

GUIDELINES FOR CEECR COLLABORATIVE PUBLICATIONS

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1. GOALS AND SCOPE OF POLICY

The Cohorts for Environmental Exposures and Cancer Risk (CEECCR) Program is a highly interactive research consortium established in 2021 with participation by investigators from multiple academic and non-academic institutions, the National Cancer Institute, and the National Institute of Environmental Health Sciences. As such, numerous collaborative opportunities are expected, which will result in publications with multiple authors from different participating institutions. In all cases, authorship for collaborative efforts is reserved for those investigators who make substantial contributions to research design, conduct, analysis, conceptualization and/or writing; provide research participants or samples; and/or develop and apply analytical and laboratory tools.

All CEECR members commit to maintaining confidentiality around in-progress work and publications. Many opportunities will arise for collegial feedback on manuscripts from investigators at the multiple CEECR institutions. While these may be beneficial to the ultimate outcome of individual projects and manuscripts, they do not necessarily constitute collaborative efforts, nor do they routinely merit authorship status. Individual research projects, studies, reviews, etc., especially those carried out by investigators at a single institution, are not necessarily expected to result in a collaborative research publication and need not be governed by these guidelines.

The goals of this policy include:

1. To provide equitable opportunities for authorship and appropriate acknowledgement of individual contributions across the consortium.
2. To identify opportunities to advance early stage or other investigators who can collaborate, increase overall productivity of the CEECR Program, and contribute new expertise as needed for authorship and to support their contributions.
3. To ensure that papers published with the CEECR consortium name do not substantially overlap and have undergone a standardized internal review.
4. To ensure that similar or compatible approaches are used across papers and that one paper does not contradict another unless scientifically warranted.

Collaborative research publications may include, but are not limited to, publications resulting from the following activities involving two or more CEECR awardees:

1. Cross-center pilot research projects
2. Collaborative research projects
3. Research papers or reports using CEECR site generated or shared data
4. Concept or position papers written as collaborative efforts
5. Reviews written as collaborative efforts
6. Operational reports, evaluations, or analyses of CEECR activities.

2. GUIDELINES FOR COLLABORATIVE PUBLICATIONS

This section describes the process for proposing, developing, reviewing, and tracking collaborative publications. Any publications or presentations that use data from the CEECR collaborative platform for coordinated analysis should also abide by the CEECR Data Sharing Policy.

2A. Manuscript Proposal

A proposal for a collaborative manuscript should be submitted to the CEECR Coordinating Center prior to manuscript development using the CEECR Collaborative Concept Proposal and Data Request Form. The Collaborative Concept Proposal and Data Request Form includes: tentative title; name and affiliation of the corresponding author submitting the proposal; names and affiliations of any individuals who have already expressed interest in participation; hypotheses to be tested; proposed analysis (including a description of the data to be used); and anticipated timeline. The Coordinating Center will then work with the Steering Committee to review and approve the proposal. Steering

Committee members will review the proposal within one month of submission to identify any concerns with the concept proposal. If necessary, the Coordinating Center will raise any concerns about overlap with other writing groups or conflicts with CEECR project goals or activities to the Steering Committee. If no issues are raised within the review period, the proposal is considered approved; no formal Steering Committee vote is required. If concerns are identified, they will be shared with the proposal's corresponding author who will be given the opportunity to revise the proposal. Proposals may be revised as often as required.

2B. Writing Group Formation

Authorship should be offered to representatives of each institution involved in the paper assuming that they are willing to meet the requirements for authorship outlined below. To be included as a writing group member-coauthor, the individual must make a necessary, relevant, and substantial contribution to the development of the final manuscript as determined by the leader of the writing group. The final writing group membership is determined by the writing group leader based on individual experience and the manuscript's needs, though we suggest erring on the side of inclusion rather than exclusion. The writing group leader sends the final writing group membership list directly to the Coordinating Center once it has been agreed upon.

If six months have passed since the submission of the Concept Proposal form and no contact has been made with the Coordinating Center regarding the manuscript, then the Coordinating Center will meet with the Writing Group Leader to determine if a new corresponding author should take over.

Manuscripts shared within CEECR prior to publication must be treated as confidential. This includes, but is not limited to, information shared via the Manuscript Tracking Log maintained by the Coordinating Center.

If appropriate, once a manuscript concept proposal has been approved by the Steering Committee, interest in participating in the manuscript can be solicited from CEECR members in several ways:

- The corresponding author emails ceecrcc@uwcarbone.wisc.edu, and the Coordinating Center solicits interest from all CEECR members. The email should include information about how to contact the corresponding author if an individual is interested in participating as well as a response deadline (usually two weeks after the announcement is made to the consortium).
- Steering Committee members solicit interest in participation from their team members.
- Consortium-wide collaborative opportunities are highlighted in CEECR CC email correspondences and at CEECR working group meetings

2C. Manuscript Development

2C1. Writing Group Leader:

The writing group leader has overall responsibility for manuscript development, submission, and revision for publication. Specific responsibilities include:

- Manage and keep track of writing group communications, including the identification of an appropriate mechanism for sharing drafts and using it consistently.

