

CHECKLIST FOR PAPERS USING THE NORTHERN IRELAND COHORT FOR THE LONGITUDINAL STUDY OF AGEING (NICOLA) RESOURCE

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. We understand that on occasions it may be difficult to adhere to all of the requirements listed below, for example large scale consortia or other consortia and specialised publications. In such instances, please state N/A where necessary.

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) _____	
Proposed journal, conference (or equivalent)	
Name of NICOLA collaborator(s) (if applicable):	
NICOLA Proposal Reference number:	
Funding Body (if applicable)	

Please initial each box below to indicate your agreement with each statement. Alternatively, state N/A if the statement does not apply.

Please initial
each box
(or state N/A)

1a. The specific research presented in this paper is wholly or partly funded by the Wellcome Trust or RCUK or other charity as listed overleaf (see footnote 1)	
1b. At least one contributing author is wholly or partly funded by the Wellcome Trust or RCUK or other charity listed overleaf (see footnote 1)	
If 1a or 1b applies, I understand that I am responsible for making the paper open access via a compliant journal or some other repository (see footnote 1)	
2. I have adhered to the NICOLA Study authorship guidelines (see footnote 2)	
3. I have included NICOLA as a keyword where appropriate (see footnote 3). (If this paper includes an author from Queen's University Belfast, I will ensure that they will add NICOLA as a 'structured keyword' when they enter this publication into PURE (see footnote 4)	
4. I have included an accurate description of the ethical approval and consent procedure (see footnote 5)	
5. For projects using linked health records , I have included the appropriate statements (see	

footnote 6)	
6. I have used the references provided when describing the cohort and study design (see footnote 7)	
7. I have included reference to the NICOLA data dictionary (see footnote 8)	
8. I have included an accurate acknowledgements section (see footnote 9)	
9. I have included an accurate funding section (see footnote 10)	
10. I have adhered to the agreed cell count, generally no cell counts <10 (see footnote 11)	
11. I will return any new or derived variables and accompanying documentation (see footnote 12)	
12. I will send a copy of the final submitted manuscript and revised versions to the NICOLA Research Support Team	
13. I will inform the NICOLA Research Support Team when the paper is accepted for publication	
14. I will send a paper and electronic copy of the final accepted paper to the NICOLA Research Support Team	
15. I will liaise with the NICOLA Research Support Team and comply with Queen's University Communications Team regarding any media coverage (see footnote 13)	
16. I have enclosed a lay summary or short summary (see footnote 14) of the paper for inclusion into any reports to NICOLA funding bodies, for the NICOLA website or for any other NICOLA related activities	
17. 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	
18. I have used data from NICOLA only	
OR	
I have used data from NICOLA and other sources	

Footnotes are detailed overleaf

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

Name of Corresponding Author (PRINT)	Date	Signature

NICOLA PUBLICATION GUIDELINES

FOOTNOTES:

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.

2. Author list and affiliations

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

	Email address	Manuscript Groups
Prof Bernadette McGuinness Dr Gareth McKay	b.mcguinness@qub.ac.uk g.j.mckay@qub.ac.uk	All manuscript groups
Dr Emma Cunningham	emma.cunningham@qub.ac.uk	All manuscript groups using health assessment data
Mrs Angie Scott	angela.scott@qub.ac.uk	All manuscript groups utilising CAPI data
Dr Claire McEvoy	c.mcevoy@qub.ac.uk	All manuscript groups utilising nutrition data
Dr Ruth Hogg	r.e.hogg@qub.ac.uk	All manuscript groups utilising vision data
Prof Amy Jayne McKnight	a.j.mcknight@qub.ac.uk	All manuscript groups utilising molecular data
Prof Ruth Hunter	ruth.hunter@qub.ac.uk	All manuscript groups utilising environmental data
Dr Damian Bennett	damien.bennett@qub.ac.uk	All manuscript groups utilising linked Northern Ireland Cancer Registry (NICR) data
Dr Stephen Kelly	Stephen.kelly@qub.ac.uk	All manuscript groups utilising microbiome data

Please note, with respect to publication proposals led internally by or partnered with researchers in QUB, those that we have requested to be invited to contribute (as per the table above), must reply within 2 weeks of the solicitation. If there is no response within 2 weeks or no contribution made to the proposal, then authorship cannot be attributed. In all cases, if the QUB researcher 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 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. Keywords

The term '*NICOLA*' should be included as a keyword where possible. However, we appreciate that not all publications allow keywords and in certain circumstances this point cannot be adhered to, for example in papers publishing data from consortia which may not permit individual studies to be cited in keywords.

