

Adult Changes in Thought (ACT) Guidelines for ACT Manuscript Development

Note: The first two sections of this document are applicable to everyone planning to use ACT data. The 'Authorship and Acknowledgments' section is only applicable if an ACT investigator will be listed as an author.

The ACT collaborative writing guidelines are in place for any manuscript that arises from the use of ACT data. They are designed to promote more up-front work before analyses start in order to increase efficiency, improve manuscript development, and facilitate tracking of ACT data use.

ACT requires a **working proposal** and **title** that are updated twice yearly (to keep information updated for progress reports) to reflect the main study hypotheses and objective of the analyses. The **working proposal** is a current version of the approved proposal with changes reflected in such things as inclusion/exclusion criteria.

Manuscript proposal development and approval

1. Lead author will develop initial idea for a paper/abstract involving project specific information, identify supporting data sources and, after obtaining approval from coauthors identified to date, submit the ACT proposal form to the ACT Steering Committee through a Steering Committee member for approval. The proposal should list the lead author and all proposed contributing authors.
2. The proposal will be reviewed by the ACT steering committee for approval. This review process usually will be completed within 2 weeks.
3. If necessary, lead author will revise working proposal and communicate any changes resulting from ACT Steering Committee review to all contributing authors.
4. Non-ACT investigators will be assigned an ACT investigator to serve as facilitator.

Finalizing draft and submission

1. The lead author must declare when the final draft is ready, and all collaborators will have 2 weeks to review and approve the final manuscript.
2. The final manuscript must be reviewed and approved by the ACT Steering Committee prior to submission. This review process usually will be completed within 1-2 weeks. Before submitting for Steering Committee review, the lead author must verify the following:
 - a. When appropriate, the manuscript acknowledges the ACT funding source and includes the ACT grant number:
U19AG066567, for work started prior to 5/1/2021, also include UO1AG006781;
 - b. The manuscript acknowledges the contributions of ACT investigators and participants in an acknowledgment section, if allowed by the journal. Contributions of ACT as a whole may also be recognized by including ACT in the title or adding "... for Adult Changes in Thought" at the end of the list of named authors ([see Authorship and Acknowledgments](#));
 - c. Information on protections to study participants are included as appropriate;
 - d. All authors have read and approved the final version of the paper.
3. The lead author will inform all coauthors and the ACT contact when the manuscript has been rejected, received a revise and resubmit, or been accepted. In this correspondence the lead author will send the most recent version of the paper so ACT can enter this information into the projects and publications database.
4. Once published, the lead author will submit the publication to PubMed Central. As of April 7, 2008, NIH requires that any publications that arose from an NIH award be submitted to PubMed Central. NIH provides sample language that can be used in a copyright agreement between the author or institution and the publisher: *"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."* More [information on how to abide](#) by this policy can be found at: <http://www.nihms.nih.gov/help/> and <http://publicaccess.nih.gov/>

Authorship and Acknowledgments

Final authorship order should be determined based on the relative contributions of each co-author. Authorship order can be changed at any point during the writing process based on the actual relative contributions of the coauthors. Discussion with the senior author is an appropriate way to resolve concerns about order.

Many people contribute to manuscript development in different ways. Authorship credit should be based on *ALL THREE* of the following as outlined by the International Committee of Medical Journal Editors ⁽¹⁾:

1. Substantial contributions to conception, design, or acquisition of data or analysis and interpretation of data, such as providing statistical expertise, obtaining funding, providing administrative, technical or material support, or supervision;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.

Acquisition of funding, the collection of data or general supervision of the research group by themselves do not justify authorship and should be acknowledged. Using JAMA Authorship Responsibility, Criteria and Contributions, the following must hold for any submission:

- The manuscript represents valid work and that neither this manuscript nor one with substantially similar content under similar authorship has been published or is being considered for publication elsewhere;
- If requested by the editors, authors will provide data or will cooperate fully in obtaining and providing data on which the manuscript is based for examination by the editors or their assignees; and
- For papers with more than one author, the corresponding author (lead) is to serve as the primary correspondent with the editorial office, to review the edited typescript and proof, and to make decisions regarding the release of information in the manuscript to the media, federal agencies, or both.

These guidelines are consistent with the KPWHRI authorship and acknowledgment publication guidelines (<http://ghri-intranet/science/policies/authorship.html>).

Citations

1. International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Updated May 2000 (<http://www.icmje.org>).