NRG Oncology Publications Policy & Guidelines

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NRG Publications Policy

I. Publications Committee Bylaws Charter

The purpose of the Publications Committee is to promote and facilitate the publication of studies to ensure NRG Oncology results are published in a timely manner, assure authorship lines are appropriate, review the science of abstracts and papers, assure timely reporting by assigning or reassigning responsibility, monitoring compliance with the Publication Policy, and propose recommendations to update the Publications Policy as necessary. The Publications Committee will consider and adjudicate appeals and/or disputes related to publications and will issue recommendations to the Group Chair for final decision.

Composition. The Publications Committee shall be comprised of no more than 24 members and will include a balance of medical disciplines representing appointees from the Group Chairs. The committee will be chaired by the Deputy Group Chair for Scientific Publications.

II. Introduction

NRG Oncology recognizes the critical importance of the timely and accurate publication of the results of its clinical trials.

The NRG Oncology Publications Committee oversees all aspects of the publication process for NRG in order to ensure timely and accurate reporting of the results of all NRG Oncology clinical trials and corresponding projects. The Publications Committee consists of members that represent the group’s diverse membership.

The NRG Deputy Group Chair for Publications leads the Publications Committee and serves in that capacity in accordance with the NRG Oncology Group Bylaws.

The NRG Oncology Publications Policy applies to any publication – including abstracts, presentations, and manuscripts – that utilizes NRG Oncology data or resources. This Policy is in accordance with National Cancer Institute (NCI) National Clinical Trials Network (NCTN) Program Guidelines, which govern the conduct of NCTN member groups such as NRG Oncology. The policy also recognizes the International Committee of Medical Journal Editors’ (ICMJE) Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals.

III. Roles & Responsibilities

NRG Oncology Publications Committee – The committee is responsible for disseminating NRG Oncology research results to the scientific and lay communities by promoting and facilitating publication
of NRG Oncology trial results and corresponding projects in a timely manner. The committee achieves this objective by:

1. Development, ongoing review and making recommended changes to the Publications Policy to the Deputy Group Chair of Publications for Group Chair approval.

2. Reviewing the scientific merit of all abstracts and manuscripts using NRG Oncology study data prior to submission for publication or presentation.

3. Determine and approve initial and changes in authorship lines, with input from the first author and assigned NRG statistician, for all abstracts and manuscripts according to the NRG Oncology Publications Guidelines, which recognize the contributions of investigators involved in the development, conduct, and analysis of the study or project.

4. Monitoring the progress and timeliness of abstract and manuscript submissions related to NRG Oncology research. The committee may reassign publication authorship if a first or other author does not fulfill his/her responsibilities. The committee will monitor publications policy violations and recommend further appropriate actions to the NRG Oncology Executive Committee as warranted.

5. Developing and maintaining the NRG Oncology Publication Guidelines and associated procedures.

Protocol Principal Investigator /Study Chair (PI) – The protocol PI is responsible for preparing presentations/publications disseminating the results of the primary endpoint analysis according to the Timelines in Section IV. The PI is generally the first author of the primary endpoint publications.

First Author – The first author, who may also be the protocol PI, is responsible for:

1. Guaranteeing the integrity of the work.

2. Adhering to the NRG Oncology Publications Policy and Guidelines, including submission of the publication to NRG Oncology Publications Department in order to meet the requirements in the Timelines of this policy (Section IV).

3. Completing appropriate study chair reviews (when applicable) prior to commencement of data analysis.

4. Working with the protocol/project team, which may include NRG Oncology Statistics and Data Management Center (SDMC) and Publications Department staff, to develop the initial draft of the abstract/manuscript.

5. Working with the SDMC team to make authorship recommendations to the Publications Department and abiding by the decisions of the Publications Committee, including the designated author line.

6. Insuring that all co-authors have had the opportunity to review and provide feedback for all publications and presentations

7. Submitting and completing abstracts and manuscripts in a timely manner.

8. Complete required conflict of interest disclosures
Co-author – The co-authors must review and approve abstracts, presentations, and manuscripts in a timely manner and complete required conflict of interest disclosures in order to maintain co-authorship.

NRG Oncology Publications Department - The Publications Department is responsible for ensuring timely preparation and submission of all NRG Oncology publications, for editorial review and for ensuring that NRG Oncology complies with the NCTN Program Guidelines and the terms of its grant award from the NCI.