4. Logging paper on PURE

Authors/co-authors of papers from Queen's University Belfast (QUB), must update the PURE system (QUB open access institutional repository) including uploading a copy of the paper, 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>). As part of the PURE entry there is a section to allow keywords to be added. Authors are requested to click on the 'Add keywords' button under 'Structured keywords' and add the keyword "NICOLA". Internal QUB authors can also link their outputs to specific NICOLA research funding codes via PURE as follows:

R1351CPH (NICOLA-SPACE), R8485CPH (NICOLA-HCAP), R1379CPH, R4015CPH

Non-QUB authors should provide the NICOLA research support team with the author accepted manuscript immediately after a paper is accepted. This can then be uploaded to PURE by the QUB co-authors.

5. 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.

In addition, journals are more commonly asking for details about informed consent. Please include the following statement where use of biological samples are reported:

“Consent for biological samples has been collected in accordance with the Human Tissue Act (2004)”.

For all other data please include the following sentence regarding consent:

“Written informed consent for the use of data collected via questionnaires and during the clinical based health assessment was obtained from participants following the recommendations of the School of Medicine, Dentistry and Biomedical Sciences Ethics Committee, Queen’s University Belfast at the time.”

Please contact the NICOLA Research Support Team (nicola-research@qub.ac.uk) if further details are required regarding consent.

6. Linked health records

For any papers reporting on data obtained from linked health records, the following statement must be included in the methods section:

“All participants were sent a letter regarding the intended use of their health records and were given clear means by which to opt out via a written form. Data were not extracted for participants who opted out of this process or who were not sent the letter regarding data linkage”.

7. References to the cohort

The following **two** references can be cited where the study is first described in the methods (regardless of which Wave you are reporting on):

Neville C*, Burns F*, Cruise S, Scott A, O’Reilly D, Kee F, Young I. Cohort Profile: the Northern Ireland Cohort for the Longitudinal Study of Ageing (NICOLA). International Journal of Epidemiology 2023; dyad026, <https://doi.org/10.1093/ije/dyad026>

Neville CE, Young IS, Kee F, Hogg R, Scott A, Burns F, Woodside J, McGuinness B. Northern Ireland Cohort for the Longitudinal Study of Aging (NICOLA): Health Assessment Protocol, participant profile and patterns of participation. BMC Public Health 2023 Mar 10;23(1):466. doi: 10.1186/s12889-023-15355-x. PMID: 36899371; PMCID: PMC9999338. .

8. Data dictionary

Please include the following statement as part of your methods section: “Please note that the NICOLA study website contains details of all the data that is available through a fully searchable data dictionary” and reference the following webpage:

<https://www.qub.ac.uk/sites/NICOLA/InformationforResearchers/#requesting-access-to-nicola-data-or-biological-samples-910951-1>

9. 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.”

In addition, any paper or publication arising from NICOLA that has used the linked Northern Ireland Cancer Registry data should include the following acknowledgement as is or in a modified form according to journal requirements:

“The Northern Ireland Cancer Registry is funded by the Public Health Agency (PHA). This work uses data provided by patients and collected by the Health Service as part of their care and support.”

10. Funding section

The following standard wording must be included in all publications (where possible) to acknowledge the core funding of NICOLA:

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 provided core financial support for NICOLA Waves 1 and 2. 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."

The following standard wording must also be included in all publications (where possible) where linked Northern Ireland Cancer Registry (NICR) data has been used:

"The Northern Ireland Cancer Registry is funded by the Public Health Agency (PHA)."

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

11. Low cell counts

Cell counts less than 10 are not permitted in any NICOLA related output or paper. To avoid low cell counts in your outputs please consider collapsing categories. If this is not possible, then please replace the cell count with '<10'. If a cell contains zero, then please include a footnote to indicate "this may include zero". Please note that this also implies to imputed data. Please ensure that exact cell sizes <10 cannot be recovered from other information provided in the manuscript or table, for example, by subtracting cell counts from any remaining categories of a variable from the total sample size. Furthermore, also ensure that percentages are dealt with in a similar manner when exact numbers can easily be inferred from information in the table. The data manager will check statistical outputs for low cell counts but it is up to you as the author of the paper to ensure that the statistical disclosure guidelines are adhered to within the manuscript.

12. 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.

13. 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 in advance, if you are aware of a forthcoming press release or if you have given any press interviews or contributed to social media or videos about your paper. If you are using Twitter, please tag @Nicola in the tweet. We would also encourage the use of the age-

positive image bank by the Centre for Better Ageing. This is a useful resource of free to use images:

<https://ageingbetter.resourcespace.com/pages/home.php>.

14. 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. When writing the lay summary, please avoid use of technical terms where possible and unnecessary jargon.

NICOLA Steering Committee

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:

WHAT NEXT / FUTURE RESEARCH?