NRG Oncology Publications Policy & Guidelines

Approved 10-14-14
Revised 11/02/2014
Revised 07/17/2015
Revised 03/21/2017
Revised 03/06/2018
Revised 02/18/2020

NRG Oncology Publications Policy

General Considerations

- Authors must fulfill ICMJE Stipulations for Authorship and NRG Publications Rules for Authorship.
- Accrual authors will be prioritized.
- With the exception of the Principal Investigator/Study Chair, NRG Statistician, and Disease Site Chair, individuals who appear on the protocol cover sheet are not guaranteed a position on the author line (see #1 above).

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 abstracts, presentations, and manuscripts, assure timely reporting by assigning or reassigning responsibility, monitoring compliance with the Publication Policy, and propose recommendations to update the Publication Policy as necessary. The Publications Committee will consider and adjudicate appeals and/or disputes related to publications and will issue recommendations to the Group Chairs for final decision.

Composition - The Publications Committee shall be comprised of no more than 15 members and will include a balance of medical disciplines representing appointees from the Group Chairs. The Publications Committee is led by the Chair for Scientific Publications. The chair of the committee reports to the Deputy Group Chair for Publications and Communications.

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 Oncology 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 Oncology Deputy Group Chair for Publications and Communications oversees the Publications Committee, reports to the NRG Oncology Executive 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. (NCI Terms/Conditions of Award document, pg. 38, National Cancer Institute National Clinical Trials Network Program Guidelines). The policy also follows the International Committee of Medical Journal Editors’ (ICMJE) Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, summarized as follows:

- 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

III. Roles & Responsibilities

NRG Oncology Publications Committee - The committee is responsible for regulating dissemination of 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 and Guidelines to the Deputy Group Chair of Publications and Communications for Group Chair approval.

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

3. Determining and approving authorship lines and all requested changes, with input from the corresponding author and assigned NRG Oncology biostatistician, for all publications 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. There will be some flexibility in applying the guidelines outlined below, as long as authorships are consistent with recommendations of the ICMJE.

4. Monitoring the progress and timeliness of publication submissions related to NRG Oncology research. The committee may reassign publication authorship if a corresponding or other author does not fulfill his/her responsibilities in a timely manner. The committee monitors Publications Policy violations and recommends 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 corresponding author of primary endpoint publications.
Corresponding Author - The corresponding author, who may also be the protocol PI, is responsible for:

1. Assuring the integrity of the work.
2. Adhering to the NRG Oncology Publications Policy and Guidelines, including submission of the publication to the 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 Staff and abiding by the decisions of the Publications Committee, including the designated author line.
6. Ensuring that all co-authors have had the opportunity to review and provide feedback for all publications and presentations, with assistance from the Publications Department staff.
7. In collaboration with the Publications Department Staff, ensuring that abstracts and manuscripts are submitted in a timely manner.

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, gathering required conflict of interest disclosures, distributing 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 works 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 Department Staff 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 corresponding author, primary committee chair, and other appropriate leadership.

Primary Endpoint Reporting - NCI Guidelines require that results of the primary endpoints of NRG Oncology trials 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). (NCI Terms/Conditions of Award document, pg. 38, National Cancer Institute National Clinical Trials Network Program Guidelines).
It is NRG Oncology’s practice that the first manuscript draft be provided to the Publications Department within 30 days after the initial meeting presentation.

If the manuscript has not been received in the Publications Department by then, the corresponding author will be contacted for an explanation, and the Publications Committee Chair and Vice Chairs will consider re-assigning the corresponding author responsibilities.

The manuscript should 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 Publications Department Staff is responsible for submitting all publications to NCI and collaborators, including:

1. **Manuscripts** - The Publications Department Staff must submit manuscripts to the NCI and corporate collaborators as defined per contract (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 corresponding author must submit a final draft to the responsible biostatistician, if there is one assigned or to the Publications Department Staff two weeks before the society/conference submission deadline. The Publications Department Staff 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 an opportunity for a required courtesy review of any abstracts as defined per contract (at least three days) prior to submission.

3. **Presentations** - The corresponding author must submit a final draft to the responsible biostatistician, if there is one assigned or to the Publications Department Staff two weeks before the society/conference date. The Publications Department Staff will submit the approved presentation to the NCI at least three days prior to the submission deadline. In addition, the NCI pharmaceutical/biotechnology collaborator(s) will have an opportunity for a required courtesy review of any abstracts as defined per contract (at least three days) prior to submission.

**NRG Oncology Publications Guidelines**

I. **General Considerations**

NRG Oncology must be cited within the abstracts, presentations, and manuscripts, preferably in the title if the journal or conference association so permits and all applicable federal grant numbers must be cited on the manuscript/abstract, along with the Clinical Trials (ClinicalTrials.gov) registration number for the trial.

