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# PROTECT EUROPE.

## Academic Publications Guidelines

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**Abstract:** PROTECT-EUROPE is an EU4Health Project that champions gender-neutral vaccination programme in EU Member States to provide protection for everyone against all cancers caused by HPV e.g., cervical, anal, penile, vaginal, vulval and oropharyngeal.

## INFORMATION TABLE

<b>Project Acronym</b>	PROTECT-EUROPE
<b>Dissemination Level</b> PU: Public; CO: Confidential; CI: Classified	PU
<b>Grant</b>	101080046
<b>Project Duration</b>	January 2023 – January 2025
<b>Call</b>	EU4H-2021-PJ2
<b>Topic</b>	EU4H-2021-PJ-08
<b>Consortium Coordinator</b>	European Cancer Organisation (ECO)
<b>Edition date</b>	29/01/2024

## AUTHORSHIP & INTERANAL APPROVAL INFORMATION

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## 2. Abbreviations

**ICJME:** International Committee of Medical Journal Editors

**SteerCo:** Steering Committee

**WP:** Work Package



## 1. Purpose

Publication of project outcomes in peer-reviewed scientific journals is one of the main dissemination and outreach activities mentioned in the PROTECT-EUROPE Grant Agreement

The purpose of the PROTECT-EUROPE publication policy is to provide guidelines that will ensure appropriate use of the project's data, and promote adherence to the principles of authorship.

This publication policy pertains to publications by members of the PROTECT-EUROPE consortium.

### 1.1 OBJECTIVES

The main objectives of these publication guidelines are summarized as follows:

- Promote the dissemination of published results from the PROTECT-EUROPE project.
- Ensure that publications based on PROTECT-EUROPE material are accurate and objective, and do not compromise the scientific integrity of the collective project.
- Ensure that all participants involved in each publication have the opportunity to be co-authors, when appropriate.
- Ensure that authorship of PROTECT-EUROPE publications complies with the [International Committee of Medical Journals Editors \(ICMJE\) guidelines](#).
- Prevent overlap of publications and duplication of outputs.
- Ensure that authors take into consideration, wherever possible, the policy implications of their findings.

### 3. Publication guidelines

Based on the [ICMJE recommendations](#), all scientific publications<sup>1</sup> based on data or results from the PROTECT-EUROPE project activities must be reviewed by a panel specifically appointed by the PROTECT-EUROPE Steering Committee (SteerCo) before being approved for publication in any relevant outlets.

All publications should mention the specific PROTECT-EUROPE Work Package (WP) responsible. Identification of first, last and corresponding authors, as well as of any other co-authors meeting the ICMJE criteria, is left to the partner who is leading the manuscript preparation but should be agreed in advance of submission to a journal.

Furthermore, members of the PROTECT-EUROPE SteerCo who has contributed substantially to the creation of a scientific publication, as detailed in the ICMJE statement, must be included among its authors. In a case where the SteerCo member's role was limited to editing only, an acknowledgement should be given.

In principle, the authors of each article are primarily responsible for its scientific content; the internal approval process within the SteerCo has the main purpose to see if what is published goes against any partner or the general interests of the project. In case this happens, the article publication should be stopped, and modifications or clarifications should be asked to the article lead. Otherwise, suggestions can be put forward by the SteerCo, which may be accepted or not by the authors.

Cases that might justify stopping the publication are, as examples:

- the protection of the foreground of the objecting participant would be adversely affected by the proposed publication;
- the proposed publication stems from activities carried out by the objector and the objector has not been allowed to participate in the publication;
- the proposed publication contains confidential information of the objecting participant;
- other legitimate interests of the objecting beneficiary are adversely affected.

The following is a suitable authorship formula (byline): "Authors A, B, C, ... and the PROTECT-EUROPE WP", with all members involved in the work being listed as collaborators in a footnote or appendix to the article.

In the event that the submission rules provide for a limit of authors (e.g., for the submission of Abstracts), the byline will be defined and agreed with the SteerCo on a case-by-case basis.

