Goals of Policy on Publications

1. To encourage and enable the timely preparation of presentations and publications from PAS2 Research Network trials and studies.
2. To ensure equitable and appropriate recognition to those who contribute significantly to the research of the PAS2 Research Network.
3. To improve the quality of presentations and writing of studies produced by the PAS2 Research Network.

**Publications Committee Policy**

Responsibilities include:

* Propose revisions and addenda to the PAS2 Policy on Publications to advance the above Goals
* Specify and communicate deadline dates regarding abstract submission, analysis and study proposals, and submission of draft manuscripts
* Review and approve abstracts before submission to scientific meetings
* Review and approve oral presentations and posters before presentation at a scientific meeting
* Review and approve manuscripts before submission
* Tracking the status of approved analyses-in-progress, manuscripts, and submissions
* Formal annual reporting on the activities of the Committee directly to the PAS2 Board and membership

The Publications Committee meets periodically via virtual call, as needed, and at the Annual Meeting. Quorum for a meeting requires the participation of the Publications Committee Chairperson, a scribe, and 7 or more of the remaining Publications Committee membership. Members of the committee may formally request time during meetings to address business by contacting the Chairperson in writing at least one week prior to the scheduled meeting. Allotment of time, and setting the agenda, is the responsibility of the Chairperson.

Publication Committee approvals are achieved by a simple majority, when a quorum is present. Whenever possible, the committee will strive for consensus.

**The Election of a Chairperson**

The inaugural Chairperson was determined by nomination and consensus amongst all members at the initial committee meeting in 2021 and will remain active for 2 years. Potential chairpersons will be nominated by society members when requested by the board (anticipate 6 months prior to end of term) and will be determined by the board per governing guidelines.

**Related Responsibilities of Other Committees**

The Publications Committee *delegates to the Research Committee*:

* Review of research study proposals
* Creation of writing groups for registry analyses
* Determination of Primary Author for the study or analysis
* Tracking of approved research studies or analyses not yet started

The Publications Committee *delegates to the White Paper Committee*:

* Approval of proposals for PAS2 White Papers, expert reviews, commentaries, and other manuscripts that are not explicitly research studies
* Creation of writing groups for White Papers, expert reviews, commentaries, and other manuscripts that are not explicitly research studies

**Review of Abstracts**

* Before Publications Committee review, approval of abstracts from co-authors and a Network statistician, if involved, is required. Abstracts should be in a semi-final state.
* Deadlines for abstract submission to the Publications Committee will be determined annually by the Publications Committee, generally at least 2 weeks prior to the meeting abstract deadline to allow for changes.
* Review and revision process: the Chairperson will delegate formal review of submitted abstracts to 2 committee members who will report to the Chairperson their recommendations for approval or revision.
* Approved abstracts will be sent to funding agencies or other organizations for approval, as required.
* Only in exceptional circumstances will a more expedited review and approval from the Publications Committee Chairperson be allowed.
* Investigators are expected to adhere to the analytic plan approved by the Research Committee. Additional unplanned analyses and substantial changes to the original proposal require Research Subcommittee and Publications Chairperson approval prior to submission.

**Abstract Authorship**

* Abstract authorship mirrors the policy on “Manuscript Authorship” (below)
* All abstracts should include the statement:
*“for the Pan-American Society for Placenta Accreta Spectrum (PAS2)”*
* All abstracts should include the PAS2 logo. Other institutional, laboratory, or funding agency logos are acceptable and encouraged.
* The Publications Chairperson is responsible to confirm adherence to these authorship guidelines.
	+ Exceptions to authorship guidelines must be approved by the Publications Committee.

**Preparation, Submission, and Revision of Manuscripts**

Expectations and Responsibilities

* The Publications Committee expects that all approved abstracts will result in the publication of a manuscript in a PubMed-indexed peer reviewed journal.
* The Primary Author is responsible for timely preparation and submission of a manuscript.
* The Primary Author decides the journal for submission, in consultation with the Publications Chairperson.
* The Publications Committee is responsible for final review and approval of all manuscripts.
* If the Investigator (Primary Author) determines that the results do not warrant preparation and submission of a manuscript:
	+ The Investigator may recommend a new Primary Author; AND
	+ The Publications Committee will consider and decide on Primary Author reassignment; OR
	+ The Publications Committee Chairperson will delegate a review of the results to 2 committee members with the goal of proposing a plan for future publication; OR
	+ In rare exceptions, The Publications Committee will declare the results do not warrant publication, determined by simple majority vote.

