

Publication Committee Guide

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Procedures/actions

1. Publication Committee purpose
 - a. The Publication Committee will work with potential authors to:
 - i. Advance, and contribute to, the body of knowledge about quality care transitions.
 - ii. Ensure the integrity and accuracy of publications utilizing I-MPACT data and resources.
 - iii. Ensure equitable and fair authorship when multiple authors are involved.
 - iv. Evaluate feasibility and generalizability of potential publication content.
2. Committee membership
 - a. The Committee will be chaired by a faculty member of the I-MPACT Coordinating Center (CC) Leadership team (e.g., Program Director, Associate Program Director, Faculty Biostatistician or Faculty Quality Improvement (QI) Consultant).
 - b. The Committee will be composed of primarily the I-MPACT CC team with no formal recruitment process for other members.
 - c. The Committee will remain open to outside members joining on an informal basis.
3. Publication Committee meetings
 - i. The Publication Committee will convene as needed for various projects. Formal meetings are not required unless necessary.
 - ii. The Publication Committee will communicate via email as needed to facilitate reviews and discussions.

Submission process

1. Cluster team members wishing to publish data, other than their own, will reach out to CC via email and complete a Request for Publication Review Form indicating that they are submitting a concept proposal and requesting a data set. (Refer to the Concept Development Checklist when developing a concept and the Manuscript Review Tool for Authors when writing a manuscript, see Attachments).
 - a. Once approved, the dataset will be sent to requester within an estimated timeframe set by the data analyst and statistician from the time of notification of approval.
2. Cluster team members wishing to publish using their own data can obtain a dataset through the tools made available by the CC and are not required to submit a formal request to the committee for review but are encouraged to do so to obtain feedback prior to drafting a full manuscript.
 - a. Non-peer reviewed presentations, posters or abstracts using a cluster's own data and developed for use/sharing within the author's/presenter's own institution or health system do not require review by the committee (e.g., health system quality symposium or transitions of care conference).
 - i. Please notify the CC of any presentations, posters or abstracts that are shared/presented within the cluster's own institution(s).
 - b. Presentations, posters, abstracts, or papers using a cluster's own data and developed for publication in peer-reviewed journals or for use/sharing at externally sponsored conferences/symposia (e.g., IHI, HSM) should be submitted for review by the CC.
3. Individuals from participating I-MPACT organizations who are not formal I-MPACT cluster team members must work with an I-MPACT cluster team member/sponsor from their organization to author a concept proposal or draft publication to be reviewed by the Publication Committee.

4. All potential authors are responsible for determining whether their use of data for publication requires Institutional Review Board (IRB) review or obtaining documentation that the request and data used is exempt.
 - a. Potential authors should consult with their IRB early in the process of developing their concept proposal or draft document regarding whether the proposed project would require a formal application for IRB review.
5. All potential authors intending to publish should plan on utilizing their own resources to perform any necessary statistical analysis unless otherwise stated by the CC.
 - a. Any costs associated with an individual's or organization's publication will be their own responsibility.
6. When submitting a request form for a draft publication a proposal for authorship should be included, clearly identifying whom will be the first/lead author and list any other potential authors.
7. If a potential author of a concept proposal or manuscript would like to work with a more experienced author on the topic or any CC member(s), CC can make efforts to connect the author with a suitable resource if time allows.
8. A specific individual, or participating I-MPACT cluster, cannot submit more than one request form at any given time; any requests that are approved must be published before additional requests from an individual or cluster will be accepted for review.
9. Approved concepts will have a one-year time limit.

Review process for concept proposal and manuscript review

1. Concept proposals and draft documents submitted will receive their review and determination within 60 calendar days from when it was submitted to the CC.
2. Review determinations will be made based on a review of the following criteria:
 - a. Does the submission have a broad scope and the potential to contribute to the field of clinical quality improvement and, more specifically, care transitions?
 - b. Is the concept feasible?
 - c. Is the content under review generalizable beyond a specific institution or I-MPACT?
 - d. Are there any minor or major concerns?
 - e. Are the variables requested available in the I-MPACT data registry?
3. The Publication Committee reviewers will make one of the three determinations:
 - a. "Approved" – the concept proposal or draft document is approved as submitted.
 - b. "Conditional Approval" – author is notified within 7 business days of the determination and the changes being requested. The author then has 30 calendar days to submit requested changes for the chair to review and make a determination of approval.
 - c. "Disapproved" – the concept proposal or draft document is not approved in its current form; to be re-considered, the concept proposal or document will require significant modifications. The author is notified within 7 business days of the determination and has 90 calendar days to resubmit their concept with substantial modifications. After resubmissions the proposal process begins again.

Restrictions and requirements regarding data usage and publications

1. Authors of any publication may not:
 - a. Use I-MPACT data to compare their organization to other consortium members in any public manner including, but not limited to presentations, publications, publicity, or advertising.
 - b. Use I-MPACT data to market itself to the community.
2. Authors of any publication should:
 - a. Notify CC when a draft document has been accepted by a publishing body by submitting a Request Form with a full citation; this should be done within 60 days of publication.
 - b. Acknowledge the I-MPACT project in any publication.
 - c. Include the following statement in any publication: “This study does not represent the opinions or policies of the Integrated Michigan Patient-centered Alliance in Care Transitions Quality Collaborative Initiative. The authors are solely responsible for all data analysis, interpretations, and conclusions.”
3. Failure to adhere to publication restrictions and requirements will result in a loss of publication privileges.

Conflict of interest

1. All conflicts or possible conflicts must be disclosed by potential authors when they submit a request form.

Attachments

List of publication documents found on the [I-MPACT Website Committees Page](#)

- Concept Development Checklist - a guide to help an author(s) formulate a concept request before submitting a for review.
- Manuscript Review Tool for Authors– a self-assessment guide to help an author(s) evaluate their manuscript before submitting for review.
- Request for Publication Committee Review Form- author completes and sends to [i-mpactcc@umich.edu](mailto:mpactcc@umich.edu) for approval of a publication proposal.