National Cancer Institute Breast Cancer Surveillance Consortium (BCSC)
Guidelines for Manuscript Development

I. Purpose: Define the process of manuscript development that arises from the use of the requested data.

II. Guidelines for Manuscript Development: The following procedures may facilitate efficient manuscript development and submission for publication.

The lead author is responsible for every activity in the process of manuscript development, submission and revision for publication. BCSC members and/or SCC members can assist non-BCSC members with this process.

These activities include to:

1. Create a draft outline of initial manuscript and distribute to co-authors. The lead author should specify the purpose of a given draft and the issues appropriate for revision. This will occur when certain sections have been completed (such as methods).

2. Identify an appropriate mechanism to share drafts and communicate effectively and use it consistently (i.e., e-mail, fax, express mail, FTP site). Provide reasonable deadlines for each review/revision and promote an understanding among collaborators that these will be adhered to unless scheduling issues are discussed with lead author prior to a review deadline.

3. Involve designated members of the SCC in all data analyses, except where de-identified data are provided directly to an investigator.

4. Monitor the status of all suggested revisions by co-authors and effectively communicate the rationale for any revisions not made (to the manuscript) to the appropriate co-author(s) prior to subsequent related reviews.

5. Potential journals for submission should be identified and discussed with co-authors.

6. Determine authorship order based on the relative contributions of each co-author and communicate any changes that occur to SCC via e-mail (scc@ghc.org).

7. Continue the writing, editing, and discussion processes until the lead author feels that the paper is ready for submission. The appropriate journal for submission should be agreed upon by all co-authors.

8. At times there may be methodologic or analytic disagreements that are difficult to resolve through the editing process. The lead author should monitor all areas of controversy that exist among authors, subsequent decisions made regarding these controversies and discuss/ disseminate decisions to all authors. The NCI project director can serve as mediator for any issues where lack of consensus occurs, and a final decision will be made by the lead author, the working group members, and the NCI project director. If an author cannot agree with the final consensus (where the NCI project director has determined that the majority of authors

have come to a reasonable consensus), then an individual can withdraw authorship, recognizing that the paper will still go forward.

9. Properly acknowledge BCSC for their contributions to the manuscript (see BCSC Data Request Process Guide).

10. The lead author must declare when the final draft is ready, and all collaborators will have 2 weeks to review and approve the manuscript.

11. Submit final draft of manuscript to the Steering Committee or Designee (s) for approval prior to manuscript submission for peer-review. If the author group includes an NCI scientist, clearance from NCI must be obtained prior to manuscript submission for peer-review. This review process usually will be completed within 2 weeks.

12. The likelihood that manuscript revisions will be required is high. To facilitate this process, the lead author should select one or two of the most active writing participants to respond to the review comments and rewrite the manuscript within 2 weeks notification that revisions will be required. The revision should then be circulated to the final author group for comment and any response should be made within a 2 week period, so that total turn around time is one month (unless reanalysis of data makes this timeline impossible to meet, in which case, the lead author should develop a timeline and share it with the final author group).