Overview of the National Dental PBRN Publications & Presentations Policies

1. The P&P Committee approves manuscript proposals and the submission of abstracts, as well as all publications and presentations before they are submitted for publication or presented in a public forum.

2. The P&P Committee will act on a request within two weeks of when it is made. Response times are often less than two weeks.

3. When indicated, lead authors or representatives who may wish to discuss the manuscript, manuscript proposal, abstract or presentation during a P&P Committee call are invited to attend.

4. A manuscript proposal should be submitted early in the development stage. The intent of this early review is to guide the lead author about authorship, data and scope issues.

5. Section VII deals with authorship issues and provides a suggested communication to authors that clearly states expectations for authorship. If proposed authors do not agree to these expectations, they should be removed from the list of authors.

6. All network publications, invited papers and presentations, and peer-reviewed abstracts that use network data must acknowledge NIDCR support by listing the following grant: U19-DE-22516. The following disclaimer is also required: *Opinions and assertions contained herein are those of the authors and are not to be construed as necessarily representing the views of the respective organizations or the National Institutes of Health*.

7. Lead authors of all network manuscripts are expected to comply with the following NIH Public Access Policy: *The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication.*

8. Note the following expectations for the manuscript title and authorship:

   The phrase "National Dental PBRN" must appear in the title of network manuscripts, peer-reviewed abstracts, and invited papers and presentations that report network studies. It is important to be diligent that the words "National Dental PBRN" remain in the title at each stage of the publication process.

   All practitioners, faculty investigators, and staff personnel involved with data collection or other significant aspects of the study, and who are not a named author, will be acknowledged collectively as the last author in corporate form as "the National Dental PBRN Collaborative Group "

Key Contacts:

Brad Rindal, P&P Committee Chair (e-mail at donald.b.rindal@healthpartners.com)

Terri Jones, Committee Staff Support (email at yjones@uab.edu)

Contact Brad Rindal to submit a manuscript, a manuscript proposal, an abstract or a presentation for committee review or to discuss policy questions.

Contact Terri Jones for general questions and access to forms. Also, to comply with the NIH Public Access Policy discussed in this policy document, network lead authors should email Terri their network manuscripts that have recently been accepted for publication, so that she can take care of submitting them into the PubMed Central system.

The National Dental Practice-Based Research Network

The nation's network

Data Analysis, Publications, and Presentations Policies

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I. Overview

The "National Dental Practice-Based Research Network" (subsequently referred to as the "Network") includes the Office of the National Network Director (NND), the Coordinating Center (CC), the National Institute of Dental and Craniofacial Research (NIDCR), and six Regional Centers at HealthPartners Institute for Education and Research, Minneapolis, MN; Kaiser Permanente Center for Health Research, Portland, OR; University of Alabama at Birmingham, Birmingham, AL; University of Florida, Gainesville, FL; University of Rochester in Rochester, NY; and University of Texas Health Science Center at San Antonio, San Antonio, TX . The network, composed of practitioners from the United States and Territories, undertakes studies specifically relevant to the practice of dentistry.

The success of the Network will be judged largely on the effectiveness of communication and dissemination of findings from Network studies, and ultimately from the implementation of those findings into routine practice. A key component of the communication and dissemination effort will be the publication and presentation of Network studies in appropriate scientific forums. The purpose of the policies established herein is to encourage and facilitate important analyses while providing guidelines that assure appropriate use of the Network data, timely completion of manuscripts and abstracts, and adherence to the principles of authorship. The policies and procedures described herein apply to all Network publications and presentations.

The Network has implemented policies involving the use of its data to: (1) ensure that lead investigators for specific studies have adequate opportunity to participate in the publication and presentation process for those studies; (2) ensure that other investigators know of ongoing research efforts and have the opportunity to participate in these efforts; (3) ensure that duplication of analyses is kept to a minimum; (4) permit the CC to maintain control of the official Network database, which includes being informed of any problem areas in the database; (5) ensure that publication or presentation of Network data does not occur without the knowledge and approval of the Publications and Presentations Committee; and (6) maintain the integrity of study data.