NRG Oncology Statistics and Data Management Center (SDMC) – The SDMC will work collaboratively with the protocol PI and other investigators to provide data quality and data analyses of study endpoints and approved ancillary projects.

IV. Timelines

The submission of all abstracts, manuscripts, and presentations that utilize NRG Oncology data or resources will follow these timelines. The Publications Committee will work with the responsible biostatistician to develop a publication timetable for each study/project analysis. The timetable will be conveyed in writing to the first author, disease site committee chair, and other appropriate leadership and committee chairs.

Primary Endpoint Reporting - It is expected that preliminary results of the primary endpoints of NRG trials will be presented at scientific meetings within six to eight months of completion of a study analysis (if not sooner, based on the relevance of the results). and that a full draft manuscript of the study results will in general be prepared and submitted to the NRG publications office within six months and that the manuscript will be submitted for publication in the peer-reviewed literature (not as an abstract) within one year of the availability of the primary study results based on the completion date of the study recorded in the U.S. National Library of Medicine database, clinicaltrials.gov.

NCI & Corporate Collaborators Review – All manuscripts, abstracts and presentations reporting the results of NCI-sponsored trials must be submitted to NCI in advance for review and in the case of trials using agent(s) supplied under CTEP Collaborative Agreements (e.g., CRADA, CTA, or CSA) for potential comments. The NRG Oncology Publications Department is responsible for submitting all publications to NCI and collaborators, including:

1. Manuscripts – The Publications Department must submit manuscripts to the NCI and corporate collaborators at least 30 days in advance of submission for publication. An additional 30 days may be requested in order to ensure that confidential and proprietary data, in addition to the intellectual property rights of the collaborator(s), are protected. Manuscripts will not be submitted to a journal without this review.

2. Abstracts – The first author must submit a final draft to the responsible statistician, if there is one assigned, two weeks before the society/conference submission deadline. The NRG Oncology Publications Department will submit the approved abstract to the NCI at least three days prior to the submission deadline. In addition, the NCI pharmaceutical/biotechnology collaborator(s) will have courtesy review of any abstracts as soon as possible (preferably at least three days prior to submission), but in any case, prior to presentation or publication.

3. The first author must submit their presentation to the Publications Department at least two weeks prior to the presentation date. After Publications Department check of authorship line
and NRG formatting, the Publications Department will submit presentations to NCI at least one week prior to presentation or publication.

**NRG Publications Guidelines**

**I. General Considerations**

NRG Oncology should be cited within the manuscript, preferably in the title if the journal so permits and all federal grant numbers should be cited on the manuscript cover page, along with the Clinical Trials (https://clinicaltrials.gov/) registration number for the trial.

1. The Publications Department will prepare a written timeline and submission checklist for each publication in consultation with the first author and the responsible biostatistician and will be updated by Publications Department staff as the publication develops.
2. The selection of the appropriate journal for submission will be determined by agreement of the first author, in consultation with the co-authors, disease site chair, and the publications department.
3. Co-authors will review and comment on the abstract, publication, and presentation prior to submission to a conference or to a journal for publication. Co-author reviews of manuscripts are due within two weeks.
4. All publications referencing NRG Oncology studies or data must be reviewed and approved by the Publications Committee prior to submission to a conference or for publication. PowerPoint presentations and posters related to submitted abstracts must also be reviewed by the Publications office prior to presentation.
5. The NRG Publications Department will be the clearinghouse for all NRG manuscripts submitted to a journal for publication, as well as all abstracts. This will permit the NRG to maintain a complete, accurate, and up-to-date bibliography within the Publications Department.

**II. Author Line Determinations**

NRG believes strongly in providing authorship opportunities for investigators who significantly contribute to the scientific development of the study/project, the data analysis, and abstract/manuscript writing and review, as well as those who provide scientific data (patient accrual, clinical data, and biological material submission). All authors must contribute to the development, writing of the manuscript, and review of the publication.

The Deputy Group Chair of Publications (or co-chair) determines and approves the authorship line in close collaboration with the first author, statistician and in discussion with the co-authors and disease site or NRG committee chair as appropriate, based on the requirements below. Written appeals will be adjudicated by the Deputy Group Chair of Publications.