Pre-Submission Revisions and Approvals

* *Preliminary drafts* should be reviewed and approved by co-authors and, when applicable, a Network statistician.
* *Completed drafts* are submitted to the Publications Committee
	+ The Publications Chairperson promptly assigns at least 2 committee members to review the manuscript.
		- Assignment will occur on a rotating basis from a list of committee members, guided by clinical or methodological expertise when appropriate. Once assigned, committee members will have 24 hours to decline assignment (if unable to commit to timely review), prior to start of the 10-day review period.
		- If a committee member needs to withdraw from the reviewer pool for a period of time, this may be requested in writing to the Chairperson.
	+ Reviewers return their suggested edits and comments via track changes to the Publications Chairperson and Committee within 10 days.
	+ The Publications Chairperson may edit and revise reviewer suggestions and comments prior to returning to the author. Publications Committee members may advocate for other changes.
	+ The completed draft will be returned to the Primary Author in 14 days.
	+ The Publications Chairperson may alternatively suggest a conference call with the Primary Author, co-authors, and selected committee members if extensive revisions warrant a conversation.
	+ Statistical review by a Network statistician may be requested
* *Revised pre-submission drafts* should be resubmitted to the Publications Committee within 2 weeks after the draft is returned to the author.
* Final decisions about accepting suggested revisions ultimately belong to the Primary Author who may consultation with the Publications Committee Chair, Research Committee Chair, and Publications Committee reviewers.
* When appropriate, the Publications Committee may request a disclaimer be added to the su bmission such as, “Findings from this paper are based on author interpretation and may not reflect the opinions of all PAS2 members.”

Journal Reviews and Decisions

* Revisions should be approved by the Publications Chairperson and at least 2 committee reviewers (from the original manuscript review).
* Resubmission deadlines can be tight. Please alert the Publications Committee Chairperson when “revise, not reject” is assigned by the journal.

**Adherence to Deadlines**

It is expected that authors and reviewers adhere to deadlines as specified above; however, if circumstances arise that preclude this, then the Chairperson is to be notified immediately, including anticipated completion date. Multiple missed deadlines are subject to review by Chairperson and Board Members, with the possibility of removal from committee or change in author status.

**Manuscript Authorship**

As a general principle, authorship decisions should be as inclusive and equitable as possible, within reason. Inclusion must be balanced by limitations on authorship count for major journals. All centers contributing patients should be recognized for their participation in a study by, at minimum, corporate authorship\* in the acknowledgements.

Importantly, publications that are not research studies (e.g., group opinions, checklists, white papers, patient-facing materials, podcasts, and expert reviews) do not have to follow manuscript authorship guidelines. Publications committee approval is still required if writing “for PAS2”.

Exceptions to the following guidelines must be approved by the Publications Committee.

* The Primary Author and, when appropriate, the Writing Group membership is designated by the Research Committee when the study is approved.
* The Senior (Last) Author is designated by the Primary Author and will be approved by the Publications Committee during manuscript preparation. Senior Authors may be:
	+ A senior mentor at the Primary Site who contributed heavily to the study and manuscript; OR
	+ A member of PAS2 who contributed most heavily to all stages of protocol development, study design, data analysis, and manuscript writing/revisions.
* Every participating member site (those that contribute patients or samples to the study or dataset) will be represented by at least a single co-author.
* Every participating member site (those that contribute patients or samples to the study or dataset) can be represented by up to 3 additional \*corporate authors\* in the acknowledgements.
	+ This helps to acknowledge that the creation and curation of a dataset take a lot of work for all centers.
	+ Corporate authors are not named in the author by-line, but receive recognition for the study if mentioned by name in the acknowledgements (i.e. the study is indexed under their name in PubMed).
	+ If not co-authors, members of the Publications Committee who participated in review should be acknowledged as corporate authors.
* If an analysis is performed primarily at a single Primary Site (proposed, analyzed, presented, and prepared by members of a single institution), up to 5 co-authors may be named from that center.
* If an analysis is conceived through a group of members not at the same site (e.g., there is no Primary Site, per se), a Writing Group of authors may be assigned by the Research Committee at the time the analysis is approved.
* If an analysis is proposed by a Junior Investigator (e.g., fellow), but analysis is performed by a Network statistician, one additional author from the Investigator’s center may be named.
* Author order is determined by the Primary Author and must be approved by the Publications Committee:
	+ Key statisticians (from the Primary Site or the Network) should be second or third author except when they are first or last author.
	+ Middle authorship order is determined first by the level of contribution to the manuscript and second, when effort is equivalent, by the number of patients or samples contributed by the co-author’s center.
* All manuscripts must include in the authorship byline:
*“for the Pan-American Society for Placenta Accreta Spectrum (PAS2)”*

Every author should meet all four International Committee of Medical Journal Editors (ICMJE) conditions:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work of revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. 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.

Others who contributed significantly, but do not meet criteria for authorship will be named in the acknowledgements.

**APPROVED BY CONSENSUS OF THE PUBLICATIONS COMMITTEE**
March 6, 2021

*Signed:*

Brett Einerson (inaugural chairperson)

Alissa Carver

Lisa Zuckerwise

Megan Stephenson

Anna Modest

Scott Shainker

Amir Shamshirsaz

Clarel Antoine

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Vineet Shrivastava

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