The Network Executive Committee has final say over all Network publications and presentations. The Executive Committee has empaneled a Publications and Presentations (P&P) Committee to facilitate the implementation of these policies and to deal with long-range planning issues.

Individuals who are working on manuscripts that involve Network data, who are not Network investigators themselves, must work closely with at least one of the Network investigators and follow all policies. This is to ensure that they have access to all information pertinent to analyses. This important information includes the dataset documentation that is distributed by the CC, along with the data. This detailed information includes the edits which have been performed, any problems in the dataset, and lists of calculated variables and their algorithms. This documentation also includes the forms that were used in collecting the data. Such individuals are also encouraged to obtain access to the manual of operations that describes the data collection process and quality control procedures used by the study. This information is available on the Network's Internal Web site, which is accessible only via a password provided by the Network.

Situations have arisen where sharing of study results in non-peer-reviewed newsletters or other internet-based communications prior to publication in a peer-reviewed journal has resulted in the publication being rejected by a journal. We do expect the investigators on a National Dental PBRN project to share the results with their colleagues in the network prior to the peer-reviewed publication.

In order to accomplish this goal and avoid problems with publications getting accepted, we have created a mechanism for sharing the results with all network enrollees by providing results on a password-protected members-only area of the public website, which can include videos of presentations and other electronic means of dissemination.

II. P&P Committee

The P&P Committee oversees all Network publications and presentations activities. The Committee approves manuscript proposals and the submission of abstracts; as well as all publications and presentations before they are submitted for publication or presented in a public forum. The Committee also decides who assumes lead responsibility for a paper if there is more than one interested candidate. The P&P Committee also may re-assign lead responsibility if reasonable progress on completing an abstract or manuscript has not occurred.

Composition of P&P Committee

The voting members of the P&P Committee will consist of at least one practitioner, representatives from two of the Regional Centers, one from the CC, and one from the Office of the NND. A Chair for the P&P Committee will be designated by the Executive Committee from the P&P Committee membership.

P&P Committee meetings

The P&P Committee will conduct its business either by conference call or email on an as-needed basis, depending upon the volume of materials requiring review. The goal is to act on a request within two weeks of when it is made. Committee decisions will be based on a simple majority of the voting members. Lead authors of manuscript proposals, manuscripts, abstracts, or presentations that are to be discussed during a P&P Committee call are invited to either attend themselves or to provide a representative. Staff of the Chair of the P&P Committee will arrange the calls and take minutes. P&P Committee members may not vote on their own requests.

III. General Publication Procedures

The phrase “National Dental PBRN” must appear in the title of Network manuscripts, peer-reviewed abstracts, and invited papers and presentations that report Network studies or presents details related to the structure and processes of the network. This helps in indexing and retrieval of publications and in gaining recognition for the study.

It is acknowledged that some manuscripts, peer-reviewed abstracts, and invited papers and presentations will have received Network grant support, but are communicating broader topics and are not specifically reporting Network studies. In these cases, the words "National Dental PBRN" do not have to be included in the title, even though Network grant support must be acknowledged.

Use of approved names and abbreviations for National Dental PBRN regions

The Network comprises six regions, each of which has an approved name and abbreviation. Authors should use these Network names and abbreviations in all Network presentations and publications, which appear on the public web site.

Use of approved Network slide template and poster template

For Network slide presentations, presenters should use the Network slide template that has the Network logo at the bottom right-hand corner of the slide. This template is available upon email request of the Committee's staff support person. Network posters should also use the Network logo. A Microsoft PowerPoint template is available by contacting the Committee's staff support person.

Other uses of logo

The logo may be used by any Network enrolled practitioner to communicate his or her affiliation with the Network following approval by the P&P Committee. Permission to use the logo does not transfer ownership of the logo to the practitioners. Examples include personal letterhead, business cards, biographical summaries, brochures, web pages (including social media) and telephone book listing, provided this is done in a dignified and professional manner. The logo shall not be used in the direct solicitation of patients or for commercial purposes. A detailed description of the planned use should be sent to the P&P Committee for approval. Send communications to the chair of the P&P Committee.