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<sup>1</sup> To be intended as original articles, systematic reviews, meta-analyses, brief reports/communications, abstract and proceeding papers, published in international peer-reviewed journals.

Once published, all PROTECT-EUROPE project scientific publications will be placed in the shared folder and a link to it will be posted on the project website; Open access to scientific publications within the project is mandatory, either by payment of a certain amount of publication fees or via the use of specialised repositories. The latter is, in any case, always required as per the requirements on EU-funded projects. Published articles will feed into the dissemination and communication activities plan.

#### **4. Lead authors' responsibilities**

Lead partners/authors will ensure that:

- Findings in the manuscript remain strictly confidential within the PROTECT-EUROPE consortium until publication.
- Distribution of co-authorship is fair and equal, following the authorship ICMJE guidelines and agreed in advance of submission.
- Any disputes that may arise concerning co-authorships is resolved prior to submission.
- All phases of manuscript preparation, from conception through publication, are under the authors' supervision and responsibility.
- Co-authors are kept informed as to the manuscript's progress through journal review processes.
- Publications are electronically available through "open access" (free-of-charge online access for any user). If the open access publication requires an Article Processing Charge, the payment is borne by the lead partner where possible.
- The PROTECT-EUROPE communication and dissemination Work Package (WP6) is notified in advance of publication, to prepare, if relevant, the dissemination of results to the relevant audiences using suitable tools and channels.

#### **2.2 MANUSCRIPT SUBMISSION PROPOSALS AND TIMELINES**

Contributors need to submit manuscript proposals (Abstracts included) to the SteerCo and to WP6 prior to submission for publication. This is both for review purposes (SteerCo) and to help project leaders track the publications already available as well as those currently being developed.

The SteerCo will review each proposal to check if there is potential overlap with any other papers, either being proposed or in progress.

Approved manuscript proposals will be made available on the PROTECT-EUROPE shared folder to help with their availability and distribution across the consortium.

The draft manuscript will be sent by the corresponding author to the co-authors at least 15 days before the first submission and at least 3 days before each new re-submission. In the event that the co-authors do not provide any feedback by the deadline, this will automatically be considered as tacit approval.



### 2.3 OPEN ACCESS AND EU DISCLAIMER

All submissions must display the European flag (emblem) on the cover letter to be submitted to the journal, and the following disclaimers:

“Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Health and Digital Executive Agency (HaDEA). Neither the European Union nor the granting authority can be held responsible for them.”

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## 5. Scientific Publication Plan

The following publication plan includes manuscript proposals based on project results; the plan will be updated regularly as new publications are announced.

Provisional title/brief description	Work Package	Authors	Contributors	Submission expected on
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## 6. Annex: ICMJE Authorship Recommendations

With regard to authorship and group co-authorship, the [International Committee of Medical Journal Editors](#) (ICMJE) suggests the following:

“The ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or reviewing it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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.

In addition to being accountable for the parts of the work done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged.” [...]

“The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses.” [...]

“When a large multi-author group has conducted the work, the group ideally should decide who will be an author before the work is started and confirm who is an author before submitting the manuscript for publication. All members of the group named as authors should meet all four criteria for authorship, including approval of the final manuscript, and they should be able to take public responsibility for the work and should have full confidence in the accuracy and integrity of the work of other group authors. They will also be expected as individuals to complete disclosure forms. Some large multi-author groups designate authorship by a group name, with or without the names of individuals. When submitting a manuscript authored by a group, the corresponding author should specify the group name if one exists, and clearly identify the group members who can take credit and responsibility for the work as authors. The byline of the article identifies who is directly responsible for the manuscript, and MEDLINE lists as authors whichever names appear on the byline. If the byline includes a group name, MEDLINE will list the names of individual group members who are authors or who are collaborators, sometimes called non-author contributors<sup>2</sup>, if there is a note associated with the byline clearly stating that the individual names are elsewhere in the paper and whether those names are authors or collaborators.”

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<sup>2</sup> Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged.