**BMT CTN Publication Preparation Checklist**

**Congratulations** – you have your BMT CTN dataset! Please use this checklist as you prepare your abstract and/or manuscript. If you have any questions throughout the process, please contact the DCC publications team: BMTCTNpublications@NMDP.ORG. Please navigate to this [site](https://www.bmtctn.net/author-resources) for all resources.

**Dataset receipt date**: Click or tap to enter a date.

|  |
| --- |
| **For Abstracts** |
| **Step Completed** | **Step** | **Notes** |
| **DONE** | **N/A** |  |  |
|[ ]   | Review BMT CTN Administrative MOP Publications Chapter 8 | The Authorship Guidelines by Manuscript Type are also outlined on pg. 2 (below)  |
|[ ]   | Draft abstract and circulate to **all** co-authors for review |  |
|[ ] [ ]  Submit abstract for contributor review, if applicable | See study-specific [Publications Instructions](https://bmtctn.net/group/22) to determine if contributor review is needed  |
|[ ]   | Submit abstract to BMTCTNpublications@NMDP.ORG with the completed forms: * BMT CTN Publication Submission Checklist
* BMT CTN Author Contributions Table
 | Allow **5** business days for review |
|[ ]   | Receive approval from BMT CTN Publications Liaison |  |
|[ ]   | Submit abstract to meeting | Responsibility of first/last author |
|[ ]   | Provide abstract approval details to co-authors and DCC team  |  |
|[ ]   | Draft slides or poster  | Use BMT CTN templates |
|[ ]   | Submit slides or poster to BMTCTNpublications@NMDP.ORG for review |  |
|[ ]   | Present results to BMT CTN Steering Committee  |  |
|[ ]   | Present abstract at meeting |  |
| **For Manuscripts** |
| **Step Completed** | **Step** | **Notes** |
| **DONE** | **N/A** |  |  |
|[ ]   | Draft manuscript and circulate to **all** co-authors for review | To be done within 3 months of dataset receipt |
|[ ] [ ]  Submit manuscript for contributor review | See study-specific [Publications Instructions](https://bmtctn.net/group/22) to determine if contributor review is needed |
|[ ]   | Submit manuscript to BMTCTNpublications@NMDP.ORG with the completed forms: * BMT CTN Publication Submission Checklist
* BMT CTN Author Contributions Table
 | Allow **10** business days for review |
|[ ]   | Receive approval from BMT CTN Publications Liaison |  |
|[ ]   | Submit manuscript to journal | To be done within 6 months of completing draft; responsibility of first/last author. See pg. 3 (below) for Submission Guidelines to obtain PMCID#. |
|[ ]   | Distribute submitted manuscript to **all** site PIs |  |
|[ ]   | Inform co-authors and BMTCTNpublications@NMDP.ORG of journal determination | If re-submission to another journal is needed, inform BMTCTNpublications@NMDP.ORG of submission date |
|[ ]   | Complete NIHMS verification steps needed for PMCID# assignment | See pg. 3 (below) for details |
|[ ]   | Inform BMTCTNpublications@NMDP.ORG of publication date |  |

**Authorship Guidelines by Manuscript Type**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Types** | **First author** | **Last author** | **Second author** | **Inclusion of protocol chair(s) or officer** | **Inclusion of Protocol Team** | **Authorship based on accrual** |
| **Primary results manuscript**  | Protocol Co-Chair  | Protocol Co-Chair  | DCC PhD Study Statistician or Protocol Officer   | Yes  | Yes  | Top ten accruing centers \*  |
| **Secondary manuscripts:**  |
| **Protocol-defined**  | Investigators other than protocol Co-Chair(s) may be given an opportunity  | DCC PhD Study Statistician or Protocol Officer  | Yes  | Yes  |  Top ten accruing centers \*^  |
| **Protocol Independent**  | Based on a single trial  | Investigators who designed the study  | Statistician of the new analysis  | Yes, if conducted within 3 years of primary results publication  | Yes, if the Protocol Team is still actively meeting  | Yes, consider PIs from highest accruing centers and/or centers that provided a significant proportion of biospecimens, if applicable  |
| Based on multiple trials  | Investigators who designed the study  | Statistician of the new analysis  | Not required unless analysis related to parent studies’ specific design  | Not required  | Not required  |
| Statistical methods  | Investigators who designed the methodological study  | Should be informed if based on prior trial(s) but authorship not required  | Not required  | Not required  |
| Perspective paper related to design, implementation or implications of a study  | Investigators/Experts based on contribution  | Yes  | Not required  | Not required  |
| Position paper/Task Force recommendations  | Investigators/Experts based on contribution  | Not required  | Not required  | Not required  |