Use of approved presentations by others

Network presentations can be used by others in the Network or affiliated with the Network pending permission by the original author and the Network P&P Committee. The requester should clarify the intended audience and the purpose for using the presentations. Send communications to the author and the chair of the P&P Committee.

IV. Review Process for Invited Papers and Presentations

It is anticipated that investigators associated with the Network will be invited as individuals to prepare papers or give presentations concerning study findings and structure or processes of the Network. When such invitations are received, the invitee should inform the inviter that acceptance will need to be approved by the Network P&P Committee.

Unlike the process for submitting a manuscript proposal, for invited papers and presentations all that is required initially is an email that describes the paper or presentation, with a request for approval and background information for the request. If an inviter has special reasons for choosing the particular invitee (e.g., special qualifications, previous Network) other involvements with the organization), these should be submitted by the inviter or invitee to the P&P Committee to assist it with the decision.

This email should be sent to the Chair of the P&P Committee. The committee will aim to vote on the proposal within one week through an e-mail process and the results will be conveyed to the lead author. The Committee will decide whether such an invited paper or presentation is appropriate. Among other factors, these decisions take into consideration possible conflicts with other planned data analyses or competition for use of other Network resources within the time allowed for completion of the invited paper or talk.

Once approved, basic information about the invited papers and presentations will be logged on the Network internal website. Final approved versions to be logged should be sent to the support person. Content of these presentations may be of value to other members of the Network in the future. Therefore, we encourage presenters at their discretion to provide an electronic copy of the presentation to be available to others.

V. Review Process for Peer-Reviewed Abstracts, Posters, and Oral Presentations

The National Dental PBRN P&P policy requires prior approval for the initial submission of abstracts for presentations, as well as for the subsequent posters and oral presentations, if the abstract is ultimately accepted for presentation at the target meeting. In all three cases, the relevant documents should be submitted to the Chair of the P&P, via email with attachments, at least two weeks before the submission deadline or presentation date. This allows sufficient time for circulation to the committee. If the review cannot be completed in time, the abstract or poster may be required to be withdrawn. If an oral presentation is not submitted for review in sufficient time, the presenter may be asked to withdraw from the program. All that is required initially is an email that has the abstract, poster or slides attached, with a request for approval and background information for the request.

Besides the Chair of the P&P Committee, please also copy the committee staff support person. The names and contact information are provided on the overview document. The committee will aim to vote on the proposal within one week through an e-mail process and the results will be conveyed to the lead author. As with invited papers, the Committee will decide on appropriateness. Among other factors, these decisions for abstracts take into consideration possible conflicts with other planned data analyses, presentations and manuscripts, and competition for use of other Network resources within the time allowed for completion of the abstract and subsequent presentation. Once approved, all submitted abstracts will be logged on the network internal website. The lead author should inform the P&P chair and support person at the time a submitted abstract is accepted or rejected.

For abstracts, verification of the analyses is not performed by the CC unless the data appear questionable.

Required formatting for National Dental PBRN presentations and posters:
Having a uniform format for presentations and posters allows quick recognition that the activity is a product of the network. Therefore, the network requires adherence to specific formats that are detailed in the "Poster Style Guide."

Recommendation regarding which audiences to target at IADR/AADR meetings
The network seeks to disseminate evidence to a broad range of clinical and scientific audiences. Attendees at the IADR/AADR annual meeting comprise a common scientific audience for network presentations. In addition to answering important clinical research questions, the network aims to disseminate its research capabilities to audiences who may not be familiar with the PBRN research context. To meet that objective, abstracts for IADR/AADR meetings should be submitted to specific research groups, instead of audiences already very familiar with the PBRN research context. Therefore, network IADR/AADR abstracts should be submitted to these groups: BEHSR; Cariology; Neuroscience; Implantology; Prosthodontics; Dental Materials; Periodontal Research; Geriatric Oral Research. Because of the desire to target audiences optimally, the network discourages IADR/AADR abstracts to these groups: Network for Practice-Based Research and Network for Evidence-Based Dentistry.