- Create a draft outline of initial manuscript and distribute to co-authors.
- Coordinate development of pooled data sets, if necessary.
- Coordinate the writing of each section of the manuscript and combine all sections of the manuscript into a completed paper.
- Coordinate final editing and approval of the paper by all authors.
- In consultation with co-authors, determine potential journals for submission.
- In consultation with co-authors, determine authorship order based on the relative contributions of each author.
- Send the final draft of the manuscript to the Coordinating Center for review.
- Submit the approved manuscript for publication and coordinate the response to reviewers.
- Send the journal citation (and a copy of the published manuscript) to the CEECCR Coordinating Center for archiving and posting on the CEECCR website, and to allow the Coordinating Center to distribute the manuscript to the consortium.
- To support new investigators, the writing group leader should identify those participants who are new or are trainees to support their significant contributions.

2C2. Writing Group Members:

Writing group members actively participate in all aspects of the writing process. Specific responsibilities may include:

- Participate in development of the manuscript outline and, if necessary, data request.
- Complete writing assignments per the requested timeline.
- Organize and analyze data when necessary.
- Participate in discussions to determine potential journals for submission.
- Promptly respond to requests for review and editing of manuscript drafts.
- Promptly respond to recommended revisions from peer review.
- Accept responsibility for the accuracy and content of the final manuscript in its entirety.

2C3. Coordinating Center:

The Coordinating Center works to keep manuscript development on track in fulfillment of the overall goals of CEECCR. Specific responsibilities include:

- Raise any Concept Proposal concerns to the Steering Committee about overlap with other writing groups or other CEECCR project goals or activities
- Maintain the Manuscript Tracking Log
- When appropriate, solicit interest from CEECCR on behalf of the writing group
- Assist writing groups when requested, feasible, and appropriate
- Track progress and if necessary, intervene when projects are not progressing
- Review manuscript prior to journal submission

2D. Manuscript Review

After all members of the writing group have agreed on a final draft of the manuscript, the manuscript is reviewed by the Coordinating Center prior to journal submission.

2D1. Review Criteria:

- The Steering Committee approved the concept proposal.
- Each CEECR cohort name or reference was approved by the MPI of the CEECR cohort to which it corresponds.
- The affiliation of the manuscript with CEECR is clearly acknowledged and adequately described. See “Authorship” section below.
- There are no conflicts between the publication and ongoing CEECR projects.
- There are no conflicts with other CEECR cross-center papers or writing groups.
- The findings in the manuscript are interpreted considering the broader CEECR knowledge base. If the findings are different from those of other CEECR studies, the differences are examined and explained where possible.
- All required regulatory agency approvals are appropriately acknowledged.

2D2. Review Process:

The Coordinating Center reviews manuscripts (and provides major and minor comments to the corresponding author) within one month of receipt.

The corresponding author decides about the incorporation of Coordinating Center feedback into the manuscript. However, if any major comments are not addressed in revisions, the corresponding author contacts the Coordinating Center member responsible for those comments to discuss the Coordinating Center member’s concerns.

If there are no comments from the Coordinating Center within the review period and agreement has been reached by the writing group and Coordinating Center to move forward with the publication, then journal submission may proceed.

All requirements of participating authors’ institution will need to be satisfied. This could include but is not limited to disclosure of research funding and other support, financial interests and external activities. The CEECR Coordinating Center’s review does not replace institutional requirements.

2D3. Requirements for Manuscript Revisions:

If a Coordinating Center-approved manuscript is extensively edited and changes made to the scientific conclusions:

- The corresponding author is expected to resubmit the revised manuscript to the Coordinating Center for re-review. This will be accomplished quickly (generally within 1 week of receipt by the Coordinating Center).

2E. Authorship

Authorship guidelines from the International Committee of Medical Journal Editors are used as the framework for determining authorship (see <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>).

Additional guidelines include:

- There is no limit on the number of authors for a given paper. The writing group leader may need to consult with the Steering Committee if the target journal has a limit on number of authors.
- All CEECR cohorts as well as the coordinating center should be represented on a paper where appropriate and feasible.
- The writing group leader is responsible for determining authorship including the first author and the list of subsequent authors. Although the writing group leader is generally the first author, this is not required. The development of early-stage investigators is part of the CEECR mission and can be facilitated by encouraging early-stage investigators to take first authorship roles on collaborative manuscripts.
- Authorship order should be determined based on the work each participant contributes to the paper.
- Any conflicts about authorship that cannot be resolved by the Writing Group Leader will be addressed by the Steering Committee.
- To ensure clear acknowledgement of CEECR affiliation and relevant funding support, manuscripts should use recommended citation formats (see section 3 below).
- To ensure correct and consistent description of CEECR, a standard description (*to be developed*) should be included in the acknowledgements or methods sections of manuscripts.