1. **General Considerations**
   A. The total number of authors is subject to meeting/journal policies.
   B. The NRG Publications-approved authorship line is final and must be used for submission.
   C. Unless otherwise determined by NRG Publications, manuscripts will use the author byline determined for corresponding abstract submitted to a conference for presentation. For example, journal articles may allow more authors than abstract presentations or it may be agreed in advance that the first, senior, or other author position will be rotated among authors.
D. Any authorship position, including the first author, can be reassigned by the Deputy Chair of Publications if the original author does not complete his/her responsibilities according to the agreed upon timeline.

E. Manuscripts should include an appendix or table constructed by the Publication Department of all contributing institutions and the institutional PI at the time the study closed to accrual. This listing includes all institutions including institutions from other Lead Protocol Organizations (LPOs) if appropriate.

F. Authorship for an individual is granted only for the per-protocol endpoints or specific ancillary analysis in which they are involved and have Publications Committee approval. No author is granted authorship in perpetuity for work beyond that stated above. Cooperative groups are by definition, and by NCI mandate, data sharing entities. Once published, NRG Oncology data will become available to the public at-large and individuals hold no exclusive publication rights beyond those stated above. This holds for biomarker or imaging data conducted in individual laboratories and used in NRG Oncology publications. In the case of the latter, NRG Publications will make reasonable attempts to recognize the original laboratory Principal Investigator in which the marker data originated in the acknowledgements.

2. Authorship Determination and Order for NRG Protocol-Specified Analyses

A. Authorship Determination for Protocol-Specified Analyses
   i. First Author
      (1) The protocol principal investigator/study chair (PI) is expected to be the first author on the initial reporting of the primary endpoint. The study PI may not delegate this authorship right without permission from the disease site or appropriate committee with approval from the Publications Committee.
      (2) For secondary endpoints, the first author will be the appropriate study co-investigator/co-chair.

   ii. Co-authors
      (1) NRG Biostatisticians
         a) The primary study statistician will generally be listed as second author on protocol specified analyses.
         b) When appropriate, additional statisticians may be recommended for authorship.

      (2) Study Co-Investigators/Co-Chairs
         a) Co-chairs who appropriately contributed to the publication may be listed as co-authors. (For example, if a separate QOL publication is planned, the Quality of Life co-chair may not be included on the authorship line for the primary clinical paper if no QOL is included.)
         b) If a study co-chair leaves an NRG institution, he/she maintains authorship rights with the permission of the group chairs and the Publications Committee, provided that he/she continues to fulfill his/her study co-chair and co-author responsibilities.
         c) Inclusion of deceased authors will follow authorship guidelines for the particular journal to which an article is submitted.

      (3) Accrual Authors
         An effort will be made to maximize the number of investigators offered authorship due to accrual contributions. The number of accrual co-authors will be designated by the Publications Department in close consultation with the primary author, statistician and disease site or other appropriate committee chair, subject to final approval by
the Deputy Group Chair for Publications (or a committee co-chair) and may be limited by the requirements of the conference or journal. Authorship based on accrual will be granted to institutions which enrolled the largest number of patients to a study. All authors listed on the manuscript should have contributed significantly to the design or its implementation including data acquisition, accrual, or analysis and interpretation. All authors must have been involved in the writing/editing of the manuscript at draft stages, and have read and approved the final version.

(a) In general, the parent institution (main member or CCOP/NCORP member, hereafter referred to as the main member) and all affiliates/components (hereafter referred to as affiliates) are treated as an aggregate (main member network) and the determination of the institutional author will be made by its contact PI in consultation with the other institutional NRG PIs.

(b) It is expected that the main member contact PI will award accrual authorship to the highest enrolling institution among its main member network.

(c) The top Main Member institutions without affiliates with significant patient accrual will be always considered for authorship as well, with a final decision resting with the with the Publications Committee in consultation lead author, statistician, and disease site committee,

(d) If the institution is already represented among the authors (e.g. protocol PI), it may still be granted another authorship slot in the instance of significant institutional accrual.

(e) Accrual numbers are based on the patient cohort used in the paper. For example, a publication on quality of life endpoints will use accrual based on patients enrolled to the quality of life portion of the study. Accrual for translational research analyses will be based on specimen submission.

(f) Authorship representation for accrual rests with the institution. The accruing institution’s PI designates the representative author for that institution. When an accrual representative leaves the institution, the institutional PI has authority to assign a different author for that institution.