A key goal of the network is to improve the health of the United States population, making its main target audience those in the United States. For that reason, no funding is provided by the U19-DE-22516 grant to support travel outside of the United States.

The uniqueness of abstract submission software for some organizations
In accordance with the Network policy, it is important that the final author be "the National Dental

PBRN Collaborative Group" when appropriate. The abstract submission systems of some organizations are not constructed with corporate authors in mind. For example, with IADR/AADR meetings, entering "the National Dental PBRN Collaborative Group", may appear as "and T. National Dental PBRN Collaborative Group". The IADR/AADR was notified of this limitation in its system and responded with the following addition to their abstract submission guideline:

► GROUP-AUTHOR ABSTRACTS
"Some research collaborations with large numbers of investigators, operating under a single group name, request the inclusion of the group name as an author, distinct from the individual authors. Group authors may also be known as Collaborative-, Corporate-, or Collective-authors. Group-authors would include individuals who contributed to the research that led to the abstract, but are not named individually as authors. A common example in dental research would be a practice-based research network. Group-authorship is not meant to acknowledge the University, Institution, or Corporation under whose auspices the research was conducted. If your abstract does have a Group-author that includes individuals who contributed to the research that led to the abstract, but are not named individually as authors, the name of the Group-author must be added along with the City, State/Prov, and Country. The Group-author listings will be included in the Author/Co-author Index online, the Program Book, and the CD-ROM/USB of Abstracts".

It is also important that the network grant numbers be cited. Some abstract submission systems have separate entry windows for this information, but the grant numbers nonetheless do not show in the published or electronically-available versions. For this reason, it is best if authors place this information in the text of the abstract itself. A full version of a citation might read "This research was supported by grant U19-DE-22516." If word limits make it advisable, this may appear as "Support: U19-DE-22516."

VI. Proposing Manuscripts

Proposals for manuscripts may be initiated by any Network investigator, with the proviso that lead investigators, being practitioners or others, for a specific study are to be given appropriate priority and ample opportunity to propose manuscripts for that study. Other investigators for that study should also be given appropriate opportunity and priority for participation in the publication and presentation of results for that study.

The expectation is that manuscript proposals will be developed by the lead author with input from designated co-authors. A manuscript proposal is a 1-2 page document that includes: a) title and list of collaborators, b) scientific background and rationale, c) research hypotheses, d) data to be used, and e) brief description of methods and analysis. A template for a manuscript proposal is included in Appendix A. After review by the co-authors, manuscript proposals should be submitted to the P&P Committee chair who distributes the proposal for review by the committee through e-mail or at a committee meeting as deemed appropriate. The committee will vote on the proposal within one week through an e-mail process and the results will be conveyed to the lead author. Investigators are encouraged to conduct limited preliminary data analyses prior to making a formal manuscript proposal to test the feasibility of pursuing a given topic. Each publication that includes Network data must include a Network investigator as an author.

<u>Data Distribution Policy and Agreement</u>

If the authors are not affiliated with a Regional Center, the Office of the NND, or the CC, and thus do not have direct access to the full dataset that was distributed to those entities, they can receive the dataset required for their manuscript directly from the CC. This can be done after a manuscript proposal or abstract is approved; however, the lead author first needs to review the Network Data Distribution Policy and complete and sign the Network Data Distribution Agreement (see Appendix A). The lead author also needs to review, complete, and sign the Confidentiality and Policies Agreement (see Appendix A). Upon receipt of the Data Distribution Agreement and Confidentiality and Policies Agreement, the CC will prepare an analytic dataset that will be sent to the requesting lead author. Lead authors can also request direct assistance from the CC to perform the required analyses.