\*If the study involves international centers, the top five U.S. and top five international centers will each have a single author. In addition, if there are U.S. centers with significantly greater accrual than the highest accruing international centers, up to three U.S. centers will have an author included. If not included in this list, a single author from the center with the highest accrual from groups underrepresented in medicine will be invited. If the First or Last Author is from one of the top accruing centers, a Second Author from that center may be added. In trials designated by the Executive Committee as Rare Disease trials, the PI at each center that activates the study is eligible for authorship if they provide input to data review, analysis and/or manuscript preparation. Individuals will still need to meet authorship requirements outlined in the administrative MOP.

 ^Secondary manuscripts will follow similar authorship guidelines as described for primary results manuscripts. However, special recognition is given to those who were not considered for First and Senior Authors on the primary paper. Consideration as added co-authors are extended to other Protocol Team members such as DCC members, clinical research coordinators and Early-Stage Protocol Team members. Authorship consideration should also be given to investigators from the highest accruing centers and/or centers that provided a significant proportion of biospecimens, if applicable. An exception to this policy is if the ancillary study uses biorepository specimens and/or clinical data from multiple studies and the analysis is not related to the parent studies’ specific design(s).

**BMT CTN Manuscript Submission Guidelines**

The BMT CTN, as a NIH funded organization, is required to attain a PubMed identification number (PMCID#). This number is required for all accepted, peer-reviewed papers using data supported by the NHLBI/NCI.

NOTE: the **Corresponding Author is responsible for the required interactions** with NIHMS (NIH Manuscript Submission system) after paper acceptance.

Please inform BMTCTNpublications@NMDP.ORG that the paper has been submitted on the behalf of the network, and to follow the outlined guidelines below:

**When submitting the manuscript**:

When the journal asks if the paper/data is/are NIH funded, respond “Yes”

* Support for this study was provided by grant #2U24HL138660 to the Blood and Marrow Transplant Clinical Trials Network from the National Heart, Lung and Blood Institute and the National Cancer Institute. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH.

The following language should be inserted in the acknowledgements for all BMT CTN studies that utilize CIBMTR data:

* The CIBMTR registry is supported primarily by the U24-CA76518 from the National Cancer Institute, the National Heart, Lung, and Blood Institute, and the National Institute of Allergy and Infectious Diseases and from HHSH234200637015C (HRSA/DHHS) to the Center for International Blood and Marrow Transplant Research

**Once the manuscript has been accepted:**

Most but not all journals will then submit the paper to NIHMS; you must check the relevant Journal “publishing agreement”

* In case that the relevant Journal does not provide this service, the Corresponding Author or the BMT CTN DCC must submit the paper to NIHMS. PMC Submission instructions can be found here: <http://publicaccess.nih.gov/submit_process.htm>

**Once NIHMS receives an accepted manuscript:**

NIHMS # is assigned and the following two steps occur:

* 1. A PDF version is mailed back to the Corresponding Author asking for verification that this is the correct paper
		+ - The NIHMS e-mail subject line is “*Approve PDF Receipt*” (email displays NIHMS #)
			- Once approved by the Corresponding Author, NIHMS reformats the paper to XML for web display
	2. A second mailing is sent to the Corresponding Author asking to “*Approve Web Version*” **\***

**NOTE: \*The PMCID# assignment is contingent on final approval of this web version by the Corresponding Author. Please do so in timely fashion.** Contact the DCC Publications team if you have any questions: BMTCTNpublications@NMDP.ORG