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**CHECKLIST FOR PAPERS ON THE NORTHERN IRELAND COHORT FOR THE LONGITUDINAL STUDY OF AGEING (NICOLA)**

All NICOLA related papers (including monographs, policy briefs, reports and book or thesis chapters) with the exception of conference / meeting abstracts should be sent to the NICOLA Research Support Team for approval *prior* to submission. While approval of abstracts is not required prior to a conference or meeting, full details of the abstract (including a copy or link to the abstract) and associated conference / meeting should be sent to the NICOLA Research Support Team prior to the abstract being published in conference proceedings. The NICOLA Research Support Team also expect the authors of any abstract to comply with the same “non-disclosive” principles and to use the provided straplines and acknowledgements (as detailed in the publication guidelines overleaf) in their presentations. An acknowledgement slide is now available on the NICOLA website for use in presentations.

All papers are read to check that confidentiality is protected and to ensure that the paper will not bring the study into disrepute. The process for clearing outputs reduces the risk of disclosure and also ensures that data are properly described and used appropriately. We may also provide advice and feedback to authors where we feel this may be helpful, although uptake of this advice is solely at the discretion of the authors. A checklist of requirements for NICOLA papers, along with some accompanying notes either explaining these requirements and/or containing appropriate text to insert within the paper, is provided below. Please note that if there are any significant changes to the paper after approval, re-approval must be sought.

A signed and completed checklist must be included with each paper submitted for approval along with a lay summary of the key findings (please use the form on the last page). The lay summary may be used for inclusion in newsletter updates to NICOLA participants, the NICOLA website, reports to NICOLA funding bodies or for any other NICOLA related activities. The lay summary will not be released into the public domain by the NICOLA Research Support Team until the associated paper has been published. Please keep us informed of manuscript progress and relevant embargo dates and/or planned press releases.

Please send the completed checklist, lay summary and accompanying papers to the NICOLA Research Support Team (nicola-research@qub.ac.uk ). Please allow a maximum of 20 working days for the clearance of all outputs with the exception of conference / meeting abstracts.

**NICOLA PUBLICATION CHECKLIST**

|  |  |
| --- | --- |
| **Name of Corresponding Author:** |  |
|  **Title of Publication / Output:** |  |
| **Type of Publication / Output: *(tick one box)***  **Final draft (pre-submission) Research report**  **Revised draft (post peer review) Policy brief** **Book chapter Thesis**  **Other (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name of NICOLA collaborator(s) (if applicable):** |  |
| **NICOLA Proposal Reference number:** |  **N** |
| **Funding Body (if applicable)** |  |

**Please initial each box below to indicate your agreement with each statement. Alternatively, leave the box blank if the statement does not apply.**

 **Please initial**

 **each box**

|  |  |
| --- | --- |
| 1a. The specific research presented in this paper is wholly or partly funded by the  Wellcome Trust or RCUK or other charity as listed overleaf1 |  |
| 1b. At least one contributing author is wholly or partly funded by the Wellcome Trust or RCUK or other charity listed overleaf1 |  |
| If 1a or 1b applies, I understand that I am responsible for making the paper **open access** and will publish in a compliant journal1 |  |
| 1. I have adhered to the NICOLA Study authorship guidelines2
 |  |
| 1. I have included an accurate description of the **ethical approval**3
 |  |
| 1. I have included an accurate **acknowledgements and funding section**4
 |  |
|  5. I will return any new or **derived variables** and accompanying documentation5 |  |
|  6. I will send a copy of the **final submitted manuscript and revised versions to the**  **NICOLA Research Support Team** |  |
|  7. I have adhered to the agreed cell count, generally no cell counts <10  |  |
|  8. I will inform the NICOLA Research Support Team **when the paper is accepted for**  **publication** |  |
| 9. I will send a **paper and electronic copy of the final accepted paper to the**  **NICOLA Research Support Team** |  |
|  10. I will liaise with the **NICOLA Research Support Team and comply with**  **Queen’s University Communications Team** regarding anymedia coverage6  |  |
|  11. I have enclosed a lay summary or short summary7 of the paper for  inclusion into any reports to NICOLA funding bodies, for the NICOLA website or for  any other NICOLA related activities |  |
|  12. I am happy for my name to appear on the lay summary or short summary for  inclusion into any reports to NICOLA funding bodies, for the NICOLA website, or for  any other NICOLA related activities |  |

Superscript numbers are detailed overleaf

Please sign below to indicate that you will abide by the above rules.

|  |  |  |
| --- | --- | --- |
| **Name of Corresponding Author**  **(PRINT)** |  **Date** |  **Signature** |
|  |  |  |
| **FOR OFFICE USE ONLY** |  |  |
|  **Name of NICOLA Representative**  **(PRINT)** |  **Date** |  **Signature** |
|  |  |  |

**NICOLA PUBLICATION GUIDELINES**

**1. Open Access**

NICOLA fully supports the Wellcome Trust and the RCUK policies on open access. Please refer to the NICOLA Data Access Policy for further details.

For papers which include authors /co-authors from Queen’s University Belfast (QUB), a copy of the paper must be uploaded onto PURE, QUB open access institutional repository within 3 months of journal acceptance. Further information regarding open access is available on the following website: (<http://libguides.qub.ac.uk/c.php?g=322847&p=2208007>).