VII. Authorship Issues

The initiator generally assumes first authorship of the proposed manuscript, invited paper or presentation, or peer-reviewed abstract. The initiator is encouraged to contact other potentially interested individuals before the manuscript, paper, presentation, or abstract is proposed. At the time of proposal, other members of the network are given the opportunity to be co-authors. The first author is encouraged to involve individuals with specific expertise or experience as necessary. Each manuscript must include at least one Network practitioner. The Network makes a point of engaging practitioners at every step of the research process, and this includes the publication process. For the purposes of this requirement, a practitioner is defined as a clinician who treats patients on a regular basis and who collects primary data on patients in Network studies. The lead author should identify at least one practitioner who participated in the relevant study. In addition, all regions involved in data collection should be given the opportunity to have at least one author from the region. This is the expectation unless other authorship issues are of greater priority or the region did not participate in the study. The final decision will rest with the Publications and Presentations Committee.

In general, manuscripts are initiated and completed as described below:
1. The lead author submits a manuscript proposal (one to two pages) for review by the P&P Committee (a template for a manuscript proposal is included as Appendix A).
2. The lead author and co-authors create a working group that prepares the manuscript and works with the CC for statistical review and for verification.
3. The P&P Committee monitors progress and chronic failure to advance the writing of a manuscript will result in reassignment of the topic.

<u>Suggested communication to potential authors</u>
A goal of the Network is to involve practitioners in the dissemination of results of studies. This includes involvement in writing and authoring manuscripts. The purpose of this communication is to inquire about your interest in being a part of this process.

The expectations for authorship credit include the following:
1. substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; and
2. drafting the article 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.

Generally, the first author puts together a first draft which is circulated to the other authors. After receiving the first draft, you would be asked to provide thorough, thoughtful and timely feedback.

Probably all communications will be by email and will include attachments that you will have to review. The lead author for each manuscript will articulate the expectations regarding writing and editing responsibilities, including timelines for each step.

If you choose not to commit to the authorship expectations, you can be involved in the writing group where your contribution would be acknowledged in the Acknowledgments section of the publication, but you would not be listed as a co-author.

Co-Authorship

The criteria for named, non-corporate authorship will be those of the International Committee of Medical Journal Editors (ICMJE, the "Vancouver Group"; http://www.icmje.org). These criteria are similar to those of other major organizations concerned with authorship, especially those written recently. Excerpts of these criteria follow.

"All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Authorship credit should be based only on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; 3) final approval of the version to be published; 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. Conditions 1, 2, 3 and 4 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship."

Co-authors should become involved in manuscript development as early as possible. The lead author should seek involvement by soliciting help early on, e.g., by circulating to co-authors a paper outline with some table shells and/or a request for suggestions of additional table and figure shells. Early drafts should be circulated to all co-authors, with a deadline for responses. Although the time allowed for co-author response will vary, it is suggested that two weeks is a reasonable interval. The lead author is expected to play a pro-active role in seeking co-author involvement and in taking action if this involvement is not forthcoming. If during the completion of the manuscript or presentation it becomes apparent that the contributions of one or more co-authors do not merit authorship, the lead author should discuss removing the names of individuals from the paper. Failure to respond in a timely manner to a request for comments, especially if unexplained or repeated, should be grounds for considering removal of a co-author. In addition, each co-author should critically examine his/her role in the process and volunteer to remove his/her name if warranted. The first author should attempt to reconcile divergent views of the co-authors with his/her own. However, sometimes a co-author may elect to remove his/her name because of disagreements in the interpretation of the data or in the style of writing, even though substantial contributions were made.

Multiple Author Guideline

Some journals limit the number of authors on a manuscript. Moreover, it is difficult to work on a writing project with too many authors. Nonetheless, the National Dental PBRN is all about team science, so it is important that all regions are given the opportunity to participate in manuscripts, since all regions have contributed to making a study successful. Ideally, regional representation would include both practitioners and network investigators/staff. All practitioners, faculty investigators, and staff personnel involved with data collection or other significant aspects of the study, and who are not a named author, will be acknowledged collectively as the last author in corporate form as “the National Dental PBRN Collaborative Group”, and will be listed at NationalDentalPBRN.org accordingly. The use of "collective author" or "corporate author" investigator groups is widely accepted. For example, a PubMed search for corporate authors that includes the words "Collaborative Group" or "Investigator Group" or "Study Group" will yield thousands of entries from a wide range of journals and scientific disciplines.