(i) The NRG institutional PI may allow the previously designated co-author to retain his/her authorship rights, but this co-author must list his/her affiliation as the institution where the data was collected/patients treated; if the journal/meeting allows co-authors to list multiple affiliations, the co-author may also list his/her current institution following his/her previous institution affiliation (i.e. “Thomas Jefferson University Hospital (during trial), Mayo Clinic (current)”)

(ii) The NRG institutional PI may elect another investigator currently at their institution to replace the previous representative, preferably one who also participated in the trial but did not receive authorship credit

(iii) An NRG institutional PIs may elect him/herself as the accrual authorship representative to represent the entire institution’s efforts on the trial

(g) Accrual authorship will be awarded if the institution maintains satisfactory data quality, timeliness, and audit performance.

(4) Senior Author
The Disease Site/NCORP Committee Chair OR co-chair at the time of study activation holds the right to senior authorship, subject to fulfilling his/her responsibility to have major scientific participation in the development, conduct, and analysis of the study. If a Disease Site Committee has a chair and co-chairs only one may be designated for the authorship line unless they are one of the protocol co-chairs and
thus will be designated as described above. The Disease Site Committee chair and co-chairs should decide a priori at study initiation who will hold senior author designation. If the Disease Site/NCORP Committee Chair is the first author of the study, he/she may recommend a study co-chair or Group Chair or NCORP PI who may have been directly involved (as described below), as senior author to the Publications Committee.

(5) Group Leadership

If a Group Chair, NCORP PI, Deputy Group Chair, or other group leader has made a substantial contribution to a study, his/her name(s) may be included in the author line as determined by the Deputy Group Chair of Publications (or designated co-chair). Authorship is not granted for general oversight or for solely obtaining funding.

(6) Other co-authors

The first author and/or the senior author may request to the Deputy Group Chair of Publications to add additional contributors to the authorship line. Written justification must be provided for such requests.

(7) Authorship based on mentoring will not be considered on primary NRG manuscripts unless previously approved by the Publications Committee during protocol development.

B. Authorship Order for Protocol-Specified Endpoints

i. The order of authorship should generally be as follows: first author, primary NRG Biostatistician, applicable co-chairs, accrual authors, senior author. Under rare circumstance there may be co-first authors, for example on an external grant funded study with co-PIs, however, all such requests must be initiated by the co-PIs with justification, and only at the start of the study. Requests will not be considered at the time of publication.

ii. Additional authors, if applicable, will be listed between the accrual authors and the senior author.

iii. The PI who relinquished his/her right to be the first author will be listed as a co-author in a slot recommended by the lead author and his/her co-authors, with approval by the Publications Committee.

C. Authorship Order for Patient Reported Outcomes (PRO)/ Quality of Life (QOL)/ Comparative Effectiveness (CE) Protocol Analyses

i. First Author (i.e., PRO/QOL/CE protocol investigator); primary biostatistician; other PRO/QOL/CE research investigators who are critical to the development and conduct of the study; clinical study PI; accrual authors (based on PRO/QOL/CE submission); PRO/QOL/CE Co-Chair; Senior Author.

3. Authorship Determination and Order for NRG Non-Protocol Specified Analyses (Ancillary Analyses)

A. Authorship Determination for Ancillary analyses of clinical data and biological material will mirror the clinical authorship guidelines for protocol-specified endpoints, incorporating the unique realities of team-based basic, physics, pathology, imaging, patient-reported outcomes, and translational science research. Authorship will be predicated on the degree of contribution to the overall effort, the sum of the scientific effort and patient accrual that led to acquisition of relevant biorepository specimens, images, digital data, and the biostatistical/ bioinformatics work required for proper analysis of resultant data. Prospective authors should be identified in advance at the time of the translational science (TS)
secondary analysis or ancillary application, when possible, with justification of authors made to the Publications Department.

i. **Authors**

First author is the investigator who requested the analysis and who led the specific effort. He/she will assess the relative contributions of all putative co-authors, in consultation with the appropriate committee chair/co-chair (e.g. TS Chair, Medical Physics Chair, Pathology Chair, PCOR Chair, etc.) and site-specific liaison if there is one (e.g. TS liaison).

Team science can involve contributions from many investigators with roughly equivalent degrees of effort. In such cases, the first author may recommend, for Publications Deputy Chair (or co-chair) approval, including all of them, journal permitting. It is the responsibility of the first author to verify and to assume responsibility of the integrity and accuracy of the data, inclusive of the clinical, translational, and basic science components.

ii. **Co-authors will include**

1. NRG biostatistician(s) involved in performing the secondary analysis
2. Additional investigators significantly involved in the development of the secondary analysis proposal
3. PIs of all studies included in the secondary analysis, as space allows, listed alphabetically.
4. Accrual authors – when possible and applicable, accrual authorship will be considered on ancillary analyses manuscripts and young investigator manuscripts
5. Senior author –
   - (a) For non-TS analyses: the disease site/NCORP committee chair at the time of the secondary analysis
   - (b) For TS analyses: the site-specific TS liaison and
6. Group Leadership
7. Other co-authors

B. Order of Authorship

i. **Ancillary analysis** authorship lines will be identified as follows: first author, NRG biostatistician (if the NRG statistician conducts the analysis), additional requesting investigators, second statistician (if applicable), other co-authors (if applicable), protocol PIs of studies used in analysis, accrual authors, senior author.

ii. **TS analysis** authorship lines will be identified as follows: first author; NRG biostatistician (if the NRG statistician conduct the analysis), or biostatistician; other translational science investigators who are critical to the development and conduct of the study; clinical study PI (if appropriate); accrual authors (based on specimen submission); second statistician (if applicable, which, on occasion may be the NRG statistician who reviews the plan of analysis but does not conduct the plan), protocol TS/Correlative Biology Co-chair (if different from PI); senior author (generally either the TS Committee co-chair or the Disease Site or other appropriate NRG Committee co-chair).

iii. **Physics/dosimetry-based ancillary analysis** authorship lines will generally follow order of authorship for other types of ancillary analyses: first author, biostatistician (if applicable), investigators critical to the development and conduct of the study, protocol PI, investigator(s) or representatives of institutions contributing data (“accrual” authors), and senior author (generally, the physics study co-chair).

iv. **PRO/QOL/CE ancillary analysis** authorship lines will be identified as follows: first author; NRG biostatistician if the NRG statistician conduct the analysis, other biostatistician
conducting analysis if not NRG biostatistician; other PRO/QOL/CE research investigators who are critical to the development and conduct of the study; clinical study PI (if appropriate); accrual authors (based on PRO/QOL/CE submission); second statistician if appropriate; protocol PRO/QOL/CE co-chair if different from the first author; senior author (generally the PRO/QOL/CE committee co-chair).

v. Methodology

analyses focused on physics/dosimetry, statistics, other (including but not limited to process-related, economics, and comparative effectiveness studies):
(1) The first author may submit a written statement with suggested authors, including justification for each author’s inclusion.
(2) NRG Publications Committee will approve the author line based on the primary focus of the paper, and will include as many authors as are feasible and appropriate.

4. Intergroup Studies When NRG is the Lead Protocol Organization

Studies with co-chairs representing other NCI Lead Protocol Organizations (LPOs) will have their study co-chairs listed as co-authors. Additional co-author slots will be awarded to individual institutions according to the accrual author requirements listed above.

III. Medical Physics Non-Protocol Specified Analyses

1. Peer reviewed manuscripts/abstracts will fall into these three physics review categories:
   A. Category 1: No patient related data is used, such manuscripts include: opinion papers; papers on techniques, phantom data; benchmark data; data collected for a specific project
   B. Category 2: Patient case-related dosimetric/technical data is used (not including outcome data for toxicity, survival, etc.), e.g., DICOM CT/structure/plan/dose
      i. For categories 1 and 2 statistical review may not be required however Statistics staff will start the documentation checklist for Publications once the Ancillary Projects Committee (APC) application form is received from the APC coordinator.
   C. Category 3: Outcome data is used (statistical review is required).

2. Aligning the current NRG physics practice to current NRG process
   A. Ancillary Projects Committee (APC) application form will be started and circulated by ancillary projects coordinator and used to start publications process;
   B. Statistics will be the gatekeeper of the checklist (even when there is no formal statistical plan to review as in category 1 or 2 concepts). The ancillary projects coordinator will send the APC form to the study specific statistician or for physics abstracts/manuscripts that are not study specific or cross multiple studies, they will be sent to the Assistant Director for Statistics for formal statistical review determination.

3. Physics Concept Submission and Appropriate Committee Review
   A. In order for the medical physics review to occur the first author must submit an APC form (to be found on the NRG Oncology website under the RESOURCES tab) with at minimum the following information:
      i. Suggested working title
ii. Suggested list of authors and rationale or role on project for inclusion of EACH author,

iii. For category 1, a brief description of the purpose and methods of the abstract or publication and a specific statement that no data from any ongoing or closed study will be used must be included in the documentation sent to the Radiation Oncology Committee (or Disease Site or NCORP Committee as appropriate), the protocol statistician, and the Publications Committee. The written approval by the by the Radiation Oncology Committee Chair (or Disease Site or NCORP Committee Chair as appropriate) AND the protocol statistician when applicable must accompany the request for authorship.

iv. For physics review categories 2 and 3, the APC form will be submitted and the appropriate Radiation Oncology Committee or Disease Site or NCORP Committee review and statistical review (when appropriate for category 2; mandatory for category 3) are required.

v. The Timeline for physics review categories 1 and 2 abstracts above for the APC form submission is as follows:

1. The APC application form must be received by the ancillary projects coordinator at least six weeks prior to the conference submission deadline.
2. The six weeks lead-time includes four weeks for statistical determination for review, statistical review of the analysis plan if needed, authorship line determination and communication, development of first draft of abstract and co-author review, feedback to first author and revisions by first author.
3. Following the four week review process above, the full text of the abstract is sent by the first author to the Publications Committee two weeks before the society/conference submission deadline as per Publication Guidelines section IV above.
4. If more than two physics requests for one disease site are planned, then more than six weeks is needed for the statistician in that disease site to review multiple requests.

IV. Publication Process

1. Abstracts

A. All abstracts must be approved by the Publications Committee through its designee(s) according to the process listed below. It is the responsibility of the first author and the assigned statistician to notify the Publications Department when abstract preparation begins so that accrual authorship can be determined.

B. For abstracts with NRG statistical support, the first author drafts the abstract and sends it to the statistician. The first author and statistician work together to finalize the draft of the abstract in preparation for co-author review.

C. It is the responsibility of the first author to send the draft to the Publications Department for the determination of accrual authorship and approval by Publications Group Chair or designee according to guidelines outlined above. The first author is responsible for distributing the draft of the abstract to all co-authors for their review and incorporating their comments.

D. The final draft of the abstract, approved by the co-authors, should be submitted by the first author to the NRG Publications Committee at least six days before the society/conferece submission deadline.

E. Prior to submission of an abstract to a meeting, the following procedures are necessary:
i. The proposed draft abstract must be submitted to the Publications Department at (NRG-Publications@NRGOncology.org) where a sign off checklist will be formulated to track and document the process.

ii. The NRG Publications Department will review the abstract for adherence to the approved authorship line, and acknowledgement of federal grants.

iii. The Publications Department will circulate the abstract to the following individuals for review:
   (1) Co-authors
   (2) Appropriate Biostatistician.
   (3) Relevant Disease and/or Research Committee Chair
   (4) Publications Chair or designee Co-chair
   (5) Group Chair(s)

iv. The Publications Chair or Co-chair and or the Group Chair(s) may, at their discretion, ask that the abstract be reviewed by an individual other than those listed above.

v. The approved abstract will be sent to NCI and any pharmaceutical/biotechnology collaborator(s) at least three days prior to the submission deadline.

vi. Reviewers’ comments must be returned as tracked changes to the Publications Department. The first author will be responsible for implementing the various edits/comments prior to submission. The first author will submit the final abstract to the Publications Department who will forward to those listed in # 3 above.

vii. The first author and Publications Department will work together to obtain signed COI author forms, submit the abstract, and notify the authors of submission.

2. Manuscripts
   A. All manuscripts using NRG data (clinical or biospecimen) must have author lines determined as specified in Section II. All manuscripts must be approved by the Publications Committee according to the process listed below.

   i. It is the responsibility of the first author and the assigned statistician to notify the Publications Department when manuscript preparation begins. For manuscripts with NRG statistical support, the first author will draft the manuscript in concert with the statistician. They, along with others who have had early input, will prepare a document complete enough to be reviewed by the co-authors for scientific accuracy and will send this to the publications department.

   ii. The manuscript will be formatted for the selected journal by the Publications Department staff and distributed to all co-authors, to the NCI, and to any pharmaceutical/biotechnology collaborator(s) for review. Comments will be requested to be sent to the first author. COI forms and other submission forms required by the journal will be distributed at this time by the Publications Department, along with a deadline given for their return.

   iii. Prior to submission of a manuscript to a journal, the following procedures are necessary:
   (1) The proposed draft abstract manuscript must be submitted to the Publications Department at (NRG-Publications@NRGOncology.org) where a sign off checklist will be formulated to track and document the process.
   (2) The NRG Publications Department will review the manuscript for adherence to the approved authorship line, and acknowledgement of federal grants.
(3) The Publications Department will circulate the manuscript to the following individuals for review:
   a) Co-authors
   b) Appropriate Biostatistician
   c) Relevant Disease and/or Research Committee Chair
   d) Publications Chair or designee Co-chair
   e) Group Chair(s)

(4) The Publications Chair or Co-chair and/or the Group Chair(s) may, at their discretion, ask that the manuscript be reviewed by an individual other than those listed above.

