table as needed):