A note of diligence for Network authors regarding the Network corporate author

Some dental journals, especially those that target dentists in daily clinical practice, have little experience with the use of corporate authors. Therefore, it is important that Network authors remain diligent that the corporate author is maintained at each stage of the manuscript and publication process. For example, one network publication had completed its manuscript peer review and was then handed from the Editor to the Editor’s staff. The staff then did some editing on the manuscript and at that point one staff member removed the corporate author due to lack of familiarity with this concept. Once the lead author pointed out to the Senior Editor of that publication what had happened, and that this was a very important part of the network publications policy, the corporate author was added back in the manuscript. However, this highlights the need for diligence among Network authors so that the corporate author is not inadvertently removed.

A note of diligence regarding use of the words “National Dental PBRN” in the title

It is also important to be diligent that the words “National Dental PBRN” remain in the title at each stage of the publication process. For example, one prior network publication had completed its manuscript peer review and the lead author was sent the final page proofs to review. The Editor had the correct title of the article (the title that had been used in all stages up to that point) in the email correspondence in which the page proofs were sent, but the editorial staff had removed the relevant words from the title in the page proofs themselves. It is important to ensure that these words are added back in to be in compliance with the Network publications policy. Otherwise, they will not appear in the PubMed citations.

<u>Verification Process</u>

To ensure consistency and quality in analyzing and publishing data, the Network uses a verification process led by the CC. During the process, staff will verify that the most-recent version of the database was used, that all exclusions are described accurately in the manuscript, and that the results reported in the manuscript match those obtained by the CC. When the verification is completed, the first author and the Chief Reviewer will be notified in writing of any discrepancies between reported findings and the CC’s analyses. If the first author disagrees, he/she may contact the CC to resolve the discrepancy or work with the Chief Reviewer to adjudicate any discrepancies. Otherwise, the corrections should be made to the paper. Network policies require that manuscripts be verified and resultant corrections applied before they are submitted for publication. Lead authors should contact the CC for specifications as to what will be required to transmit to the CC so that the verification process can be completed.

VIII. Review Process for Manuscripts

The purpose of manuscript review is to evaluate the scientific merit, the clarity of the writing, and the consistency with other Network findings.

<u>Review Process</u>

1. The final version of the manuscript is submitted to the P&P Committee for review/approval

2. The P&P Committee Chair receives the manuscript from the lead author and initiates the committee review process.
3. The P&P Committee reviews the manuscript.
4. After the manuscript is approved, the lead author submits approved manuscript to journal, with copies to the CC.

IX. Acknowledgement of NIDCR Support and Network Review

All Network publications, invited papers and presentations, and peer-reviewed abstracts that use Network data <u>must acknowledge</u> NIDCR support by listing this grant: U19-DE-22516, "The National Dental PBRN". It is also recognized that some work does not use Network data, but should have the grant number cited. This might occur when a publication, paper, presentation, or abstract is done because of the Network even though actual Network data are not used. For example, if an author develops a manuscript that discusses the Network or conducts analyses of practice-based research data because these analyses are preliminary to and/or supportive of current and/or planned Network efforts, or time devoted to this activity is funded at least partially from the Network grant, then the Network grant should be cited. NIH and most university personnel effort reporting guidelines would require such citations anyway. Furthermore, publications and presentations reporting on studies in the first cycle of funding will be developed through support from the current funding cycle. In that case all related grant support and the appropriate disclaimer must appear under Acknowledgements. This is an example:

This investigation was supported by NIH grant U19-DE-22516. Opinions and assertions contained herein are those of the authors and are not to be construed as necessarily representing the views of the respective organizations or the National Institutes of Health.

X. Other General Publication Policies

<u>Industry Funding</u>
The recipient agrees not to enter into any verbal or written agreement or contract with industry or private individuals that will provide funding for analyses of network data without prior review and written approval of the network Executive Committee.