**2. Author list and affiliations**

All **internal** researchers and teams from QUB preparing manuscripts (with the exception of abstracts) using NICOLA data must ensure that the researchers/academics listed in the table below are invited to contribute to the manuscript.

All **external** researchers must also inform one of the QUB researchers/academics listed in the table below of their intent to publish and invite them to contribute to the manuscript group.

|  |  |  |
| --- | --- | --- |
|  | **Email address** | **Manuscript Groups** |
| Prof Frank Kee | f.kee@qub.ac.uk | All manuscript groups |
| Prof Ian Young | i.young@qub.ac.uk | All manuscript groups |
| Dr Bernadette McGuinness | b.mcguinness@qub.ac.uk | All manuscript groups utilising Wave 1 health assessment data |
| Dr Sharon Cruise | s.cruise@qub.ac.uk | All manuscript groups utilising Wave 1 CAPI data |
| Prof Jayne Woodside | j.woodside@qub.ac.uk | All manuscript groups utilising nutrition data |
| Dr Ruth Hogg | r.hogg@qub.ac.uk | All manuscript groups utilising vision data |
| Prof Amy Jayne McKnight | a.j.mcknight@qub.ac.uk | All manuscript groups utilising genomics data |

In all cases, if the QUB researcher subsequently declines the offer to be a named author on the manuscript then the NICOLA Data Access Committee must be informed of this decision in writing (email nicola-research@qub.ac.uk). The same rules apply if the NICOLA data is being used as part of a large consortia manuscript (except in cases where there is a limit to the number of authors allowed). In such cases the Data Access Committee must still be informed about the manuscript prior to journal submission.

All such NICOLA team members should be given the opportunity to meet the criteria for authorship in accordance with the International Committee of Medical Journal Editors (ICMJE) guidelines, which are as follows:

“that authorship be based on the following four 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 revising 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 he or she has 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.” (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>; last accessed 29th April 2018)

The term *‘NICOLA’* should be included as a keyword where possible. The NICOLA Steering Group may also recommend the inclusion of other authors (subject to fulfilling ICMJE guidelines), who have played a key scientific role in the generation of data relating to the results of the manuscript.

**3. Ethical approval**

The following statement must be included in all NICOLA related papers which have used baseline (Wave 1) data:

*“Ethical approval for the study was obtained from the School of Medicine, Dentistry and Biomedical Sciences Ethics Committee, Queen’s University Belfast.”*

Please note that some journals are now requesting precise details on the ethics committee / institutional review board(s) that approved aspects of the study when submitting your paper.

**4. Acknowledgements section**

Any paper or publication arising from NICOLA should acknowledge the Northern Ireland Cohort for the Longitudinal Study of Ageing. The following statement should also be included as is or in a modified form according to journal requirements for all papers (with the exception of abstracts). For abstracts, the acknowledgement, where possible, should be included in an accompanying email or included in any associated presentation i.e. poster or oral presentation.

*“We are grateful to all the participants of the NICOLA Study, and the whole NICOLA team, which includes nursing staff, research scientists, clerical staff, computer and laboratory technicians, managers and receptionists. The Atlantic Philanthropies, the Economic and Social Research Council, the UKCRC Centre of Excellence for Public Health Northern Ireland, the Centre for Ageing Research and Development in Ireland, the Office of the First Minister and Deputy First Minister, the Health and Social Care Research and Development Division of the Public Health Agency, the Wellcome Trust/Wolfson Foundation and Queen’s University Belfast provide core financial support for NICOLA. The authors alone are responsible for the interpretation of the data and any views or opinions presented are solely those of the authors and do not necessarily represent those of the NICOLA Study team.”*

Please ensure you acknowledge any specific grant funding for particular data that you may have used.

**5. Final dataset of new or derived variables**

By new or derived variables we mean new variables that have been derived using at least two existing variables, (rather than simple recodes) OR other variables that do not currently exist in the NICOLA resource (for example, newly generated variables from results of analysed samples) that will be of use to other collaborators. Any new variables and/or derived datasets generated during the research, and associated syntax/code, must be returned to the NICOLA central data repository for archiving and/or merging with the main database and will ultimately be made available to future data users and thus appropriate documentation detailing the derivation must also be provided. This documentation will be followed up on following acceptance of your manuscript.

**6. Media coverage of NICOLA publications**

Where appropriate we encourage media coverage of NICOLA papers to raise the study’s profile and in particular to show study participants that the study is producing interesting and valuable findings. Please contact the NICOLA Operations Management Group if you are aware of a forthcoming press release or if you have given any press interviews.

**7. Lay summary of the paper**

Following acceptance of your paper for publication a lay summary of your paper may appear on the NICOLA Study website, NICOLA newsletters or be used for inclusion in reports to the study funders. This lay summary may also be used to publicise your paper.

**NICOLA Steering Committee**

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**LAY SUMMARY**

**Title of research:**

**Authors:**

**What do we know already?**

**Aim(s):**

**What did we study?**

**What did we find out?**

**Why is this important?**

**Take home message / CAPTION BOX MESSAGE?**

“

”

**WHAT NEXT / FUTURE RESEARCH?**