**Process to Identify Practitioners for Manuscripts**

September 20, 2018

**Objective:** Define and implement an efficient and effective process for involving practitioners and other node representatives in manuscripts generated from Network studies.

**Process:**

* The Node Directors and Node Coordinators in each region discuss potential practitioners who participated in a study who might be interested and willing to contribute to a manuscript.
* Identification of potential contributors should take place during the data collection phase so that the level of interest and participation of practitioners can be assessed. This list of potential contributors should be filed for future reference.
* Study Teams often scope out potential manuscript topics during the data collection phase or as data collection ends. When data collection is well along, the P&P Committee sends Study PIs an Excel file for information about the planned manuscripts. This document is updated prior to each P&P Committee meeting. These files will be shared with the Node Directors so that each region can start planning for potential contributors. This could involve a communication with this pool of practitioners to gauge their level of interest in a particular topic.
* The Node Director assigned to a Study Team should periodically remind the Study PI and lead authors that practitioners should get involved when a first draft exists. This allows the opportunity for the practitioners to suggest additional content or respond to questions posed by the lead author.
* When contacting a practitioner about a specific manuscript, the following content should be included:

Dr. xxxxxx,

The xxxxxxx Study Team has begun to work on a manuscript from this study about how xxxxxxxxx.   They should have the full draft to us in the next couple of weeks.  You would need to review the manuscript and provide comments within a 1-2 week deadline.  Below in red is an excerpt from the network’s publications policy.

**Is this something that you would be interested in participating in?**

*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.*

* The manuscript should not be sent with the request to participate. Send the email with the actual manuscript once the practitioner agrees.
* It is important that each region provides the Study PI with a final response within 3 weeks of the request. This time window will likely limit the potential contacts to 2-3 practitioners depending on the timeliness of their response. If you have not had a response within 5-7 days, send a second communication stating you need their response in the next few days in order to avoid unnecessary delays. Be clear that they will be considered for future manuscripts but that you will contact another practitioner about their interest.
* The practitioner will send the ‘track changes’ and comments back to the Node Director who will assess whether authorship or Acknowledgement is warranted. This allows the Node Director to make a recommendation to the lead author as to acknowledgement or co-author status, and then the Node Director would send that ‘track changes’ version to the lead author with that suggestion.
* In the situation where the Node does not have a practitioner who will be a co-author, that region will rely on other regions to ensure that at least some network practitioners appear as named co-authors. This may require further discussion of the Node Directors.
* The Node Director confirms proper name, degree, city, state of practice and forwards that on to the lead author so that this information can be used in the Acknowledgments section or as co-author information. Having the Node Director handle all of this instead of a lead author provides the opportunity for the Node Directors to build rapport with practitioners in their region, to standardize the process across the network, and to assess the authorship capabilities of each practitioner directly.
* Additional authorship considerations:
	1. The Node Director assigned to the Study Team should be considered for authorship, as well as other Node Directors or Assistant Node Directors who had significant roles in study development and/or study implementation.
	2. If the Principal Node Coordinator is from your region, he or she should be considered for authorship.
	3. The CC Study Manager should be considered for authorship.

**Responsibilities of the Node Director assigned to the Study Team**

* Communicates the process and policy expectations to the Study PI and Study Team
* In the role of liaison, they will be included in all communications between the Study PI and the P&P Committee. This would provide the opportunity to reinforce the process and policies with the Study PI and Study Team.
* The Node Director will participate in discussions about publication issues related to the Study Team, typically during the monthly Node Directors meeting.