2F. Manuscript Tracking

Published manuscripts including journal citation and a copy of the published manuscript are catalogued by the CEECR Coordinating Center and will be posted on the CEECR website with links to the published manuscript.

- It is the responsibility of the corresponding author to inform the CEECR Coordinating Center of the status of all manuscript submissions, revisions, rejections, and acceptances.

3. ABSTRACTS, POSTERS, AND PRESENTATIONS

- Meeting abstracts, posters, and presentations that use unpublished collaborative CEECR data require review unless they meet at least one of the conditions in the next bullet. The purpose of this review is to confirm that CEECR data are not misrepresented and that CEECR and its funding sources are acknowledged.
- Abstracts, posters, and presentations do not require CEECR approval if they meet at least one of these conditions:
 - Based on a Collaborative Concept Proposal and Data Request Proposal Form that has already undergone review and been approved by the Steering Committee.
 - The presentation is at a closed meeting (e.g., NIH or departmental meetings).
- If approval is needed, abstracts, posters, and presentations will be reviewed by one Coordinating Center representative, following the same review process as for manuscripts and/or CEECR data sharing. The Writing Group Leader is responsible for obtaining approval from all co-authors regardless of whether it requires Coordinating Center review.
- Because meeting abstracts are typically prepared close to their due date, they may be sent for CEECR Coordinating Center review at the time of conference submission. However, the investigator must agree to withdraw or modify the abstract if they do not receive approval from the Steering Committee.
- Presentations must acknowledge CEECR and its funding sources. See section 3 immediately below.

- For accepted presentations at open (e.g., national or international) meetings, the corresponding author must submit a copy of the accepted abstract, poster, and/or slide deck to the CEECR Coordinating Center within **2 weeks** of the presentation, regardless of whether it requires Coordinating Center review. The Coordinating Center will share these dissemination materials with NIH Project Scientists.
- In accordance with this Policy, Writing Group Leaders for an abstract not associated with a Collaborative Concept Proposal and Data Request Form should submit a Form prior to beginning any efforts to write a manuscript based on the abstract.

4. CEECR GRANT AWARDEES UH3 and U24

Each publication, press release, or other document about research supported by an NIH award must include an acknowledgment of NIH award support and a disclaimer such as **“Research reported in this publication was supported by the National Cancer Institute (NCI) and the National Institutes of Environmental Health Sciences (NIEHS) of the National Institutes of Health under Award Number xxx. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”** Prior to issuing a press release concerning the outcome of this research, please notify the NIH awarding IC in advance to allow for coordination.

Project Title	Primary Institution	Grant Number
Coordinating Center for the Cohorts for Environmental Exposures and Cancer Risk Program	University of Wisconsin – Madison	1U24CA265813
DREAM: Discovering Cancer Risk from Environmental Contaminants and Maternal Child Health	University of California – San Francisco	1UG3CA265845
MI-CARES: The Michigan Cancer and Research on the Environment Study	University of Michigan at Ann Arbor	1UH3CA267907
SEHS: Southern Environmental Health Study	Vanderbilt University MC	1UH3CA265846
STRIVE: Southern Liver Health Cohort	North Carolina State University Raleigh	1UH3CA265842
10KFS: The 10,000 Families Cohort: a new study to understand the environmental causes of cancer	University of Minnesota	1UH3CA265791

Appendix: From Proposal to Publication* Checklist

- 1) Complete a CEECR Collaborative Concept Proposal and Data Request Form
- 2) Corresponding Author (Project Lead) sends the CEECR proposal to the Coordinating Center (CC; The proposal is reviewed at the next Steering Committee meeting for clearance prior to manuscript development*)
- 3) If the Steering Committee raises concerns regarding the proposal, then revise and resubmit to the CC. If no concerns are raised, then begin forming the writing group. The CC can solicit interest from the consortium if appropriate for your group
- 4) Writing Group Leader sends the final group membership list to the CC
- 5) Writing Group writes a draft manuscript and reviews. Send updates of progress to the CC. (CC maintains the Manuscript Tracking Log on the intranet)
- 6) Writing Group leader sends the final agreed upon draft manuscript to the CC (CC reviews prior to journal submission)
 - a. Make sure to cite the NCI grant #
- 7) If there are no comments from the CC, then move forward with journal submission
 - a. If there are extensive edits and reformatting needed for resubmission or the writing group plans to submit to another journal, then the Writing Group Leader should send the final agreed upon draft manuscript revision to the CC prior to the next submission
- 8) When journal submission is accepted, provide the approved manuscript and the PMCID to the CC

Notes:

- 1) Abstracts, Posters, and Presentations: CEECR members with plans to use unpublished collaborative CEECR data outside of an internal meeting that are not already part of an approved Collaborative Concept Proposal and Data Request Form need to complete a Form tied to that use for Coordinating Center approval. It is the Writing Group Leader's responsibility to obtain approval from all members involved in the proposal.
- 2) CEECR members presenting abstracts, posters, and/or talks at open meetings (e.g., national or international) must submit copies to the CEECR Coordinating Center within **2 weeks** of the meeting.