(5) The approved manuscript will be sent to NCI and any pharmaceutical/biotechnology collaborator(s) at least thirty days prior to the submission deadline.

iv. Reviewers’ comments must be returned to the Publications Department within 14 days. The collated reviewer comments will be sent to the first author who is responsible for working with the co-authors and biostatisticians to incorporate the comments/edits provided by the reviewers. The near final manuscript will be returned to the publications department for final circulation to the individuals listed in #3 above with a 2 week timeline for any final input prior to submission by the publications department to the target journal.

v. NRG Oncology does not support publication of manuscripts in what has been termed “predatory journals.” Predatory journals are open-access journals that use exploitative practices including charging fees for publication and low or no quality control (peer-review). Journals must be indexed by PubMed. https://www.ncbi.nlm.nih.gov/pubmed/advanced. If journal for publication is not listed in PubMed please contact Publication Committee for approval.

vi. The Publications Department will submit the manuscript to the designated journal and notify all co-authors of submission. NOTE: NRG Oncology does not pay journals article submission charges. For primary protocol endpoint manuscripts only, if funds are required for color graphics the first author may seek NRG support on a case by case basis.

vii. The Publications Department notifies the authors of any communications from the journal and works with the first author to answer and resolve any comments.

viii. The final step for an NRG manuscript is the NCI mandated submission of the manuscript into the NIHMS/Pub Med Central data base. This is a TWO step process and is the responsibility of the corresponding AUTHOR. Details on the process can be found on the NRG Oncology website at: https://www.nrgoncology.org/Portals/0/Publications/PMC%20Submission%20Methods%20Flow%20Chart%202011-7-2016.pdf

ix. Resubmissions for manuscripts rejected following a second submission:
   1) For per protocol endpoint manuscripts, the journal reviews will be sent to the Disease Site or originating committee chair(s) for discussion with the first author regarding strategic edits and resubmission by NRG publications staff.
   2) For ancillary studies NRG publications will assist up to a third rejection. Resubmission following a third rejection is the responsibility of the first author. Please review Section v. above on PubMed indexed journals. The first author is responsible for communicating with NRG Publication staff regarding final acceptance.
3. **Presentations**
   A. All NRG presentations should use the appropriate NRG presentation template, which is available on the NRG website.
   B. For presentations with NRG statistical support, the first author will draft the presentation in concert with the statistician.
   C. The first author will distribute the draft of the presentation to all co-authors and obtain their approval before submitting to the Publications Department for approval.
   D. The final presentation, as approved by the co-authors should be submitted to the NRG Publications Department at least 10 days before the first day of the meeting.
   E. NRG Publications circulates the presentation for review to NRG Publications Chair and Co-chairs, and appropriate NRG Group Chairs and Committee Chairs.
   F. The Publications Department will simultaneously distributes the presentation for review to appropriate commercial entities providing study support, and to CTEP/NCI to comply with grant requirements.

V. **Data Sharing**
Requests for use of NRG data is governed by the NRG Oncology Data Sharing Policy as posted on the NRG website.

Acknowledgment of NRG Oncology and NRG Oncology grants that supported the research for which results are being published is required on the manuscript.

VI. **Publication of Institution-Specific Results**
After publication of a primary manuscript by NRG Oncology, an individual institution may publish data related to a site-specific study conducted in connection with the protocol; such publications will be sent to the NRG Publications Committee for review and comment at least 30 days before submission for publication.

VII. **Archiving of NRG Oncology Publications**
Copies of all manuscripts, abstracts and non-peer reviewed journal articles, book chapters, editorials, invited correspondence for journals, conference proceedings, brief communications, and editorials should be sent upon publication to the NRG Operations Office. All such articles will be entered into the NRG Oncology publications database and copies of the articles retained at the Publications Department. A list of recent NRG Oncology publications will be available on the NRG website.