<u>Graduate Student Dissertations</u>
The use of network data for doctoral or masters' level theses is encouraged, although some aspects of graduate student work with network data need special consideration. In particular, students are generally new investigators who are not familiar with network data. This section of the publication policies attempts to balance the opportunity to involve promising new investigators, with preserving the opportunity for established network investigators to publish study findings.

Publications and presentations resulting from theses are subject to all network publication policies, including the requirement that the network P&P Committee approve all manuscript proposals, all completed manuscripts before journal submission, all abstracts before they are submitted, and all presentations before they take place. This includes seminars open to the public that are part of a thesis defense.

The distinction between approval of a dissertation proposal and approval of specific manuscript proposals resulting from a thesis is important. A specific request for thesis approval should include not more than one manuscript proposal and the elements specified below, with additional proposals to be entertained by the network P&P Committee later, as the thesis matures. Although prompt submission of subsequent manuscript proposals is strongly encouraged, the student should note that approval of the thesis does not constitute approval of any manuscript proposal other than the one included in the thesis proposal. The request to use network data in a graduate dissertation should include the following elements:

1. The name of at least one network investigator who has agreed to serve on the student's dissertation committee and as a co-author of the first publication.

2. Communication from the thesis advisor which should include the following information: (1) endorsement of the thesis and manuscript proposal; (2) statement of willingness and availability to discuss the work with network investigators; (3) commitment to abide by network publications policies; (4) a timeline for completion of the thesis; and (5) a plan for submission of manuscript(s).

3. Brief description of rationale, background, main hypotheses, analytic approach for the thesis.

Adherence to NIH Public Access Policy
The NIH Public Access Policy implements a federal law that states:
The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication: Provided*, That the NIH shall implement the public access policy in a manner consistent with copyright law.*

It is important that all network publications comply with this policy.

Frequently asked questions about this policy are available at http://publicaccess.nih.gov/FAQ.htm. These are some key elements: Authors own the original copyrights to materials they write. Consistent with individual arrangements with authors' employing institutions, authors often transfer some or all of these rights to the publisher when the journal agrees to publish their paper. Some publishers may ask authors to transfer these rights when the paper is first submitted to the journal. Authors should work with the publisher before any rights are transferred to ensure that all conditions of the NIH Public Access Policy can be met. Authors should avoid signing any agreements with publishers that do not allow the author to comply with the NIH Public Access Policy. As an example, the kind of language that an author or institution might add to a copyright agreement includes the following: "Journal acknowledges that Author retains the right to provide a copy of the final peer-reviewed manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by Journal."

If all network publications are not in compliance with this policy, NIH may delay an award until the network is in compliance.

To assist in complying with this NIH policy, the corresponding author for all network peer-reviewed publications should communicate with the Committee staff support person, Terri Jones (yjones@uab.edu). The author should provide Terri with the accepted version of the manuscript that the publisher has approved, along with any tables or charts. Please ensure that all grants are referenced in the manuscript. This file should come as a Microsoft Word document.

Terri will handle the PubMed Central submission from there.

APPENDIX A

Network data documentation forms

FORM	WHEN	WHY
Manuscript Proposal Form	Upon first proposing a writing project to the P and P Committee.	To initiate the approval process.
Confidentiality and Policies Agreement	Prior to receiving data sets.	To document agreement not to transfer or disclose any confidential data either during or after affiliation with the National Dental PBRN and to obtain confirmation that the “Data Analysis, Publications, and Presentations Policies” was reviewed and will be followed.
Data Distribution Agreement	After approval of a manuscript proposal and prior to programs or analyses performed on any part of the data set.	To guarantee that confidentiality practices are understood and agreed to.

Appendix B

Communications Materials Style Guide

Please see the “Appendix B: Communications Materials Style Guide” posted in the section entitled “National Dental PBRN Data Analysis, Publications, and Presentations Policies” at http://www.nationaldentalpbrn.org/publication.php