1. The Publications Department prepares a written timeline after receipt of the submission checklist for each publication, in consultation with the corresponding author and the responsible biostatistician and updates the timeline as the publication develops.
2. The selection of the appropriate journal for submission is determined by agreement of the corresponding author, in consultation with the co-authors, primary committee chair, and the Publications Department.

3. Co-authors must review and comment on the publication prior to submission to a conference or to a journal for publication. Co-author reviews of manuscripts are due within two weeks.

4. All NRG Oncology publications must be approved by the Publications Committee Chair or Vice Chair prior to submission to a conference or journal.

5. The NRG Oncology Publications Department is the clearinghouse for all NRG Oncology manuscripts submitted to a journal for publication, as well as all abstracts. This permits NRG Oncology to maintain a complete, accurate, and up-to-date bibliography within the Publications Department.

II. Author Line Determinations

NRG Oncology 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, and review of the abstract, presentation, and manuscript. National Cancer Institute National Clinical Trials Network Program Guidelines

The Publications Committee Chair or Vice Chairs determines and approves the authorship line in close collaboration with the corresponding author, biostatistician, and in discussion with the co-authors and primary committee chair as appropriate, based on the requirements below. Some flexibility relative to authorship is allowed, based on discussion among the authors and the chair or vice chair. In general, requests for additions or changes to authorship lines that differ from those outlined in the guidelines below that are well-justified and recommended by the senior author and the relevant committee chair should be accepted and approved by the Publications Committee Chair or Vice Chair. If necessary, written appeals will be adjudicated by the Deputy Group Chair for Publications and Communication.

1. General Considerations

   A. The total number of authors is subject to meeting/journal policies.
   B. The NRG Oncology Publications-approved authorship line is final and must be used for submission.
   C. Unless otherwise approved by NRG Oncology Publications, manuscripts will use the author byline determined for the 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 corresponding, senior, or other author position will be rotated among authors.
   D. Authorship determinations should begin at the initiation of the study, with modifications as needed. Any authorship position, including the corresponding author, can be reassigned by the Deputy Chair for Publications and Communications, in consultation with the primary committee chair, if the original author does not complete his/her responsibilities according to the agreed upon timeline.
   E. 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. NCTN 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 Oncology Publications will make reasonable attempts to recognize the original laboratory principal investigator in which the marker data originated in the acknowledgements. At times studies with collaborators from outside entities will require study-specific guidelines that must be documented and filed with the Publications Committee.

2. Authorship Determination and Order for NRG Oncology Protocol-specified Analyses
A. Authorship Determination for the Primary publication, which will contain the Protocol-specified Primary Endpoint(s) with or without Protocol-specified Secondary Endpoint(s)
Authorship order will generally be as listed below:
   i. Corresponding Author
      (1) The protocol principal investigator/study chair (PI) is expected to be the corresponding author on the initial reporting of the primary endpoint. The study PI may not delegate this authorship position without permission from the primary committee chair with approval from the Publications Committee.
      (2) For secondary endpoints, the corresponding author may be the appropriate study co-investigator/co-chair, as appropriate.
   ii. Co-authors
      (1) NRG Oncology Biostatisticians
         a) The primary study biostatistician will generally be listed as second author on protocol-specified analyses.
         b) When appropriate, additional biostatisticians 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 Oncology 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 co-author responsibilities.
      (3) Protocol Officer (when applicable)
      (4) Accrual Authors
         An effort will be made to maximize the number of investigators offered authorship based on accrual contributions. The number of accrual co-authors is determined by the Publications Department Staff in close consultation with the corresponding author, biostatistician, and primary committee chair, subject to final approval by the Publications Committee Chair or Vice 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 publication should have contributed significantly to the study design or its implementation, including data acquisition, accrual, or analysis and interpretation. All authors must have been involved in the writing/editing of the publication 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 their local affiliate NRG Oncology PIs.

(b) It is recommended 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 may be considered for authorship as well, with a final decision resting with the Publications Committee in consultation with the lead author, biostatistician, and primary committee chair.

(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 science (TS) 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 Oncology 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 Oncology 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 Oncology institutional PI may elect him/herself as the accrual authorship representative to represent the entire institution’s efforts on the trial

(iv) If a member institution’s accrual represents 10% or more of the total for the study, the institution PI may designate an additional author from that member site.

(v) For trials with fewer than 50 patients, efforts will be made to recognize as many institutions as possible.

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

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 authorship line as determined by the Publications Committee Chair (or designated Vice Chair). Authorship is not granted for general oversight or solely for obtaining funding.

(5) Other co-authors

The corresponding author and/or the senior author may request to the Publications Committee Chair (or designated Vice Chair) and the Deputy Chair for Publications and Communications to add additional contributors to the authorship line. Written justification must be provided for such requests.

(6) Senior Author (to be listed last)
The primary committee chair or vice 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 committee has a chair and vice chairs only one may be designated for the senior authorship line unless the other is one of the protocol co-chairs and thus will be designated as described above. The primary committee chair and vice chairs should decide a priori at study initiation who will hold senior author designation. If the primary 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.

(7) When applicable, an effort should be made to retain on the authorship line the names of deceased researchers who have made major contributions to a study.

B. **Authorship Order for Protocol-specified Secondary Endpoints**
   i. The order of authorship should generally be as follows: corresponding author, primary NRG Oncology 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.
   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. The order of authorship should generally be as follows: first Author (i.e., PRO/QOL/CE protocol investigator), primary NRG Oncology 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 vice chair, senior author.

3. **Authorship Determination and Order for NRG Oncology 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 TS research. Authorship will be predicated on the degree of contribution to the overall effort, the sum of the scientific effort and 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 TS secondary analysis or ancillary application, when possible, with justification of authors made to the Publications Department and Committee.
   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 primary 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 Chair
(or vice chair) approval, including all of them, journal permitting. It is the responsibility of
the corresponding author to verify and to assume responsibility for the integrity and
accuracy of the data, inclusive of the clinical, translational, and basic science
components.

ii. **Co-authors may include**

   (1) NRG Oncology biostatistician(s) involved in performing the ancillary analysis
   (2) Additional investigators significantly involved in the development of the ancillary
       analysis proposal
   (3) PIs of all studies included in the ancillary analysis, as space allows, listed
       alphabetically.
   (4) Accrual authors - when possible and applicable
   (5) Group Leadership
   (6) Other co-authors related to team science, which may include trainees/students, and
       others who have made significant contributions to the generation of the data.
   (7) Senior author
       (a) For non-TS analyses: Generally, the primary committee chair at the time of the
           ancillary analysis
       (b) For TS analyses: The site-specific TS liaison

B. **Order of Authorship**

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

ii. **TS analysis** authorship lines will be identified as follows: first author, NRG Oncology
    biostatistician (if the NRG Oncology biostatistician conducted the analysis), or other
    biostatistician, other TS investigators who are critical to the development and conduct of
    the study, clinical study PI (if appropriate), accrual authors (based on specimen
    submission), second biostatistician (if applicable, which, on occasion may be the NRG
    Oncology biostatistician who reviews the plan of analysis but does not conduct the
    analysis), 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 Oncology 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, NRG Oncology
    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 Oncology biostatistician (if the NRG Oncology biostatistician conducts the
    analysis), other biostatistician conducting analysis if not NRG Oncology 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 biostatistician 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 corresponding author may submit a written statement with suggested authors, including justification for each author’s inclusion.
(2) NRG Oncology 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 Oncology 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.

5. Intergroup Study Champions
A. Authorship for champions representing other NCI Lead Protocol Organizations (previously called “Co-Chairs” for the other LPO groups) should be on essentially the same basis as for anyone else. Champions need to be listed on the face sheet of the protocol representing a particular collaborating LPO group, AND must have made significant scientific/intellectual contributions to the development and progress of the trial AND meet the requirements outlined by the ICJME for authorship.

III. Publication Process
All publications must be approved by the Publications Committee through its designee(s) according to the processes listed below.

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 corresponding author and the assigned biostatistician to notify the Publications Department when abstract preparation begins so that authorship can be determined.
B. For abstracts with NRG Oncology statistical support, the corresponding author drafts the abstract and sends it to the biostatistician. The corresponding author and biostatistician work together to finalize the draft of the abstract in preparation for co-author review.
C. Abstracts based on an approved Ancillary Project Committee or NCTN Core Correlative Sciences Committee application must be submitted with a copy of the approved application and the approval letter. Documentation of IRB approval may be required before the abstract will be approved.
D. It is the responsibility of the corresponding author to send the draft to the Publications Department for the determination of accrual authorship and approval by Publications Committee Chair or designee according to guidelines outlined above.
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 Oncology 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 Primary Committee Chair
      (4) Publications Chair or designee Co-chair
(5) Group Chair(s)

iv. The Publications Chair or vice 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, or as required by contract.

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 # iii 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.

F. The first author must notify Publications Department Staff immediately of acceptance or rejection of the abstract.

2. Presentations

A. All NRG presentations should use the appropriate NRG presentation template, which is available on the NRG Oncology Resources page

i. For presentations with NRG statistical support, the corresponding author, in collaboration with the Publications Department, will draft the presentation in concert with the biostatistician.

ii. The corresponding author, in collaboration with Publications Department Staff, will ensure that a draft of the presentation is distributed to all co-authors and their suggested edits and approval are obtained.

iii. The final presentation, as approved by the co-authors should be submitted to the NRG Oncology Publications Department at least 10 days before the first day of the meeting.

iv. NRG Publications circulates the presentation for review to NRG Publications Chair or vice-chair, and appropriate NRG Group Deputy Chair, Group Chairs, and Primary Committee Chairs.

v. The Publications Department will simultaneously distribute the presentation for review to appropriate commercial entities providing study support, and to CTEP/NCI to comply with grant requirements.

3. Manuscripts

A. First authors wishing to submit to high-impact journals should use the journal’s pre-submission inquiry process, if available.

B. All manuscripts using NRG Oncology data (clinical, imaging, 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.

C. It is the responsibility of the corresponding author and the assigned biostatistician to notify the Publications Department when manuscript preparation begins (NRG-Publications@NRGOncology.org). For manuscripts with NRG Oncology statistical support, the corresponding author will draft the manuscript in concert with the biostatistician. 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. The NRG Oncology biostatistician will send the Publications Department a Checklist and accruals.

D. Manuscripts based on an approved Ancillary Project Committee or NCTN Core Correlative Sciences Committee application must be submitted with a copy of the approved application and the approval letter. Documentation of IRB approval may be required before the manuscript will be approved.
E. Corresponding author or NRG Oncology biostatistician (if applicable) sends manuscript that is ready for review to Publications Department Staff at (NRG-Publications@NRGOnco.org).

F. Publications Department Staff circulates the manuscript for co-author review and collects required disclosure forms.
   i. Co-author review comments are sent to the corresponding author and biostatistician.
   ii. Reviewers’ comments must be returned to the Publications Department within 14 days. The collated reviewer comments are sent to the corresponding author, who is responsible for working with the co-authors and NRG Oncology biostatistician (if applicable) to incorporate the comments/edits provided by the reviewers.

G. Final manuscript is sent to Publications Department Staff and will be sent for review by the NCI and Pharma sponsors, when applicable.
   i. Publications Committee Chair or Vice Chair will review the manuscript (1-week turnaround) before the manuscript is distributed to NCI and applicable Pharma collaborators.
   ii. 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 not directly listed in this document.
   iii. If comments are received from any of these reviews, they are sent to the corresponding author and biostatistician for consideration.

H. The Publications Department Staff ensure that the final version of the manuscript is formatted for the intended journal and will submit the manuscript on behalf of the corresponding author and notify all co-authors of submission.
   i. NOTE: NRG Oncology does not pay journals’ article processing charges (APC). If funds are required for color graphics the corresponding author may seek NRG support on a case-by-case basis.

I. Once the manuscript has been submitted, the corresponding author should inform the Publications Department Staff of any communications received from the journal. The corresponding author and Publications Department Staff will work together to answer and resolve any comments.

J. The corresponding author is responsible for communicating with NRG Oncology Publications Department regarding final submission, acceptance, and proofs.

K. Predatory Journals
   i. Predatory journals are open-access journals that use exploitative practices including charging fees for publication and low or no quality control or peer-review.
   ii. NRG Oncology does not support publication of manuscripts in what have been termed “predatory journals.”
   iv. If the journal for publication is not listed in PubMed, is not familiar to the author planning to submit there, or seems questionable in any way, please contact Publication Department for approval.
   v. See the NRG Oncology Publications page and go here for additional information on predatory journals.

L. Resubmissions
   i. Resubmissions for manuscripts rejected following a second submission:
      (1) For per-protocol endpoint manuscripts, the journal reviews will be sent to the primary committee chair(s) for discussion with the corresponding 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 corresponding author.
      (3) Please review (Predatory Journals, section iii) above on PubMed indexed journals.
M. NIHMS (National Institute of Health Manuscript Submission System) Compliance
   i. The final step for an NRG manuscript is the NCI (National Cancer Institute) mandated submission of the manuscript into the NIHMS/PubMed Central database.
   ii. This is a Two-step process and is the responsibility of the corresponding author.
   iii. Details on the process can be found on the NRG Oncology website at: Methods for Complying with the required manuscript NIH Public Access Policy.

IV. Data Sharing
   1. Requests for use of NRG data is governed by the NRG Oncology Data Sharing Policy as posted on the NRG website.
   2. Acknowledgment of NRG Oncology, NRG Oncology grants, and any industry grants that supported the research for which results are being published is required on all publications.

V. Publication of Institution-Specific Results
   1. 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 must be sent to the NRG Publications Committee for review and comment at least 30 days before submission for publication.

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